



Southern

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

NOVEMBER 20, 2007
AGENDA

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President

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 BOARD OF GOVERNORS MEETING OF NOVEMBER 20, 2007
 BOONE/LINCOLN CAMPUS, ROOM 110
 3505 DANIEL BOONE PARKWAY, DANVILLE, WV**

AGENDA

1. Call to Order Mr. Kevin Fowler
Board Chair
2. President's Report Ms. Joanne Jaeger Tomblin
President
3. Institutional Priorities Presentation Mr. Tom Heywood
Bowles, Rice, McDavid, Graff, and Love
4. Financial Audit Presentation Mr. Chris Deweese
Suttle and Stalnaker PLLC
5. Action Items pp 69-174
 1. Approval of Audited Financial Report p 70
 2. Approval of October 2007 Minutes pp 71-73
 3. Approval of Proposed Tuition and Fees and Special Course-Related Fee
Schedule for 2008-2009 pp 74-76
 4. Institutional Policies for Final Approval
 1. SCP-1481, Naming of Facilities or Organizational Units pp 77-80
 2. SCP-2686, Promotion-in-Rank and Tenure Policy pp 34-46
 3. SCP-3201, Challenging a Course/Credit by Examination pp 81-93
 4. SCP-3401, Independent Study pp 94-98
 5. SCP-5100, Disposition and Sale of Surplus/Excess Property pp 99-106
 6. SCP-8600, Board of Governors Operational Guidelines pp 107-110
 5. Approval of Institutional Policies for 30-day Comment
 1. SCP-2171, Professional and Educational Requirements for
Faculty and Instructional Staff pp 124-130
 2. SCP-3637, General Education Philosophy and Goals pp 131-133
 3. SCP-2156, Drugs in the Workplace pp 134-143
 4. SCP-2575, Overtime and Compensatory Time pp 144-150
 5. SCP-2580, Part-time Employees: Classified Staff
and Adjunct Faculty pp 151-154
 6. SCP-2700, Reduction in Work Force, Classified Personnel pp 155-161
 7. SCP-2701, Reduction in Work Force, Faculty Personnel pp 162-166
 8. SCP-2825, Salary Administration pp 167-171
 6. Approval of Proposed Presidential Review Timeline pp 172-173
 7. Appointment of Board of Governors Legislative Committee p 174
6. Discussion Items pp 175-179
 1. Administrator and Faculty Productivity Update Merle Dempsey
7. Informational Items pp 180-186
 1. Advisory Opinion from Bruce Walker, General Counsel, WV Higher Education
Policy Commission
 2. Articles from the *Community College Times*
 1. The State of Fund Raising at Community Colleges by Donald Summers
 2. Fund Raising is About Community Ties, Personal Touch by Ellen Piwetz
8. Adjournment Chair Fowler

Southern West Virginia Community and Technical College

2007 Strategic Planning Retreat

Stonewall Resort

October 19, 2007

Meeting Summary and Report

The Board of Governors of Southern West Virginia Community and Technical College ("SWVCTC") held a strategic planning retreat on October 19, 2007 at Stonewall Resort, beginning at approximately 8:05 a.m.

Present for the meeting were Chairman Kevin Fowler, President Joanne Tomblin, Linda Akers, Emma Baisden, Michael Baldwin, Allyn Sue Barker, Cindy Crigger, Merle Dempsey, Ron Hamilton, Shelley Huffman, Elston Johnson, George Kostas, Sam Litteral, George Morrison, J. P. Owens, David Pierce, Terry Salmons, Jim Sheatsley, and Glenn Yost. Tom Heywood served as facilitator for the discussion.

President Tomblin opened the meeting by reviewing the vision and plans for SWVCTC in the years ahead. Following President Tomblin's articulation of the vision for SWVCTC, members of the group were invited to offer their comments and reactions as to the vision, and the progress and accomplishments that have been made over the past few years in realizing the vision.

Attendees were uniformly excited at the vision and the progress of SWVCTC, and expressed great praise for President Tomblin and her outstanding work as the leader of the institution. Exciting new programs have been put into place, including but not limited to the academy mine training program. There was a sense that SWVCTC has only scratched the surface with regard to the opportunities presented by mine training and safety. Various international aspects of this program are being developed, and are seen as exciting and important opportunities to pursue aggressively in the years ahead.

Discussion also centered on the allied health programs of SWVCTC, including the continuing market demand for graduates of the program, and the possibility of pursuing international opportunities, perhaps using the mine safety program as an entrée.

Those present noted that the new buildings and equipment represent dramatic evidence of the progress of SWVCTC. George Morrison commented that the faculty exhibit high morale at this time and possess a positive sense of the future. The faculty is also deeply appreciative of both the progress that has been made, and the continuing commitments by management and the Board, on salary and other issues.

Several people present noted the immense pride that has sprung up in the community surrounding SWVCTC and all of its accomplishments. David Pierce noted that the

Board is an extremely high performing board, based on his experience and observations working with other community and technical colleges around the nation.

Those present agreed that great opportunity lies in leveraging the existing strengths and programs of SWVCTC, including the mine safety and allied health programs, all as SWVCTC seeks to fulfill its mission and serve all the citizens of southern West Virginia.

Following the discussion of the vision, progress and recent successes of SWVCTC, Merle Dempsey provided an overview of the various strategic planning documents and state requirements that give shape and direction to SWVCTC in pursuit of its strategic activities. Enclosed with these materials is a copy of the summary sheet distributed by Mr. Dempsey in connection with that discussion.

Those present noted that the Compact and other documentation establish certain required parameters and set a strategic direction for SWVCTC. However, SWVCTC aspires to achieve more than the minimum objectives set forth in its Compact. The Board and President Tomblin believe it is important to create a strategic action plan for the next three years, to help SWVCTC accomplish the Compact goals and objectives, and achieve the long-term strategic vision for SWVCTC.

The facilitator opened the discussion regarding development of a three-year strategic action plan for the years 2008 through 2010, by reviewing the two-page summary plan reviewed and discussed by President Tomblin. The group proceeded to review the four focus areas set forth in the summary plan document, with a view towards identifying additional elements to be added; possible elements to be removed from the current summary plan; and areas of special focus in the next three years.

Enclosed with this meeting summary and report are flipchart notes from the discussion.

Programs. The Board and staff discussed program opportunities and appropriate focuses for the 2008-2010 period. There was consensus on the following points:

(1) SWVCTC will remain focused on market needs as they evolve. Since the last draft of the planning document, cosmetology has been added. There was agreement that SWVCTC will deemphasize culinary arts and the craft network as areas of special focus.

(2) There is perceived opportunity in helping businesses export. This opportunity will be examined further.

(3) There is perceived opportunity in the area of technical writing with regarding to permits and environmental issues. This opportunity will be explored further.

(4) The Board and staff are in broad agreement that building on the current success of the mine management program is perhaps the single best opportunity for SWVCTC. There was much discussion regarding SWVCTC possibly providing consulting services in this area, and becoming involved in related research and development (either directly, or through collaborations with WVU, Marshall or others). Those present discussed considerations

regarding providing consulting services and R&D, including but not limited to the issue of competing with the private sector. There was strong agreement to explore how to develop and expand the mine management program, leveraging existing success and meeting huge need in the industry for a range of services. Possible areas of opportunity include but may not be limited to creating certificate or degree programs in environmental issues surrounding mining; fire fighting associated with mine rescue; and project planning.

(4) All present agreed that SWVCTC must continue to be excellent at those programs and services it already provides. The fine-tuning contemplated by this strategic planning exercise must be built on a foundation of excellence in delivery of current programs.

(5) SWVCTC will examine the recent changes in the Work Force Investment Act for new opportunities (funding opportunities and others).

(6) SWVCTC will examine opportunities to develop a back to work program with BrickStreet.

(7) SWVCTC will examine opportunities regarding “lean manufacturing” techniques.

(8) Opportunities in the area of forestry will be studied in greater detail. Recent analysis of these programs suggests that it will be difficult to develop and execute a successful program in this arena.

Student Need. The Board and staff discussed student need issues, as reflected in the attached flip chart notes. Issues regarding how SWVCTC can penetrate target markets, including both traditional and adult students, were discussed. There was consensus that an effective strategy would be to actively target teachers, counselors and students, and to focus on making it very easy for counselors to refer students to SWVCTC, as appropriate. One idea which sparked enthusiasm was the possibility of holding an on-campus, “parent day.” This challenge and opportunity will be explored further.

Another opportunity was noted in the area of scholarships. Businesses in the area would likely support a scholarship program. Glenn Yost agreed to spearhead an effort to consider and possibly establish such a scholarship program.

Marketing. All persons present agreed that there is an ongoing need for marketing the programs and services of SWVCTC, using many forms of media. Those present agreed that it would be very helpful to prepare a speaker’s kit and establish a speakers’ bureau, on which Board members, faculty and staff could participate.

Opportunities for the use of technology to reach students, including blast text messages and a MySpace website, were discussed, and will be explored further.

Those present agreed on the need to move quickly in respect of the ideas and suggestions offered at the planning retreat. The results of the planning retreat will be presented at an upcoming Board meeting, and work teams will be established and tasked to pursue the several initiatives identified and agreed upon.

The retreat concluded at approximately 12:05 p.m.

Respectfully submitted,
Tom Heywood, Facilitator
November 7, 2007

Attachments as indicated

Southern West Virginia Community and Technical College

2007 Strategic Planning Retreat

October 19, 2007

Flip Chart Notes

Vision/Accomplishments

- Academy mine training and technology – 1600 people trained
- People coming to look at our example
- International, federal regulators
- Just scratching the surface – dream big!!
- Mine management, associate degree
- Allied health – international demands for nursing; use mine training as entrée
- New buildings, equipment – look forward
- Community pride in Southern
- On the move!!
- President is awesome – great vision
- Board is high performance
- Faculty and staff morale very good, hope for future; academic plan – two deans
- Also pay – addressing low pay
- Local political support is great/strong
- Take what we've got and create value, e.g., hardwood facility
- “Value added” approach – leveraging
- Energy capital of the world
- Biodiesel

- Opportunity for level land
- Post-mined land use – jobs – huge opportunity
- Sometimes have to be indignant, assertive (e.g., CTC plant)
- Used to be hard to raise \$20,000; perception has changed; have confidence
- Vision and commitment – people know this is not a stepping stone for Joanne

2008-2010

- AQIP – consider this in future (feeds into the strategic planning process)?

Programs

- Keep focus on opportunities, e.g., cosmetology has been added
- Culinary arts? Drop as a focus?
- Move toward certification
- (1) Support helping businesses to export
- (2) Environment
 - Management of companies all much more sensitive to this; community education? technical writers very much in demand
- (3) Mine management program - includes permit aspects of mining
 - On-line
 - Project planning
 - Modules can come in or out for industry
 - Help write the program for a consulting fee
 - This is how you write it, and we can help you do it!
 - College creates a superior product
 - Students – great opportunity
 - Credibility – (must have) objective

Today, what are impacts of mining, and how do you offset?

⇒ Drives academic programs

- Research & Development – coal/natural gas (both)
- Huge market for credible knowledge
- Fire fighting certification regarding mining rescue

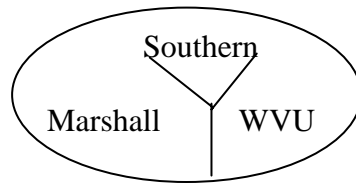
- Political climate changing; will be huge market
- Consulting – do we wish to compete with private sector? Can we? Should we?
- Realistically, everyone competing with everyone
- Perhaps compete in international markets, not local markets
- Must “run the traps” in terms of legal authority, etc., to engage in certain activities

[Break]

- Important to continue to be excellent at what we do – protect the core (maintain and enhance university transfer programs)
- Other partnerships for more 4-year programs
- Michigan – just asked CTC’s to offer baccalaureate programs
- SWVCTC’s mission regarding economy of southern West Virginia
- Reduction in injuries, increase in efficiency
- Teaching lean manufacturing
- Also developing a “back-to-work” program with BrickStreet
- All WIA (Workforce Investment Act) funds recently directed to CTC’s in Michigan
- Examine WIA changes and opportunities
- Bachelor of Arts in Technology
- Craft network? Not a strong priority at this time
- ⇒ “Creative class” activities
- Forestry technology being studied
- Could we combine two technical programs (forestry + x) to make this economically viable? Tough to do so
- Other programs? Glenville, and soon WVU

Student Need

- 100% of students have some need
- Graduating classes in high school are declining in size; need to increase scholarship program
- If demographics and economics change, this could change – probably (hopefully) a short – term issue
- Southern will be the greatest economic engine – people who will stay here
- Branded connections to Marshall and WVU – very important



Can Marshall/WVU help with scholarships?

- Help Marshall/WVU access students they cannot otherwise access
- This may be a parent question, not a student question
- Identify 4-year programs that are needed at Southern
- Perhaps this is an area for Board involvement
- The reverse transfers show that we can play a role and enhance performance
- Great marketing opportunity – parent day on campus?
- “Bring a parent to school” day
- Correct misinformation (e.g., credits don’t transfer)
- We can help WVU/Marshall recruit people into their 4-year programs
- Better help from school counselors (Liberty High School – Raleigh County)
- Make an effort to educate high school counselors
- Students have identified:
 - (1) Career counseling

(2) Better information about transfers to 4-years

(3) Handicap accessibility

- Faculty has to play a role in connectivity
- Students at Southern are identifying same student issues
- Process is about allowing trust to build
- Interaction at high school level – gives great foundation
- 2+2 program, more of these
- If we could pay for tuition at high school level, huge difference
- Benedum Foundation (e.g., Appalachian Education Institute is receiving some Benedum money)
- More targeted marketing program to teachers, students, counselors (help make it easy for counselors, etc.)
- Make it a social event
- A lot of our student base is adults; (must target better)
- HEAPS program
- A targeted program for these students would be a very attractive opportunity “sponsorship”
- Identify models of communication (churches? others?)
- This is about changing lives
- Must study how to put together complete package
- Family resource networks a partner
- Reorganized student services
- “Enrollment management plan”
- Focus on adult-specific issues

Marketing

- Multiple forms – must be targeted
- We have rebranded
- Must segment market
- Presentations – create speaker’s kit and packaged program
- Speaker’s bureau – can include board, faculty, staff
- Add links on websites of all area businesses
- Suggest a program with an update – 2-year plan – will measure results
- Program messages on ongoing basis through media (e.g., radio)
- Press conferences at each of the campuses (free media)
- Appalachian Leadership Academy – Williamson
- Blast text messages to students? Could be used to provide notice on events
- Create a MySpace website? Capture attention of students

Other

- (1) Improving security plan (facilities plan includes this)
- (2) Keeping technology current is a big challenge
- (3) Acquiring National Guard Armory in Williamson

October 8, 2007

To the Southern West Virginia Community and
Technical College Governing Board

This letter is intended to inform Management and the Members of the Governing Board of the Southern West Virginia Community and Technical College Governing Board (the College) about significant matters related to the conduct of the annual audit so it can appropriately discharge its oversight responsibility and that we comply with our professional responsibilities to these parties.

The following summarizes various matters which must be communicated to you under auditing standards generally accepted in the United States of America.

The Auditor's Responsibility Under Auditing Standards Generally Accepted In The United States Of America

Our audit of the financial statements of the College for the year ended June 30, 2007 was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether caused by error, fraudulent financial reporting or misappropriation of assets. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. Accordingly, the audit was designed to obtain reasonable, rather than absolute, assurance about the financial statements. We believe our audit accomplished that objective.

In accordance with *Government Auditing Standards*, we have also performed tests of internal control over financial reporting and of compliance with laws, regulations, contracts, grant agreements, and other matters that contribute to the evidence supporting our opinion on the financial statements. However, they do not provide a basis for opining on the College's internal control or compliance with laws, regulations, contracts, grant agreements, and other matters.

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. Management has informed us they used all the relevant facts available to them at the time to make the best judgments about accounting estimates and we considered this information in the scope of our audit. Estimates significant to the financial statements include such items as the valuation of receivables, scholarship allowance, depreciation of capital assets, and compensated absences. The College may wish to monitor throughout the year the process used to compute and record these accounting estimates.

Audit Adjustments

There were several audit adjustments made to the original trial balance presented to us to begin our audit which are included in the attached Adjusting Journal Entries Report. Of the adjustments that were recorded, we believe that none of the entries, in our judgment, either individually or in the aggregate, have a significant effect on the College's financial reporting process.

Uncorrected Misstatements

There were no accumulated uncorrected misstatements identified as a result of our audit.

Accounting Policies and Alternative Treatments

Management of the College has the ultimate responsibility for the appropriateness of the accounting policies used by the College. The College did not adopt any significant new accounting policies nor have there been any changes in existing significant accounting policies during the current period which should be brought to your attention for approval.

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Other Information in Documents Containing Audited Financial Statements

We are not aware of any documents that contain the audited basic financial statements. If such documents were to be published, we would have a responsibility to determine that such financial information was not materially inconsistent with the audited statements of the College.

Disagreements with Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit or significant disclosures to be included in the financial statements.

Consultations with Other Accountants

We are not aware of any consultations management had with other accountants about accounting or auditing matters.

Major Issues Discussed with Management Prior to Retention

No major issues were discussed with management prior to our retention to perform the aforementioned audit.

Difficulties Encountered in Performing the Audit

We did not encounter any difficulties in dealing with management relating to the performance of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the College.

This report is intended solely for the information and use of the Members of the Governing Board, the College's management, the West Virginia Council for Community and Technical College Education, the West Virginia Higher Education Policy Commission, and the West Virginia Legislature and is not intended to be and should not be used by anyone other than the specified parties.



Suttle & Stalnaker, PLLC
Charleston, West Virginia

Client: **Southern West Virginia Community and Technical College**
Engagement: **Southern West Virginia Community and Technical College**
Period Ending: **6/30/2007**
Workpaper:

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		C-04		
To record credit memo balance at year end.				
12100-0000-175800	Other Receivables		76,618.37	
411000-A002-785017	Auxiliary Enterprise			76,618.37
Total			<u><u>76,618.37</u></u>	<u><u>76,618.37</u></u>
Adjusting Journal Entries JE # 3		C-02		
To adjust the allowance for doubtful accounts to the estimated balance at year end.				
589100-E000-175800	Bad Debt Expense		155,287.59	
12010-0000-175800	Year End Unrestricted			155,287.59
Total			<u><u>155,287.59</u></u>	<u><u>155,287.59</u></u>
Adjusting Journal Entries JE # 4		C-02		
To adjust the receivable account to actual at year end.				
400000-E000-175800	Year End Unrestricted		51,326.77	
12000-0000-175800	Year End Unrestricted			51,326.77
Total			<u><u>51,326.77</u></u>	<u><u>51,326.77</u></u>
Adjusting Journal Entries JE # 5		C-01b		
To record an allowance for Region 2 WIB receivables.				
589100-E000-175800	Bad Debt Expense		339,330.00	
12010-0000-175800	Year End Unrestricted			339,330.00
Total			<u><u>339,330.00</u></u>	<u><u>339,330.00</u></u>

Southern West Virginia
Community and Technical College
Financial Statements

Years Ended June 30, 2007 and 2006
and
Independent Auditors' Reports

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
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INDEPENDENT AUDITORS' REPORT

To the Governing Board
Southern West Virginia Community and Technical College
Mt. Gay, West Virginia

We have audited the accompanying basic financial statements of the business-type activity of Southern West Virginia Community and Technical College (the College), as of June 30, 2007 and 2006 and the discretely presented component unit of the College as of June 30, 2007, and for the years ended which collectively comprise the College's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on the respective financial statements based on our audits. We did not audit the discretely presented financial statements of the Southern West Virginia Community College Foundation, Inc. (a component unit of the College) for the year ended December 31, 2006. Those statements were audited by other auditors whose report has been furnished to us, and our opinions, insofar as it relates to the discretely presented financial statements of The Southern West Virginia Community College Foundation, Inc., is based solely on the report of the other auditors.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinions.

In our opinion, based on our audits and reports of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College as of June 30, 2007 and 2006, and the respective changes in net assets and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages 5 through 12 is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information, and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued a report dated October 8, 2007, on our consideration of the College's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Suttle & Stalmaker, PLLC

Charleston, West Virginia
October 8, 2007

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2007

Overview of the Financial Statements and Financial Analysis

Southern West Virginia Community & Technical College (“the College”) presents its financial statements for the fiscal years ended June 30, 2007, and June 30, 2006. The emphasis of discussions about these statements will be on current year data. There are three financial statements presented: the Statement of Net Assets; the Statement of Revenues, Expenses, and Changes in Net Assets; and the Statement of Cash Flows. This discussion and analysis of the College’s financial statements provides an overview of its financial activities for the year and is required supplemental information. Since this analysis is designed to focus on current activities, resulting change and currently known facts, please read it in conjunction with the College’s basic financial statements and the footnotes to these financial statements. Responsibility for the completeness and fairness of this information rests with the College.

The Governmental Accounting Standards Board (GASB) establishes standards for the presentation format of college and university financial statements. The current format places emphasis on the overall economic resources of the College.

As of July 1, 2006, the Southern West Virginia Community College Foundation, Inc. (Foundation) became significant enough to be included in the financial statements of the College. As such, the Foundation audited financial statements are discretely presented as part of the College’s financial statements.

Statements of Net Assets

The Statement of Net Assets presents the assets, liabilities, and net assets of the College as of the end of the fiscal year. The Statement of Net Assets is a point of time financial statement. The purpose of the Statement of Net Assets is to present to the readers of the financial statements a fiscal snapshot of the College. The Statement of Net Assets presents end-of-year data concerning Assets (current and noncurrent), Liabilities (current and noncurrent), and Net Assets (Assets minus Liabilities). The difference between current and noncurrent assets and liabilities is discussed in the footnotes to the financial statements.

From the data presented, readers of the Statement of Net Assets are able to determine the assets available to continue the operations of the College. They are also able to determine how much the College owes vendors and lending institutions. The Statement of Net Assets provides a picture of the net assets (assets minus liabilities) and their availability for College expenditures.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2007

Net assets are divided into three major categories. The first category, invested in capital assets, net of related debt, provides the College's equity in property, plant and equipment owned by the College. The next asset category is restricted net assets, which is divided into two categories, nonexpendable and expendable. The College does not currently have nonexpendable restricted net assets since all funds of this nature would be directed to the Southern West Virginia Community College Foundation, Incorporated. The corpus of nonexpendable restricted resources is only available for investment purposes. Expendable restricted net assets are available for expenditure by the College but must be spent for purposes as determined by donors and/or external entities that have placed time or purpose restrictions on the use of the assets. The final category is unrestricted net assets. Unrestricted assets are available to the College for any lawful purpose of the College.

Statements of Net Assets
June 30
(in thousands)

	<u>2007</u>	<u>2006</u>	<u>2005</u>
Assets			
Current assets	\$ 3,442	\$ 4,754	\$ 5,918
Other non-current assets	111	279	88
Capital assets, net	<u>25,668</u>	<u>18,262</u>	<u>15,700</u>
Total assets	<u>29,221</u>	<u>23,295</u>	<u>21,706</u>
Liabilities			
Current liabilities	2,992	1,657	1,902
Noncurrent liabilities	<u>1,328</u>	<u>1,278</u>	<u>1,304</u>
Total liabilities	<u>4,320</u>	<u>2,935</u>	<u>3,206</u>
Net assets (deficit)			
Invested in capital assets, net	25,668	18,262	15,700
Restricted - expendable	7	1,335	1,437
Unrestricted (deficiency)	<u>(774)</u>	<u>763</u>	<u>1,363</u>
Total net assets	<u>\$ 24,901</u>	<u>\$ 20,360</u>	<u>\$ 18,500</u>

Total net assets of the College increased by \$4.54 million from June 30, 2006 to June 30, 2007. Total net assets increased by \$1.86 million from June 30, 2005 to June 30, 2006. These changes are related to a number of changes as described below:

- June 30, 2007 current assets decreased by \$1.31 million. This decrease is primarily due to a decrease in cash and bonds proceeds from the Commission which was a result of the construction on the Allied Health/Technology building.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2007

- The fiscal year 2007 increase of \$7.41 million of net assets invested in capital is comprised of several components. Gross capital assets increased by \$8.33 million. This increase was primarily due to the construction of the Allied Health/Technology building. Offsetting the \$8.33 million gross capital assets increase is depreciation in the amount of approximately \$920 thousand.
- The unrestricted net assets decreased to a deficiency of \$774 thousand as of June 30, 2007. This deficiency was primarily the result of costs related to the construction of the new Allied Health Technology building.
- The current ratio for fiscal year 2007 is 1.2 times compared to 2.9 for the 2006 fiscal year. The current ratio measures the ability to meet short-term obligations. The current ratio is the most widely-used measure of liquidity. Typically, current ratios range from about 1 to almost 4 to 1.

Capital Assets, Net
June 30,
(in thousands)

	<u>2007</u>	<u>2006</u>	<u>2005</u>	(2006 to 2007) Increase (Decrease)	(2006 to 2007) Percent Change
Capital Assets					
Land and Improvements	\$ 1,288	\$ 1,288	\$ 1,288	\$ -	-
Construction in Progress	-	1,442	979	(1,442)	-100.00%
Buildings	28,889	19,960	17,434	8,929	44.73%
Equipment	5,368	4,576	4,210	792	17.31%
Library Holdings	<u>3,778</u>	<u>3,775</u>	<u>3,745</u>	<u>3</u>	<u>.08%</u>
Total	39,323	31,041	27,656	8,282	26.68%
Less: Accum Depreciation	<u>(13,655)</u>	<u>(12,779)</u>	<u>(11,956)</u>	<u>(876)</u>	<u>6.85%</u>
Net Capital Assets	<u>\$ 25,668</u>	<u>\$ 18,262</u>	<u>\$ 15,700</u>	<u>\$ 7,406</u>	<u>40.55%</u>

Statements of Revenues, Expenses and Changes in Net Assets

The difference in total net assets as presented on the Statement of Net Assets is based on the activity presented in the Statement of Revenues, Expenses, and Changes in Net Assets. The purpose of the statement is to present the revenues received by the College, both operating and nonoperating, and the expenses paid by the College, operating and nonoperating, and any other revenues, expenses, gains and losses received or spent by the College.

Operating revenues are received for providing goods and services to the various constituencies of the College. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues, and to carry out the mission of the College. Revenues received for which goods and services are not provided are reported as nonoperating revenues. For example state appropriations are nonoperating because they are provided by the Legislature to the College without the Legislature directly receiving commensurate goods and services for those revenues.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2007

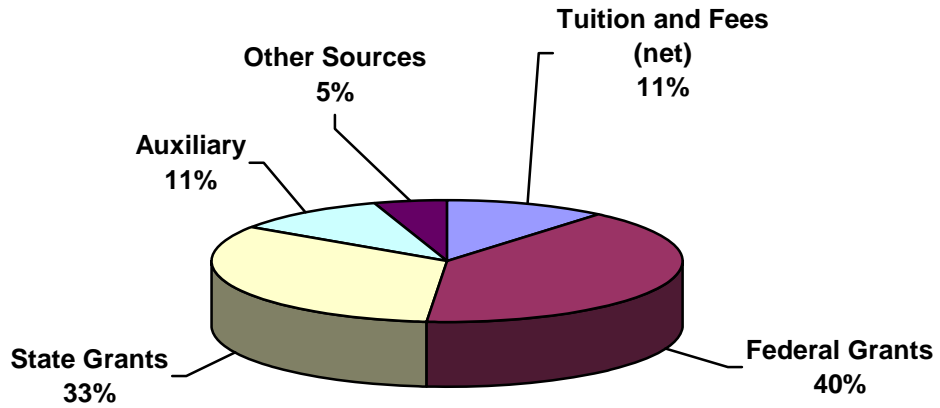
Statements of Revenues, Expenses, and Changes in Net Assets
Years Ended June 30,
(in thousands)

	<u>2007</u>	<u>2006</u>	<u>2005</u>
Operating revenues	\$ 9,657	\$ 9,878	\$ 9,482
Operating expenses	<u>19,747</u>	<u>19,031</u>	<u>19,341</u>
Operating loss	(10,090)	(9,153)	(9,859)
Nonoperating revenues	8,201	8,097	7,993
Bond Proceeds from Commission	6,430	2,885	2,140
Capital Project Proceeds from Commission	-	31	31
Capital Grants and Gifts	<u>-</u>	<u>-</u>	<u>135</u>
Increase (decrease) in Net Assets	<u>\$ 4,541</u>	<u>\$ 1,860</u>	<u>\$ 440</u>

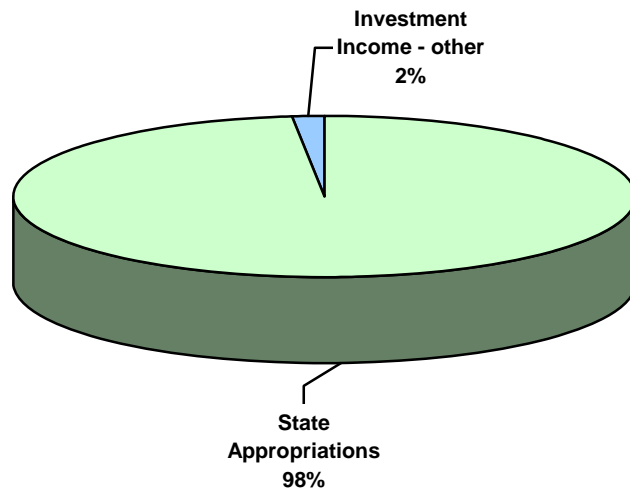
A review of the individual revenue and expense categories and those items that contributed to the overall increases in Net Assets reveals the following explanations:

- For fiscal year 2007, tuition and fees contributed approximately 11% of the total operating revenues for the year. In fiscal year 2006, tuition and fees accounted for approximately 10% of the total operating revenues.
- For fiscal year 2007 grant and contract revenues decreased by \$170 thousand for a 2% decrease. As a percentage of operating revenue, grant and contract revenue accounted for nearly 73% in fiscal year 2007, and 73% for fiscal year 2006. From year to year, the number of grants awarded can vary significantly.
- In fiscal year 2007 other revenues increased by \$3.5 million increase representing bond proceeds received from the Commission.
- The total cost of benefits increased by 2% for fiscal year 2007 over fiscal year 2006 reflecting premium increases by the Public Employees Insurance Agency (PEIA).
- In fiscal year 2007 non-operating revenues increased by \$104 thousand or approximately 1%. Investment income decreased by \$16 thousand or 13%. The College participates in the investment pool managed by the state.

REVENUE BY SOURCE Operating Revenues



REVENUE BY SOURCE Nonoperating Revenues

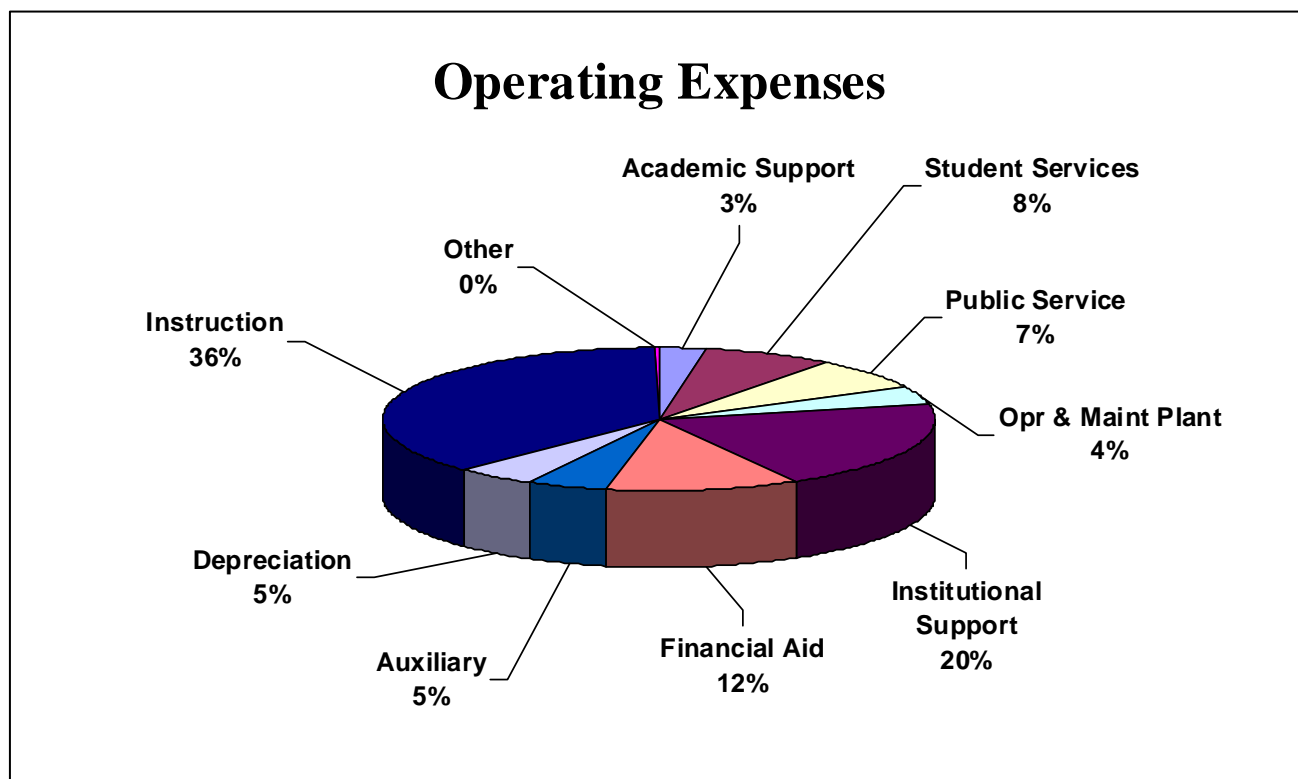


SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2007

Operating Expenses
Years Ended June 30,
(in thousands)

	<u>2007</u>	<u>2006</u>	<u>2005</u>	(2006 to 2007) Increase (Decrease)	(2006 to 2007) Percent Change
Operating expense					
Instruction	\$ 7,366	\$ 5,508	\$ 4,747	\$ 1,858	33.73%
Academic support	527	498	462	29	5.82%
Student services	1,503	1,335	1,161	168	12.58%
Public service	1,449	1,916	2,269	(467)	(24.37)%
Operations& maintenance plant	785	1,797	1,769	(1,012)	(56.32)%
Institutional support	3,942	3,737	5,196	205	5.49%
Financial aid	2,293	2,356	1,946	(63)	(2.67)%
Auxiliary	920	925	833	(5)	(0.54)%
Depreciation	920	915	916	5	0.55%
Other	42	44	42	(2)	(4.55)%
Total	<u>\$ 19,747</u>	<u>\$ 19,031</u>	<u>\$ 19,341</u>	<u>\$ 716</u>	3.76%

The following is a graphic illustration of fiscal year 2007 operating expenses:



Operating expenses for fiscal year 2007 increased approximately \$716,000.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2007

Statements of Cash Flows

The final statement presented by the College is the Statement of Cash Flows. The Statement of Cash Flows presents detailed information about the cash activity of the College during the year. The statement is divided into five parts. The first part deals with operating cash flows and shows the net cash used by the operating activities of the College. The second section reflects cash flows from noncapital financing activities. This section reflects the cash received and spent for nonoperating, noninvesting, and noncapital financing purposes. The third section deals with cash flows from capital and related financing activities. This section deals with the cash used for the acquisition and construction of capital and related items. The fourth section reflects the cash flows from investing activities and shows the purchases, proceeds, and interest received from investing activities. The fifth section reconciles the net cash used to the operating income or loss reflected on the Statement of Revenues, Expenses, and Changes in Net Assets.

Statements of Cash Flows
Years Ended June 30,
(in thousands)

	<u>2007</u>	<u>2006</u>	<u>2005</u>
Cash provided (used) by:			
Operating activities	\$ (7,369)	\$ (8,200)	\$ (8,920)
Noncapital financing activities	8,053	7,933	7,914
Capital and related financing Activities	(1,721)	(735)	424
Investing activities	<u>129</u>	<u>146</u>	<u>103</u>
Net change in cash	(908)	(856)	(479)
Cash, beginning of year	<u>3,324</u>	<u>4,180</u>	<u>4,659</u>
 Cash, end of year	 <u>\$ 2,416</u>	 <u>\$ 3,324</u>	 <u>\$ 4,180</u>

Capital Asset and Debt Administration

Capital assets net increase of \$7.41 million was predominantly a result of the Allied Health/Technology Building construction. The College has no long term debt related to capital assets due to effective use of external resources and conservative spending.

Readers interested in more detailed information regarding capital assets and debt administration should review the accompanying notes 5 and 6 to the financial statements.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2007

Economic Outlook

During the 2000 Legislative Session the governance of higher education in the state was changed. Effective July 1, 2001, Higher Education Policy Commission (Commission) was established at the state level and the institutional Board of Advisors was replaced by the institutional Board of Governors. The 2006 Legislature created the Council for Community and Technical College Education, removing governance of the College from the Commission. It is anticipated that this change will have a positive impact on the College in the future. The economic outlook for West Virginia continues to be negative for several more years, leaving the College vulnerable to spending freezes if there is a significant downturn in the state's economy.

Although the economic forecasts for the State of West Virginia and the number of high school graduates in the state continues to decline, the College attracts and maintains non-traditional students to replace losses of traditional college age students. Also, emphasis is placed on dual credit course offerings in high schools. The College continues to offer incentives to faculty to develop modular and web based courses as alternate methods of course delivery. Improved physical plant and favorable comparison of fee structures with peer institutions indicate that the College should be able to remain competitive for new and returning students.

Very positive things are happening at the College. In fiscal year 2005 the Higher Education Policy Commission sold approximately \$165 million in bonds which will be repaid from excess Lottery Funds. The College's share of the Bond sale was \$9.6 million of which \$9.6 million has been expended to date. The largest project with the bond proceeds was the construction of the Technology and Allied Health Center. These funds also allow the College to proceed with much needed deferred maintenance. A complete detail of the planned use of the \$9.6 million is as follows:

Williamson Campus	\$ 865,000
Logan Downtown Annex Building	160,420
Technology and Allied Health Center	6,996,920
Logan Building Renovations	77,660
Lincoln County Building Costs	<u>1,500,000</u>
 Total	 <u>\$ 9,600,000</u>

Requests for Information

The financial report is designed to provide an overview of the finances of the College for those with an interest in this organization. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Southern West Virginia Community and Technical College at Post Office Box 2900, Mount Gay, West Virginia 25637.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF NET ASSETS
JUNE 30, 2007 AND 2006

	<u>2007</u>	<u>2006</u>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 2,416,369	\$ 3,324,057
Accounts receivable - net	516,525	600,551
Due from State Agencies - net	-	332,521
Due from Community Technical Council (CTC)	-	5,209
Due from the Commission	8,550	10,866
Due from Federal Government	34,880	28,343
Inventories	<u>465,468</u>	<u>452,742</u>
Total current assets	<u>3,441,792</u>	<u>4,754,289</u>
Noncurrent assets		
Cash and cash equivalents	111,551	279,108
Investment in capital assets-net	<u>25,667,866</u>	<u>18,262,384</u>
Total noncurrent assets	<u>25,779,417</u>	<u>18,541,492</u>
 Total assets	 <u>29,221,209</u>	 <u>23,295,781</u>
LIABILITIES		
Current liabilities		
Accounts payable	887,005	535,630
Due to the Commission	112,968	62,386
Due to other State Agencies	30,450	-
Due to other governments	5,105	-
Accrued liabilities	607,169	599,254
Compensated absences-current portion	400,176	407,821
Deferred revenue	<u>948,805</u>	<u>52,733</u>
Total current liabilities	<u>2,991,678</u>	<u>1,657,824</u>
Noncurrent liabilities		
Compensated absences	<u>1,328,355</u>	<u>1,277,683</u>
Total noncurrent liabilities	<u>1,328,355</u>	<u>1,277,683</u>
 Total liabilities	 <u>4,320,033</u>	 <u>2,935,507</u>
NET ASSETS (DEFICIT)		
Invested in capital assets-net of related debt	<u>25,667,866</u>	<u>18,262,384</u>
Restricted for expendable:		
Sponsored projects	-	1,327,051
Loans	<u>7,285</u>	<u>7,528</u>
Total restricted net assets	<u>7,285</u>	<u>1,334,579</u>
Unrestricted (deficiency)	<u>(773,975)</u>	<u>763,311</u>
 Total net assets	 <u>\$ 24,901,176</u>	 <u>\$ 20,360,274</u>

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC. 14
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2006

ASSETS

Cash and cash equivalents	\$ 912,897
Certificates of deposit	15,778
Investments at estimated market value	1,140,283
Interest receivable	16,191
Prepaid insurance	1,579
Receivable from related party	12,803
Unconditional promises to give, less allowance for uncollectible promises	1,007,628
Fixed assets, net	27,735
Other assets	<u>5,000</u>
Total assets	<u><u>\$ 3,139,894</u></u>

LIABILITIES AND NET ASSETS

LIABILITIES

Accounts payable	\$ 1,000
Payable to related party	544,315
Obligations under capital leases	<u>30,352</u>
Total liabilities	<u>575,667</u>

NET ASSETS

Unrestricted	37,982
Temporarily restricted	2,511,245
Permanently restricted	<u>15,000</u>
Total net assets	<u>2,564,227</u>
Total liabilities and net assets	<u><u>\$ 3,139,894</u></u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
YEARS ENDED JUNE 30, 2007 AND 2006

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	<u>2007</u>	<u>2006</u>
Operating revenues		
Student tuition and fees (net of scholarship allowance of \$2,011,432 and \$2,061,172)	\$ 1,071,527	\$ 966,665
Contracts and grants:		
Federal	3,887,767	3,948,450
State	3,185,197	3,293,656
Private	-	870
Auxiliary enterprise revenue (net of scholarship allowance of \$161,976 and \$264,655)	1,016,348	934,862
Miscellaneous-net	<u>496,618</u>	<u>733,244</u>
Total operating revenues	<u>9,657,457</u>	<u>9,877,747</u>
 Operating expenses		
Salaries and wages	9,093,674	9,061,848
Benefits	2,662,216	2,605,307
Supplies and other services	4,329,443	3,720,035
Utilities	423,583	520,662
Student financial aid-scholarships and fellowships	2,275,886	2,164,237
Depreciation	920,347	914,975
Fees assessed by the Commission for operations	<u>41,924</u>	<u>43,632</u>
Total operating expenses	<u>19,747,073</u>	<u>19,030,696</u>
 Operating loss	<u>(10,089,616)</u>	<u>(9,152,949)</u>
 Nonoperating revenues (expenses)		
State appropriations	8,053,214	7,932,842
Investment income	129,498	145,952
Other non-operating	<u>18,179</u>	<u>18,036</u>
Net nonoperating revenues	<u>8,200,891</u>	<u>8,096,830</u>
 Income (loss) before other revenues, expenses, gains or losses	<u>(1,888,725)</u>	<u>(1,056,119)</u>
 Bond/capital proceeds from the Commission	6,429,627	2,884,624
Capital projects proceeds from the Commission	-	31,200
Total other revenues	<u>6,429,627</u>	<u>2,915,824</u>
 Increase in net assets	4,540,902	1,859,705
 Net assets, beginning of year	<u>20,360,274</u>	<u>18,500,569</u>
 Net assets, end of year	<u>\$ 24,901,176</u>	<u>\$ 20,360,274</u>

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS
YEAR ENDED DECEMBER 31, 2006

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	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
REVENUES, INVESTMENT INCOME, AND OTHER SUPPORT				
Contributions	\$ -	\$ 2,246,530	\$ 10,000	\$ 2,256,530
Interest and dividend income	242	70,852	-	71,094
Gain (loss) on investment	829	(21,341)	-	(20,512)
Net assets released from restriction	219,283	(219,283)	-	-
Total revenues, investment income, and other support	<u>220,354</u>	<u>2,076,758</u>	<u>10,000</u>	<u>2,307,112</u>
EXPENSES				
Program services:				
Scholarships	67,388	-	-	67,388
Educational development	4,688	-	-	4,688
Total program services	<u>72,076</u>	<u>-</u>	<u>-</u>	<u>72,076</u>
Administrative and general	64,577	-	-	64,577
Fundraising	89,799	-	-	89,799
Total expenses	<u>226,452</u>	<u>-</u>	<u>-</u>	<u>226,452</u>
CHANGE IN NET ASSETS	(6,098)	2,076,758	10,000	2,080,660
NET ASSETS, BEGINNING OF YEAR, AS RESTATED	<u>44,080</u>	<u>434,487</u>	<u>5,000</u>	<u>483,567</u>
NET ASSETS, END OF YEAR	<u>\$ 37,982</u>	<u>\$ 2,511,245</u>	<u>\$ 15,000</u>	<u>\$ 2,564,227</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2007 AND 2006

17

	<u>2007</u>	<u>2006</u>
Cash flows from operating activities		
Cash received from student tuition and fees	\$ 1,135,711	\$ 994,585
Cash received from contracts and grants	8,403,315	7,009,802
Payments to and on behalf of employees	(11,704,948)	(11,596,119)
Payments to suppliers	(3,929,767)	(3,593,293)
Payments to utilities	(450,570)	(514,480)
Payments for scholarships and fellowships	(2,275,886)	(2,164,237)
Auxiliary enterprise charges-net	1,016,347	1,134,862
Fees assessed by Commission	(41,924)	(43,631)
Other receipts (payments)-net	478,440	572,758
Net cash used in operating activities	<u>(7,369,282)</u>	<u>(8,199,753)</u>
Cash flows from noncapital financing activities		
State appropriations	<u>8,053,214</u>	<u>7,932,842</u>
Net cash provided by noncapital financing activities	<u>8,053,214</u>	<u>7,932,842</u>
Cash flows from capital financing activities		
Bond Proceeds from the Commission	6,429,627	3,516,577
Purchases of capital assets	(7,983,188)	(4,473,460)
Capital project proceeds from the Commission	-	31,200
Increase (decrease) in noncurrent cash and cash equivalents	<u>(167,557)</u>	<u>191,042</u>
Net cash used in capital financing activities	<u>(1,721,118)</u>	<u>(734,641)</u>
Cash flows from investing activities		
Interest on investments	<u>129,498</u>	<u>145,952</u>
Net cash provided by investing activities	<u>129,498</u>	<u>145,952</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(907,688)	(855,600)
Cash and cash equivalents - beginning of year	<u>3,324,057</u>	<u>4,179,657</u>
Cash and cash equivalents - end of year	<u>\$ 2,416,369</u>	<u>\$ 3,324,057</u>
Reconciliation of net operating loss to net cash used in operating activities		
Operating loss	\$ (10,089,616)	\$ (9,152,949)
Adjustments to reconcile net operating loss to net cash used in operating activities		
Depreciation expense	920,347	914,975
Changes in assets and liabilities		
Accounts receivable-net	94,646	(756)
Inventories	(12,726)	(114,988)
Accounts payable	345,931	(350,002)
Due from Commission	2,316	638,793
Due from other State Agencies	337,730	(186,311)
Due to Commission	56,058	(13,673)
Due to other State Agencies	30,450	(2,505)
Due to other governments	5,105	(3,706)
Due from Federal Government	(6,537)	(28,343)
Accrued liabilities	7,915	101,572
Compensated absences	43,027	(30,536)
Deferred revenues	896,072	28,676
Net cash used in operating activities	<u>\$ (7,369,282)</u>	<u>\$ (8,199,753)</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

18

NOTE 1 - ORGANIZATION

Southern West Virginia Community and Technical College (the “College”) is governed by the Southern West Virginia Community and Technical College Board of Governors (the “Board”). The Board was established by Senate Bill 653 (“S.B. 653”).

Powers and duties of the Board include, but are not limited to, the power to determine, control, supervise and manage the financial, business and educational policies and affairs of the institutions under its jurisdiction, the duty to develop a master plan for the institution, the power to prescribe the specific functions and institution’s budget request, the duty to review at least every five years all academic programs offered at the institution, and the power to fix tuition and other fees for the different classes or categories of students enrolled at its institution.

S.B. 653 also created the West Virginia Higher Education Policy Commission (the “Commission”), which is responsible for developing, gaining consensus around and overseeing the implementation and development of a higher education public policy agenda. Senate Bill 448 gives the West Virginia Council for Community and Technical College Education the responsibility of developing, overseeing and advancing the State's public policy agenda as it relates to community and technical college education.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the College have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (“GASB”), including Statement No. 34, *Basic Financial Statements - and Management’s Discussion and Analysis - for State and Local Governments*, and Statement No. 35, *Basic Financial Statements - and Management’s Discussion and Analysis - for Public Colleges and Universities* (an Amendment of GASB Statement No. 34). The financial statement presentation required by GASB Statement No. 35 provides a comprehensive, entity-wide perspective of the College’s assets, liabilities, net assets, revenues, expenses, changes in net assets and cash flows.

The College follows all GASB pronouncements as well as Financial Accounting Standards Board (“FASB”) Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins issued on or before November 30, 1989, and has elected not to apply the FASB Statements and Interpretations issued after November 30, 1989, to its financial statements.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Reporting Entity - The College is an operating unit of the West Virginia Higher Education Fund and represents a separate fund of the State of West Virginia (the "State") that is not included in the State's general fund. The College is a separate entity which, along with all State institutions of higher education, the West Virginia Council of Community and Technical Colleges, and the Commission (which includes West Virginia Network for Educational Telecomputing), form the Higher Education Fund of the State. The Higher Education Fund is considered a component unit of the State, and its financial statements are discretely presented in the State's comprehensive annual financial report.

The accompanying financial statements present all funds under the College. The basic criterion for inclusion in the accompanying financial statements is the exercise of oversight responsibility derived from the College's ability to significantly influence operations and accountability for fiscal matters of related entities. A related Southern Alumni Association (Alumni Association) of the College is not part of the College's reporting entity and is not included in the accompanying financial statements as the College has no ability to designate management, cannot significantly influence operations of these entities and is not accountable for the fiscal matters of the Alumni Association under GASB Statement No. 14, *The Financial Reporting Entity*.

As of July 1, 2003, the College adopted GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units*, an amendment to GASB Statement No. 14. As a result, the Southern West Virginia Community College Foundation, Inc. (Foundation) was originally not included because the economic resources held by the Foundation was not significant to that inclusion. Beginning with the year ended June 30, 2007, the resources held by the Foundation became significant and are now included. As a result, the audited financial statements of the Foundation are presented here as a discrete component unit with the College financial statements for the fiscal year ended June 30, 2007. The Foundation's audited financial statements were as of and for the year ended December 31, 2006. The Foundation is a private nonprofit organization that reports under FASB standards, including FASB Statement No. 117, *Financial Reporting for Not-for-Profit Organization*. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's audited financial information as it is presented herein as required by GASB No. 39.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Financial Statement Presentation - GASB Statement No. 35, *Basic Financial Statements - and Management's Discussion and Analysis - for Public Colleges and Universities*, as amended by GASB Statements No. 37, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments: Omnibus*, and No. 38, *Certain Financial Statement Note Disclosures* establish standards for external financial reporting for public colleges and universities and require that financial statements be presented on a basis to focus on the College as a whole. Net assets are classified into four categories according to external donor restrictions or availability of assets for satisfaction of College obligations. The College's net assets are classified as follows:

- *Invested in capital assets, net of related debt* - This represents the College's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component investment in capital assets, net of related debt.
- *Restricted net assets, expendable* - This includes resources in which the College is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties.

The West Virginia State Legislature, as a regulatory body outside the reporting entity, has restricted the use of certain funds by Article 10, *Fees and Other Money Collected as State Institutions of Higher Education* of the West Virginia State Code. House Bill 101 passed in March 2005 simplified the tuition and fee structure and removed the restrictions but included designations associated with auxiliary and capital items. These activities are fundamental to the normal ongoing operations of the institution. These restrictions are subject to change by future actions of the State Legislature.

- *Restricted net assets, nonexpendable* - This includes endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal. The College does not have any restricted nonexpendable net assets at June 30, 2007 or 2006.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- *Unrestricted net assets* - Unrestricted net assets represent resources derived from student tuition and fees, state appropriations and sales and services of educational activities. These resources are used for transactions relating to the educational and general operations of the College, and may be used at the discretion of the Board of Governors to meet current expenses for any purpose. These resources also include resources of auxiliary enterprises, which are substantially self-supporting activities that provide services for students, faculty and staff.

Basis of Accounting - For financial reporting purposes, the College is considered a special-purpose government engaged only in business-type activities. Accordingly, the College's financial statements have been prepared on the accrual basis of accounting with a flow of economic resources measurement focus. Revenues are reported when earned and expenditures when materials or services are received. All intercompany accounts and transactions have been eliminated.

Cash and Cash Equivalents - For purposes of the statement of net assets, the College considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

Cash and cash equivalents balances on deposit with the State of West Virginia Treasurer's Office (the "State Treasurer") are pooled by the State Treasurer with other available funds of the State for investment purposes by the West Virginia Board of Treasury Investments ("BTI"). These funds are transferred to the BTI and the BTI is directed by the State Treasurer to invest the funds in specific external investment pools in accordance with West Virginia code, policies set by the BTI, and by provisions of bond indentures and trust agreements, when applicable. Balances in the investment pools are recorded at fair value or amortized cost which approximates fair value. Fair value is determined by a third-party pricing service based on asset portfolio pricing models and other sources, in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. The BTI was established by the State Legislature and is subject to oversight by the State Legislature. Fair value and investment income are allocated to participants in the pools based upon the funds that have been invested. The amounts on deposit are available for immediate withdrawal and, accordingly, are presented as cash and cash equivalents in the accompanying financial statements.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

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NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The BTI maintains the Consolidated Fund which consists of five investment pools and participant-directed accounts, in which the state and local governmental agencies invest. These pools have been structured as multiparticipant variable net asset funds to reduce risk and offer investment liquidity diversification to the Fund participants. Funds not required to meet immediate disbursement needs are invested for longer periods. A more detailed discussion of the BTI's investment operations pool can be found in its annual report. A copy of that annual report can be obtained from the following address: 1900 Kanawha Blvd., E. Room E-122 Charleston, West Virginia, 25305 or <http://www.wvbt.com>.

Permissible investments for all agencies include those guaranteed by the United States of America, its agencies and instrumentalities (U.S. Government obligations); corporate debt obligations, including commercial paper, which meet certain ratings; certain money market funds; repurchase agreements; reverse repurchase agreements; asset-backed securities; certificates of deposit; state and local government securities (SLGS); and other investments. Other investments consist primarily of investments in accordance with the Linked Deposit Program, a program using financial institutions in West Virginia to obtain certificates of deposit, loans approved by the legislature and any other program investments authorized by the legislature.

Appropriations Due from Primary Government - For financial reporting purposes, appropriations due from the State are presented separate from cash and cash equivalents, as amounts are not specific deposits with the State Treasurer but are obligations of the State.

Allowance for Doubtful Accounts - It is the College's policy to provide for future losses on uncollectible accounts, contracts, grants, and receivables based on an evaluation of the underlying account, contract and grant balances, the historical collectibility experienced by the College on such balances and such other factors which, in the College's judgment, require consideration in estimating doubtful accounts.

Inventories - Inventories are stated at the lower-of-cost or market, cost being determined on the first-in, first-out method.

Noncurrent Cash and Cash Equivalents - Cash, that is (1) externally restricted to make debt service payments, long-term loans to students or to maintain sinking or reserve funds, and (2) to purchase capital or other noncurrent assets is classified as a noncurrent asset in the statement of net assets.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets - Capital assets include property, plant and equipment and books and materials that are part of a catalogued library. Capital assets are stated at cost at the date of acquisition or construction, or fair market value at the date of donation in the case of gifts. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, generally 50 years for buildings and infrastructure, 20 years for land improvements, 7 years for library holdings, and 5 to 10 years for furniture and equipment. The College's capitalization threshold is \$5,000. There was no interest capitalized during 2007 and 2006.

Deferred Revenue - Revenues for programs or activities to be conducted primarily in the next fiscal year are classified as deferred revenue. Deferred revenue at the College primarily consists of summer tuition collected in advance. Financial aid and other deposits are separately classified as deposits.

Compensated Absences - The College accounts for compensated absences in accordance with the provisions of GASB Statement No. 16, *Accounting for Compensated Absences*. This statement requires entities to accrue for employees' rights to receive compensation for vacation leave, or payments in lieu of accrued vacation or sick leave, as such benefits are earned and payment becomes probable.

The College's full-time employees earn up to two vacation leave days for each month of service and are entitled to compensation for accumulated, unpaid vacation leave upon termination. Full-time employees also earn 1 1/2 sick leave days for each month of service and are entitled to extend their health or life insurance coverage upon retirement in lieu of accumulated, unpaid sick leave. Generally, two days of accrued sick leave extend health insurance for one month of single coverage and three days extend health insurance for one month of family coverage. For employees hired after 1988, the employee shares in the cost of the extended benefit coverage to the extent of 50% of the premium required for the extended coverage. Employees hired July 1, 2001 or later will no longer receive sick leave credit toward insurance premiums when they retire.

Certain faculty employees (generally those with less than a 12-month contract) earn a similar extended health or life insurance coverage retirement benefit based on years of service. Generally 3 1/3 years of teaching service extends health insurance for one year of single coverage and five years extend health insurance for one year of family coverage.

The estimate of the liability for the extended health or life insurance benefit has been calculated using the vesting method in accordance with the provisions of GASB Statement No. 16. Under that method, the College has identified the accrued sick leave benefit earned to date by each employee, determined the cost of that benefit by reference to the benefit provisions and the current cost experienced by the College for such coverage, and estimated the probability of the payment of that benefit to employees upon retirement.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The estimated expense and expense incurred for the vacation leave, sick leave or extended health or life insurance benefits are recorded as a component of benefits expense on the statement of revenues, expenses and changes in net assets.

Risk Management - The State's Board of Risk and Insurance Management ("BRIM") provides general, property and casualty, and liability coverage to the College and its employees. Such coverage may be provided to the College by BRIM through self-insurance programs maintained by BRIM or policies underwritten by BRIM that may involve experience-related premiums or adjustments to BRIM.

BRIM engages an independent actuary to assist in the determination of its premiums so as to minimize the likelihood of premium adjustments to the College or other participants in BRIM's insurance programs. As a result, management does not expect significant differences between the premiums the College is currently charged by BRIM and the ultimate cost of that insurance based on the College's actual loss experience. In the event such differences arise between estimated premiums currently charged by BRIM to the College and the College's ultimate actual loss experience, the difference will be recorded, as the change in estimate becomes known.

In addition, through its participation in the West Virginia Public Employees Insurance Agency (PEIA) and a third-party insurer, the College has obtained health, life, prescription drug coverage, and coverage for job related injuries for its employees. In exchange for payment of premiums to PEIA and the third-party insurer, the College has transferred its risks related to health, life, prescription drug coverage, and job related injuries.

West Virginia has a single private insurance company, BrickStreet Insurance, which provides workers' compensation coverage to all employers in the state. Other private insurance companies can begin to offer coverage to private-sector employers beginning July 1, 2008 and to government employers July 1, 2012. Nearly every employer in the State, who has a payroll must have coverage. The cost of all coverage is paid by the employers. BrickStreet retains the risk related to the compensation of injured employees under the program.

Classification of Revenues - The College has classified its revenues according to the following criteria:

- *Operating revenues* - Operating revenues include activities that have the characteristics of exchange transactions, such as (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, net of scholarship discounts and allowances, (3) most federal, state, local, and nongovernmental grants and contracts, and (4) sales and services of educational activities.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- *Nonoperating revenues* - Nonoperating revenues include activities that have the characteristics of non-exchange transactions, such as gifts and contributions, and other revenues that are defined as nonoperating revenues by GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting* and GASB Statement No. 34, such as state appropriations and investment income.

- *Other revenues* - Other revenues consist primarily of capital grants and gifts.

Use of Restricted Net Assets - The College has not adopted a formal policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available. Generally, the College utilizes restricted net assets first, when practicable.

Federal Financial Assistance Programs - The College distributes student financial assistance funds on behalf of the federal government to students under the federal Pell Grant, Supplemental Educational Opportunity Grant and College Work Study programs. The activity of these programs is recorded in the accompanying financial statements. In 2007 and 2006, the College received and disbursed \$3,231,000 and \$3,430,000 respectively, under these federal student aid programs.

Scholarship Allowances - Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship allowances in the statement of revenues, expenses and changes in net assets. Scholarship allowances are the difference between the stated charge for goods and services provided by the College, and the amount that is paid by students and/or third parties making payments on the student's behalf.

Financial aid to students is reported in the financial statements under the alternative method as prescribed by the National Association of College and University Business Officers ("NACUBO"). Certain aid such as loans and funds provided to students as awarded by third parties are accounted for as a third party payment (credited to the student's account as if the student made the payment). All other aid is reflected in the financial statements as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to the student in the form of reduced tuition. Under the alternative method, these amounts are computed on a College basis by allocating the cash payments to students, excluding payments for services on the ratio of total aid to the aid not considered to be third party aid.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Government Grants and Contracts - Government grants and contracts normally provide for the recovery of direct and indirect costs, subject to audit. The College recognizes revenue associated with direct costs as the related costs are incurred. Recovery of related indirect costs is generally recorded at fixed rates negotiated for a period of one to five years.

Income Taxes - The College is exempt from income taxes, except for unrelated business income, as a governmental instrumentality under Federal income tax laws and regulations of the Internal Revenue Service as described in Section 115 of the Internal Revenue Code.

Cash Flows - Any cash and cash equivalents escrowed, restricted for noncurrent assets or in funded reserves have not been included as cash and cash equivalents for the purpose of the statement of cash flows.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Risk and Uncertainties - Investments are exposed to various risks, such as interest rate, credit and overall market volatility. Due to the level of risk associated with certain securities, it is reasonably possible that changes in risk and values will occur in the near term and that such changes could materially affect the amounts reported in the financial statements.

Recent Statements Issued By GASB - The GASB has also issued Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions*, effective for fiscal years beginning after December 15, 2007. This statement provides standards for the measurement, recognition and display of other postemployment benefit expenditures, assets, and liabilities, including applicable note disclosures and required supplementary information. Effective July 1, 2007, The College is required to participate in the multiple employer cost sharing plan sponsored by the State of West Virginia. Details regarding this plan can be obtained by contacting Public Employees Insurance Agency, State Capitol Complex, Building 5, Room 1001, 1900 Kanawha Boulevard, East, Charleston, West Virginia, 25305-0710 or <http://www.wvpeia.com>. No liability related to this plan exists for The College at June 30, 2007. The College has not yet determined the effect that the adoption of GASB Statement No. 45 may have on the financial statements.

SOUTHERN WEST VIRGINIA
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NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The GASB has issued Statement No. 48, *Sales and Pledges of Receivables and Future Revenues and Intra-Entity Transfers of Assets and Future Revenues*, effective for fiscal years beginning after December 15, 2006. This statement addresses whether an exchange of an interest in expected cash flows for collecting specific receivables of specific future revenues for an immediate lump sum should be regarded as a sale or as a collateralized borrowing resulting in a liability. It establishes criteria to determine whether proceeds should be reported as revenue or a liability. The College has not yet determined the effect that the adoption of GASB Statement No. 48 may have on the financial statements.

The GASB has issued Statement No. 49, *Accounting and Financial Reporting for Pollution Remediation Obligations*, effective for fiscal years beginning after December 15, 2007. This statement addresses the obligations of existing pollution events. It provides guidance on whether any components of a remediation should be recognized as a liability. The College has not yet determined the effect that the adoption of GASB Statement No. 49 may have on the financial statements.

The GASB has issued Statement No. 50, *Pensions Disclosures* (an amendment of GASB Statements No. 25 and No. 27), effective for fiscal years beginning after June 15, 2007. This statement more closely aligns the financial reporting requirements for pensions with those for other postemployment benefits, thus enhancing the information disclosed on the notes to the financial statements or presented as required supplementary information. The College has not yet determined the effect that the adoption of GASB Statement No. 50 may have on the financial statements.

The GASB has issued Statement No. 51, *Accounting and Financial Reporting*, effective for fiscal years beginning after June 15, 2009. This statement provides guidance regarding whether and when intangible assets should be considered capital assets for financial reporting purposes. The College has not yet determined the effect that the adoption of GASB Statement No. 51 may have on the financial statements.

NOTE 3 - CASH AND CASH EQUIVALENTS

The composition of cash and cash equivalents was as follows at June 30:

	<u>2007</u>	<u>2006</u>
Cash on deposit with the State Treasurer/BTI	\$ 2,368,062	\$ 3,271,670
Cash in bank	155,158	327,045
Cash on hand	<u>4,700</u>	<u>4,450</u>
	<u>\$ 2,527,920</u>	<u>\$ 3,603,165</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
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YEARS ENDED JUNE 30, 2007 AND 2006

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NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Cash held by the State Treasurer includes \$920,685 and \$1,327,360 of restricted cash primarily for operating grants as of June 30, 2007 and 2006, respectively.

The combined carrying amount of cash in the bank and on hand at June 30, 2007 and 2006 was \$159,858 and \$331,495, respectively, as compared with the combined bank balance of \$183,152 and \$334,023, respectively. The difference is primarily caused by items in transit and outstanding checks. The bank balances were covered by federal depository insurance or were collateralized by securities held by the State's agent.

Cash on deposit with the State Treasurer is comprised of the following investment pools, which are subject to the following BTI policies and limits.

The BTI has adopted an investment policy in accordance with the "Uniform Prudent Investor Act." The "prudent investor rule" guides those with responsibility for investing the money for others. Such fiduciaries must act as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments. The BTI's investment policy to invest assets in a manner that strives for maximum safety, provides adequate liquidity to meet all operating requirements, and achieves the highest possible investment return consistent with the primary objectives of safety and liquidity. The BTI recognizes that risk, volatility, and the possibility of loss in purchasing power are present to some degree in all types of investments. Due to the short-term nature of BTI's Consolidated Fund, the BTI believes that it is imperative to review and adjust the investment policy in reaction to interest rate market fluctuations/trends on a regular basis and has adopted a formal review schedule. Investment policies have been established for each investment pool and account of the BTI's Consolidated Fund.

Cash Liquidity Pool

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Neither the BTI nor any of the BTI's Consolidated Fund pools or accounts has been rated for credit risk by any organization. Of the BTI's Consolidated Fund pools and accounts which the College may invest in, three are subject to credit risk: Cash Liquidity Pool, Government Money Market Pool, and Enhanced Yield Pool.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

The BTI limits the exposure to credit risk in the Cash Liquidity Pool by requiring all corporate bonds to be rated AA- by Standard & Poor's (or its equivalent) or higher. Commercial paper must be rated at least A-1 by Standard & Poor's and P1 by Moody's. The pool must have at least 15% of its assets in U.S. Treasury issues. The following table provides information on the credit ratings of the Cash Liquidity Pool's investments (in thousands):

Security Type	Credit Rating *		2007		2006	
	Moody's	S&P	Carrying Value	Percent of Pool Assets	Carrying Value	Percent of Pool Assets
Investments:						
Commercial paper	P1	A-1	\$ 1,015,926	48.89%	\$ 943,057	54.14%
Corporate bonds and notes	Aaa	AAA	98,999	4.76	61,992	3.56
	Aa3	AA	20,001	0.96	-	0.00
	Aa3	A	23,002	1.11	-	0.00
	Aa2	AA	15,000	0.72	-	0.00
	Aa2	A	27,000	1.30	-	0.00
	Aa1	AA	77,023	3.71	-	0.00
	Aa	AA	-	0.00	55,063	3.16
	Aa	A	-	0.00	12,000	0.69
			<u>261,025</u>	<u>12.56</u>	<u>129,055</u>	<u>7.41</u>
U.S. agency bonds	Aaa	AAA	46,994	2.26	43,663	2.51
U.S. Treasury bills	Aaa	AAA	358,725	17.27	306,279	17.58
Negotiable certificates of deposit	P1	A-1	76,500	3.68	99,000	5.68
U.S. agency discount notes	P1	A-1	21,655	1.04	93,851	5.39
Money market funds	Aaa	AAA	185	0.01	758	0.04
Repurchase agreements (underlying securities):						
U.S. Treasury notes	Aaa	AAA	-	0.00	73,000	4.19
U.S. agency notes	Aaa	AAA	<u>246,821</u>	<u>11.88</u>	<u>29,339</u>	<u>1.69</u>
			<u>246,821</u>	<u>11.88</u>	<u>102,339</u>	<u>5.88</u>
Deposits:						
Nonnegotiable certificates of deposit	NR	NR	<u>50,000</u>	<u>2.41</u>	<u>23,800</u>	<u>1.37</u>
			<u>\$ 2,077,831</u>	<u>100.00%</u>	<u>\$1,741,802</u>	<u>100.00%</u>

At June 30, 2007 and 2006, the College's ownership represents .09% and 0.11%, respectively, of these amounts held by the BTI.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Government Money Market Pool

Credit Risk

The BTI limits the exposure to credit risk in the Government Money Market Pool by limiting the pool to U.S. Treasury issues, U.S. government agency issues, money market funds investing in U.S. Treasury issues and U.S. government agency issues, and repurchase agreements collateralized by U.S. Treasury issues and U.S. government agency issues. The pool must have at least 15% of its assets in U.S. Treasury issues. The following table provides information on the credit ratings of the Government Money Market Pool's investments (in thousands):

<u>Security Type</u>	<u>Credit Rating</u>		<u>2007</u>		<u>2006</u>	
	<u>Moody's</u>	<u>S&P</u>	<u>Carrying Value</u>	<u>Percent of Pool Assets</u>	<u>Carrying Value</u>	<u>Percent of Pool Assets</u>
U.S. agency bonds	Aaa	AAA	\$ 67,620	29.46%	\$ 21,420	11.76%
U.S. Treasury bills	Aaa	AAA	36,379	15.85	28,346	15.56
U.S. agency discount notes	P1	A-1	74,143	32.30	112,399	61.70
Money market funds	Aaa	AAA	9	0.00	109	0.06
Repurchase agreements (underlying securities):						
U.S. Treasury notes	Aaa	AAA	51,400	22.39	-	0.00
U.S. Treasury strips	Aaa	AAA		0.00	15,602	8.56
U.S. agency bonds	Aaa	AAA	-	0.00	4,298	2.36
			<u>51,400</u>	<u>22.39</u>	<u>19,900</u>	<u>10.92</u>
			<u>\$229,551</u>	<u>100.00%</u>	<u>\$182,174</u>	<u>100.00%</u>

At June 30, 2007 and 2006, the College's ownership represents 0.03% and 0.03%, respectively, of these amounts held by the BTI.

Enhanced Yield Pool

Credit Risk

The BTI limits the exposure to credit risk in the Enhanced Yield Pool by requiring all corporate bonds to be rated A- by Standards & Poor's (or its equivalent) or higher. Commercial paper must be rated at least A-1 by Standards & Poor's and P1 by Moody's. The following table provides information on the credit ratings of the Enhanced Yield Pool's investments (in thousands):

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

<u>Security Type</u>	<u>Credit Rating</u>		<u>2007</u>		<u>2006</u>	
	<u>Moody's</u>	<u>S&P</u>	<u>Carrying Value</u>	<u>Percent of Pool Assets</u>	<u>Carrying Value</u>	<u>Percent of Pool Assets</u>
Corporate asset backed securities	P1	A-1	\$ 42,122	18.40%	\$ 46,963	17.70%
Corporate bonds and notes	Aaa	AAA	1,667	0.73	2,448	0.92
	Aa3	AA	7,857	3.43	-	-
	Aa3	A	3,905	1.70	-	-
	Aa2	AA	950	0.41	-	-
	Aa2	A	2,177	0.95	-	-
	Aa1	AA	6,431	2.81	-	-
	A3	A	6,958	3.04	-	-
	A2	AA	747	0.33	-	-
	A2	A	8,188	3.58	-	-
	A1	AA	3,034	1.32	-	-
	A1	A	10,706	4.68	-	-
	Aa	AA	-	-	3,790	1.43
	Aa	A	-	-	15,660	5.90
	A	AA	-	-	3,048	1.15
	A	A	-	-	46,847	17.65
			<u>52,620</u>	<u>22.98</u>	<u>71,793</u>	<u>27.05</u>
U.S. agency bonds	Aaa	AAA	46,075	20.13	87,215	32.86
U.S. Treasury bills	Aaa	AAA	-	-	58,067	21.88
U.S. Treasury notes	Aaa	AAA	55,877	24.41	-	-
U.S. agency mortgage backed securities	Aaa	AAA	11,741	5.13	-	-
Repurchase agreements (underlying securities):						
U.S. agency mortgage backed securities	Aaa	AAA	-	-	1,346	0.51
U.S. agency notes	Aaa	AAA	<u>20,485</u>	<u>8.95</u>	<u>-</u>	<u>-</u>
			<u>20,485</u>	<u>8.95</u>	<u>1,346</u>	<u>0.51</u>
			<u>\$ 228,920</u>	<u>100.00%</u>	<u>\$ 265,384</u>	<u>100.00%</u>

At June 30, 2007 and 2006, the College's ownership represents .05% and .38%, respectively, of these amounts held by the BTI.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. All the BTI's Consolidated Fund pools and accounts are subject to interest rate risk.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

The overall weighted average maturity of the investments of the Cash Liquidity Pool cannot exceed 60 days. Maximum maturity of individual securities cannot exceed 397 days from date of purchase. The following table provides information on the weighted average maturities for the various asset types in the Cash Liquidity Pool:

Security Type	2007		2006	
	Carrying Value (In Thousands)	WAM (Days)	Carrying Value (In Thousands)	WAM (Days)
Repurchase agreements	\$ 246,821	2	\$ 102,339	3
U.S. Treasury bills	358,725	30	306,279	32
Commercial paper	1,015,926	52	943,057	25
Certificates of deposit	126,500	76	122,800	105
U.S. agency discount notes	21,655	113	93,851	89
Corporate notes	261,025	58	129,055	77
U.S. agency bonds/notes	46,994	156	43,663	208
Money market funds	<u>185</u>	1	<u>758</u>	1
	<u>\$ 2,077,831</u>	48	<u>\$ 1,741,802</u>	42

The overall weighted average maturity of the investments of the Government Money Market Pool cannot exceed 60 days. Maximum maturity of individual securities cannot exceed 397 days from date of purchase. The following table provides information on the weighted average maturities for the various asset types in the Government Money Market Pool:

Security Type	2007		2006	
	Carrying Value (In Thousands)	WAM (Days)	Carrying Value (In Thousands)	WAM (Days)
Repurchase agreements	\$ 51,400	2	\$ 19,900	3
U.S. Treasury bills	36,379	29	28,346	42
U.S. agency discount notes	74,143	106	112,399	39
U.S. agency bonds/notes	67,620	60	21,420	152
Money market funds	<u>9</u>	1	<u>109</u>	1
	<u>\$ 229,551</u>	49	<u>\$ 182,174</u>	49

The overall weighted average maturity of the investments of the Enhanced Yield Pool cannot exceed 731 days. Maximum maturity of individual securities cannot exceed 1,827 days (five years) from date of purchase. The following table provides information on the weighted average maturities for the various asset types in the Enhanced Yield Pool:

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Security Type	2007		2006	
	Carrying Value (In Thousands)	WAM (Days)	Carrying Value (In Thousands)	WAM (Days)
Repurchase agreements	\$ 20,485	2	\$ 1,346	3
U.S. Treasury bonds/notes	55,877	1,092	58,067	894
Corporate notes	52,620	557	71,793	588
Corporate asset backed securities	42,122	421	46,963	688
U.S. agency bonds/notes	46,075	927	87,215	594
U.S. agency mortgage backed securities	<u>11,741</u>	814	<u>-</u>	-
	<u>\$ 228,920</u>	700	<u>\$ 265,384</u>	672

Other Investment Risks

Other investment risks include concentration of credit risk, custodial credit risk, and foreign currency risk. None of the BTI's Consolidated Fund's investment pools or accounts is exposed to these risks as described below.

Concentration of credit risk is the risk of loss attributed to the magnitude of the BTI Consolidated Fund pool or account's investment in a single corporate issuer. The BTI investment policy prohibits those pools and accounts permitted to hold corporate securities from investing more than 5% of their assets in any one corporate name of one corporate issue.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the BTI will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. Repurchase agreements are required to be collateralized by at least 102% of their value, and the collateral is held in the name of the BTI. Securities lending collateral that is reported on the BTI's Statement of Fiduciary Net Assets is invested in the lending agent's money market fund in the BTI's name. In all transactions, the BTI or its agent does not release cash or securities until the counterparty delivers its side of the transaction.

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or a deposit. None of the BTI's Consolidated Fund's investment pools or accounts holds interests in foreign currency or interests valued in foreign currency.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Deposits

Custodial credit risk of deposits is the risk that in the event of failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. Deposits include nonnegotiable certificates of deposit. The Cash Liquidity Pool contains nonnegotiable certificates of deposit valued at \$50,000,000, which represents 2.41% of the pool's assets. The BTI does not have a deposit policy for custodial credit risk.

NOTE 4 - ACCOUNTS RECEIVABLE

Accounts receivable were as follows at June 30:

	<u>2007</u>	<u>2006</u>
Student tuition and fees - net of allowance for doubtful accounts of \$249,074 and \$194,913	\$ 189,602	\$ 229,080
Due from Foundation	250,305	277,605
Grants and contracts receivable:		
Due from the Commission	8,550	10,866
Due from other agencies - net of allowance for doubtful accounts of \$297,495 and \$0	-	337,730
Due from Federal Government	34,880	28,343
Other accounts receivable	<u>76,618</u>	<u>93,866</u>
	<u>\$ 559,955</u>	<u>\$ 977,490</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 5 - CAPITAL ASSETS

The following is a summation of capital asset transactions for the College for the years ended June 30:

	2007			Ending Balance
	Beginning Balance	Additions	Reductions	
Capital assets not being depreciated				
Land	\$ 1,288,470	\$ -	\$ -	\$ 1,288,470
Construction in progress	<u>1,442,463</u>	<u>-</u>	<u>(1,442,463)</u>	<u>-</u>
Total capital assets not being depreciated	<u>\$ 2,730,933</u>	<u>\$ -</u>	<u>\$ (1,442,463)</u>	<u>\$ 1,288,470</u>
Other capital assets				
Buildings	\$ 19,960,347	\$ 8,928,596	\$ -	\$ 28,888,943
Equipment	4,575,600	793,460	-	5,369,060
Library holdings	<u>3,774,812</u>	<u>46,236</u>	<u>(42,920)</u>	<u>3,778,128</u>
Total other capital assets	<u>28,310,759</u>	<u>9,768,292</u>	<u>(42,920)</u>	<u>38,036,131</u>
Less accumulated depreciation for				
Buildings	(6,144,104)	(404,426)	-	(6,548,530)
Equipment	(3,110,122)	(425,672)	-	(3,535,794)
Library holdings	<u>(3,525,082)</u>	<u>(90,249)</u>	<u>42,920</u>	<u>(3,572,411)</u>
Total accumulated depreciation	<u>(12,779,308)</u>	<u>(920,347)</u>	<u>42,920</u>	<u>(13,656,735)</u>
Other capital assets-net	<u>\$ 15,531,451</u>	<u>\$ 8,847,945</u>	<u>\$ -</u>	<u>\$ 24,379,396</u>
Capital asset summary				
Capital assets not being depreciated	\$ 2,730,933	\$ -	\$ (1,442,463)	\$ 1,288,470
Other capital assets	<u>28,310,759</u>	<u>9,768,292</u>	<u>(42,920)</u>	<u>38,036,131</u>
Total cost of capital assets	31,041,692	9,768,292	(1,485,383)	39,324,601
Less accumulated depreciation	<u>(12,779,308)</u>	<u>(920,347)</u>	<u>42,920</u>	<u>(13,656,735)</u>
Capital assets-net	<u>\$ 18,262,384</u>	<u>\$ 8,847,945</u>	<u>\$ (1,442,463)</u>	<u>\$ 25,667,866</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 5 - CAPITAL ASSETS (Continued)

	2006			
	Beginning <u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	Ending <u>Balance</u>
Capital assets not being depreciated				
Land	\$ 1,288,470	\$ -	\$ -	\$ 1,288,470
Construction in progress	<u>978,533</u>	<u>1,158,864</u>	<u>(694,934)</u>	<u>1,442,463</u>
Total capital assets not being depreciated	<u>\$ 2,267,003</u>	<u>\$ 1,158,864</u>	<u>\$ (694,934)</u>	<u>\$ 2,730,933</u>
Other capital assets				
Buildings	\$ 17,433,597	\$ 2,526,750	\$ -	\$ 19,960,347
Equipment	4,209,522	428,072	(61,994)	4,575,600
Library holdings	<u>3,745,287</u>	<u>58,705</u>	<u>(29,180)</u>	<u>3,774,812</u>
Total other capital assets	<u>25,388,406</u>	<u>3,013,527</u>	<u>(91,174)</u>	<u>28,310,759</u>
Less accumulated depreciation for				
Buildings	(5,738,120)	(405,984)	-	(6,144,104)
Equipment	(2,764,102)	(408,014)	61,994	(3,110,122)
Library holdings	<u>(3,453,285)</u>	<u>(100,977)</u>	<u>29,180</u>	<u>(3,525,082)</u>
Total accumulated depreciation	<u>(11,955,507)</u>	<u>(914,975)</u>	<u>91,174</u>	<u>(12,779,308)</u>
Other capital assets-net	<u>\$ 13,432,899</u>	<u>\$ 2,098,552</u>	<u>\$ -</u>	<u>\$ 15,531,451</u>
Capital asset summary				
Capital assets not being depreciated	\$ 2,267,003	\$ 1,158,864	\$ (694,934)	\$ 2,730,933
Other capital assets	<u>25,388,406</u>	<u>3,013,527</u>	<u>(91,174)</u>	<u>28,310,759</u>
Total cost of capital assets	27,655,409	4,172,391	(786,108)	31,041,692
Less accumulated depreciation	<u>(11,955,507)</u>	<u>(914,975)</u>	<u>91,174</u>	<u>(12,779,308)</u>
Capital assets-net	<u>\$ 15,699,902</u>	<u>\$ 3,257,416</u>	<u>\$ (694,934)</u>	<u>\$ 18,262,384</u>

The College maintains certain collections of inexhaustible assets to which no value can be practically determined. Accordingly, such collections are not capitalized or recognized for financial statement purposes. Such collections include contributed works of art, historical treasures, and literature that are held for exhibition, education, research, and public service. These collections are neither disposed of for financial gain nor encumbered in any means.

Title for certain real property is with the Commission.

At June 30, 2007, the College had outstanding contractual commitments of \$427,754 for property, plant, and equipment expenditures.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 6 - LONG-TERM LIABILITIES

The following is a summary of long-term obligation transactions for the College for the years ended June 30:

	2007						
	Beginning				Ending	Current	Noncurrent
	<u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u>	<u>Portion</u>	<u>Portion</u>	
Compensated absences	\$ 1,685,504	\$ 43,027	\$ -	\$ 1,728,531	\$ 400,176	\$ 1,328,355	
Total noncurrent liabilities	<u>\$ 1,685,504</u>	<u>\$ 43,027</u>	<u>\$ -</u>	<u>\$ 1,728,531</u>	<u>\$ 400,176</u>	<u>\$ 1,328,355</u>	
	2006						
	Beginning				Ending	Current	Noncurrent
	<u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u>	<u>Portion</u>	<u>Portion</u>	
Compensated absences	\$ 1,716,040	\$ -	\$ 30,536	\$ 1,685,504	\$ 407,821	\$ 1,277,683	
Total noncurrent liabilities	<u>\$ 1,716,040</u>	<u>\$ -</u>	<u>\$ 30,536</u>	<u>\$ 1,685,504</u>	<u>\$ 407,821</u>	<u>\$ 1,277,683</u>	

NOTE 7 - OPERATING LEASE OBLIGATIONS

The College leases various equipment, automobiles, and buildings, under operating lease agreements. Aggregate payment for operating leases amounted to \$50,743 and \$50,743 for the years ended June 30, 2007 and 2006, respectively. Future minimum rental commitments are as follows as of June 30, 2007:

<u>Year Ending June 30</u>	<u>Operating Leases</u>
2008	\$ 40,407
2009	33,692
2010	<u>18,975</u>
Total	<u>\$ 93,074</u>

The College entered into an agreement to lease a branch facility from the Boone County Board of Education. The agreement provides for rent payments of \$1 per year continuing for 40 years beginning on April 1, 1998. The facility was constructed with \$807,380 of funds provided by the College with the balance of \$1 million provided by the Boone County Board of Education through the West Virginia School Building Authority.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 8 - COMPENSATED ABSENCES

The composition of the compensated absences liability was as follows at June 30:

	<u>2007</u>	<u>2006</u>
Current:		
Health or life insurance benefits	\$ 74,834	\$ 66,250
Accrued vacation leave	<u>325,342</u>	<u>341,571</u>
	<u>400,176</u>	<u>407,821</u>
Non Current		
Health or life insurance benefits	1,176,750	1,131,892
Accrued vacation leave	<u>151,605</u>	<u>145,791</u>
	<u>1,328,355</u>	<u>1,277,683</u>
Total	<u>\$ 1,728,531</u>	<u>\$ 1,685,504</u>

The cost of health and life insurance benefits paid by the College is based on a combination of years of service and age. For the years ended June 30, 2007 and 2006, the amount paid by the College for extended health or life insurance coverage retirement benefits totaled \$59,618 and \$60,544, respectively. There were 24 and 21 retirees eligible for these benefits as of June 30, 2007 and 2006, respectively.

NOTE 9 - STATE SYSTEM OF HIGHER EDUCATION INDEBTEDNESS

The College is a State institution of higher education, and the College receives a State appropriation to finance its operations. In addition, it is subject to the legislative and administrative mandates of State government. Those mandates affect all aspects of the College’s operations, its tuition and fee structure, its personnel policies and its administrative practices.

The State has chartered the Commission with the responsibility to construct or renovate, finance and maintain various academic and other facilities of the State’s universities and colleges, including certain facilities of the College. Financing for these facilities was provided through revenue bonds issued by the former Board of Regents or the former Boards of the College, College Systems, and the Commission (the “Boards”). These obligations administered by the Commission are the direct and total responsibility of the Commission, as successor to the former Boards.

NOTE 10 - UNRESTRICTED NET ASSETS

The College did not have any designated net assets as of June 30, 2007 or 2006.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 11 - RETIREMENT PLANS

Substantially all full-time employees of the College participate in either the West Virginia Teachers' Retirement System (the "STRS") or the Teachers' Insurance and Annuities Association-College Retirement Equities Fund (the "TIAA-CREF"). Previously, upon full-time employment, all employees were required to make an irrevocable selection between the STRS and TIAA-CREF. Effective July 1, 1991, the STRS was closed to new participants. Current participants in the STRS are permitted to make a one-time election to cease their participation in that plan and commence contributions to the West Virginia Teachers' Defined Contribution Plan. Contributions to and participation in the West Virginia Teachers' Defined Contribution Plan by College employees have not been significant to date.

Effective January 1, 2003, higher education employees enrolled in the basic 401(a) retirement plan with TIAA-CREF have an option to switch to the Educators Money 401(a) basic retirement plan. New hires have the choice of either plan. As of June 30, 2007, there were no employees enrolled in the Educators Money 401(a) basic retirement plan.

The STRS is a cost sharing, public employee retirement system. Employer and employee contribution rates are established annually by the State Legislature. The College accrued and paid its contribution to the STRS at the rate of 15% of each enrolled employee's total annual salary for years ended June 30, 2007, 2006, and 2005. Required employee contributions were at the rate of 6% of total annual salary for years ended June 30, 2007, 2006, and 2005. Participants in the STRS may retire with full benefits upon reaching age 60 with 5 years of service, age 55 with 30 years of service, or any age with 35 years of service. Lump-sum withdrawal of employee contributions is available upon termination of employment. Pension benefits are based upon 2% of final average salary (the highest 5 years' salary out of the last 15 years) multiplied by the number of years of service.

Total contributions to the STRS for the years ended June 30, 2007, 2006 and 2005 were \$340,233, \$337,475 and \$334,895, respectively, which consisted of \$243,024, \$241,054, and \$239,211 from the College in 2007, 2006 and 2005, respectively, and \$97,209, \$96,421 and \$96,648 from the covered employees in 2007, 2006 and 2005, respectively.

The contribution rate is set by the State Legislature on an overall basis and the STRS does not perform a calculation of the contribution requirement for individual employers, such as the College. Historical trend and net pension obligation information is available from the annual financial report of the Consolidated Public Retirement Board. A copy of the report may be obtained by writing to the Consolidated Public Retirement Board, Building 5, Room 1000, Charleston, WV 25305.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

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NOTE 11 - RETIREMENT PLANS (Continued)

The TIAA-CREF is a defined contribution benefit plan in which benefits are based solely upon amounts contributed plus investment earnings. Employees who elect to participate in this plan are required to make a contribution equal to 6% of total annual compensation. The College matches the employees' 6% contribution. Contributions are immediately and fully vested. In addition, employees may elect to make additional contributions to TIAA-CREF which are not matched by the College.

Total contributions to the TIAA-CREF for the years ended June 30, 2007, 2006 and 2005 were \$804,853, \$772,559 and \$751,336, respectively, which consisted of equal contributions from the College and covered employees in 2007, 2006 and 2005 of \$402,427, \$386,279, and \$375,668, respectively.

The College's total payroll for the years ended June 30, 2007, 2006, and 2005 were \$9,093,674, \$9,061,848 and \$8,789,365, respectively; total covered employees' salaries in the STRS and TIAA-CREF were \$1,620,155 and \$6,707,109 in 2007, respectively; \$1,607,013 and \$6,437,996 in 2006, respectively; and \$1,594,735 and \$6,261,134 in 2005, respectively.

NOTE 12 - FOUNDATION

The Foundation is a separate nonprofit organization incorporated in the State and has as its purpose "to support, encourage and assist in the development and growth of the College, ...to render service and assistance to the College, and through it to the citizens of the State of West Virginia..." Oversight of the Foundation is the responsibility of a separate and independently elected Board of Directors, not otherwise affiliated with the College. In carrying out its responsibilities, the Board of Directors of the Foundation employs management, forms policy and maintains fiscal accountability over funds administered by the Foundation. Although the College does not control the timing or amount of receipts from the Foundation, the majority of resources, or income thereon, that the Foundation holds and invests are restricted to the activities of the College by the donors. Because these restricted resources held by the Foundation can only be used by, or for the benefit of, the College, the Foundation is considered a component unit of the College and is therefore discretely presented with the College's financial statements in accordance with GASB Statement No. 39.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 12 - FOUNDATION (Continued)

The Foundation's net assets totaled \$2,564,227 and \$484,567 (restated) at December 31, 2006 and 2005, respectively. The net assets include amounts which are restricted by donors to use for specific projects or departments of the College. During the years ended June 30, 2007 and 2006, the Foundation made \$177,892 and \$242,608, respectively, in contributions to the College. As of June 30, 2007 and 2006, the College had accounts receivable of \$250,305 and \$277,605 due from the Foundation. Complete financial statements for the Foundation can be obtained from the Southern West Virginia Community College Foundation.

NOTE 13 - AFFILIATED ORGANIZATION

The College has a separately incorporated affiliated organization, the Southern Alumni Association. Oversight responsibility for this entity rests with an independent board and management not otherwise affiliated with the College. The financial statements of this organization are not included in the College's accompanying financial statements under GASB Statement No. 39 because they are not significant.

NOTE 14 - CONTINGENCIES

The nature of the educational industry is such that, from time-to-time, claims will be presented against the College on account of alleged negligence, acts of discrimination, breach of contract or disagreements arising from the interpretation of laws or regulations. While some of these claims may be for substantial amounts, they are not unusual in the ordinary course of providing educational services in a higher education system. In the opinion of management, all known claims are covered by insurance or are such that an award against the College would not impact seriously on the financial status of the institution.

Under the terms of federal grants, periodic audits are required and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to reimbursement to the grantor agencies. The College's management believes disallowances, if any, will not have a significant financial impact on the College's financial position.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 14 - CONTINGENCIES (Continued)

The College owns various buildings which are known to contain asbestos. The College is not required by federal, state or local law to remove the asbestos from its buildings. The College is required under Federal Environmental Health and Safety Regulations to manage the presence of asbestos in its buildings in a safe condition. The College addresses its responsibility to manage the presence of asbestos in its buildings on a case-by-case basis. Significant problems of dangerous asbestos conditions are abated as the condition becomes known. The College also addresses the presence of asbestos as building renovation or demolition projects are undertaken and through asbestos operation and maintenance programs directed at containing, managing or operating with the asbestos in a safe condition.

NOTE 15 - COMMITMENTS

During the year ended June 30, 2005, the West Virginia Higher Education Policy Commission issued \$167,260,000 of 2004 Series B Revenue Bonds (Higher Education Facilities). The College has been approved for \$9,600,000 of the bond proceeds for construction of the new Technology and Allied Health Building, a wing on the new Lincoln County Consolidated High School, and renovation of other existing buildings throughout the College. As of June 30, 2007, the College has drawn \$9,600,000 of these bonds to pay for capital projects. State Lottery funds will be used to repay the debt, although College revenues are pledged if Lottery funds prove insufficient.

NOTE 16 COMPONENT UNIT DISCLOSURES

The following are the notes taken directly from the Foundation's financial statements starting on the following page:

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization - Southern West Virginia Community College Foundation, Inc. (the "Foundation") was incorporated in September 1971 as a tax-exempt, not-for-profit corporation under Section 501(c)(3) of the Internal Revenue Code for the purpose of collecting donations from individuals, corporations, and foundations to be distributed as scholarships to persons attending what is now known as Southern West Virginia Community and Technical College (the "College"), and to be used for other purposes benefiting the College. The Foundation is classified as other than a private foundation by the Internal Revenue Service and is exempt from income taxes.

Basis of Accounting and Financial Statement Presentation - The financial statements of the Foundation are prepared on the accrual basis of accounting in accordance with U. S. generally accepted accounting principals ("U.S. GAAP"). The accompanying financial statements of the Foundation present information regarding its net assets and activities in the following three categories:

Unrestricted - Net assets are under the discretionary control of the Board of Directors (the "Board") and include amounts designated by the Board for specified purposes.

Temporarily Restricted - Net assets are restricted by the donor for a specific purpose (generally scholarships or educational development programs) or use in a future time period. The income on these net assets is either temporarily restricted or unrestricted based on the intentions of the donor.

Permanently Restricted - Net assets are subject to the donor's restriction that the principal remain invested in perpetuity. The income on these net assets generally is used for scholarships or educational development programs.

When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Use of Estimates - The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents - Cash and cash equivalents include cash in checking accounts and short-term investments with an original maturity of three months or less.

Investments - Investments are reported at fair value.

Unconditional Promises to Give - Unconditional promises to give are recorded as received. Unconditional promises to give due in the next year are reflected as current promises to give and are recorded at their net realizable value. Unconditional promises to give due in subsequent years are reflected as long-term promise to give and are recorded at the present value of the net realizable value, using the federal prime rate plus two percent as applicable to the years in which the promises are received to discount the amounts. The majority of the promises to give are received from local individual and business contributors as a result of the VISION 2020 campaign.

An allowance for uncollectible promises is provided based on management's evaluation of potential uncollectible promises receivable at year end.

Contributions - Contributions and grants, including bequests, special gifts, and other donations, are recorded as revenue when received or, if by pledge, when an unconditional pledge is made. All contributions and grants are considered to be available for unrestricted use unless specifically restricted by the donor or grantor. Noncash bequests, gifts, and donations, if any, would be recorded at the fair market value of the asset at the date of donation.

Program Services Expenses - All scholarships and other program services distributions are approved by the Board. Unconditional grants to the College are recognized when approved. Grants approved by the Board that are payable upon performance of specified conditions by the grantee (if any) are recognized in the statement of activities and change in net assets when the specified conditions are satisfied.

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC. 45
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2006

NOTE 2 - INVESTMENTS

The cost and estimated fair values of investments at December 31, 2006, are as follows:

	Estimated Fair Value	Cost
U.S. government obligations	\$ 1,006,752	\$ 998,896
Equity securities	133,531	114,562
Total	\$ 1,140,283	\$ 1,113,458

NOTE 3 - PROMISES TO GIVE

Unconditional promises to give at December 31, 2006, are as follows:

Receivable in less than one year	\$ 293,541
Receivable in one to five years	843,700
Total unconditional promises to give	1,137,241
Less discounts to net present value	(129,613)
Less allowance for uncollectible promises	-
Net unconditional promises to give	\$ 1,007,628

The discount rates used on long-term promises to give was 8.25% in 2006.

NOTE 4 - RELATED PARTY TRANSACTIONS

The Foundation scholarships are awarded by the College. The College awarded \$67,388 in scholarships to students on behalf of the Foundation in 2006. The College also presented the faculty of the College with educational awards totaling \$3,000 in 2006.

Each of these transactions was recorded as a payable on the Foundation's financial statements. At December 31, 2006, the Foundation's total related party payable to the College for scholarships and faculty educational awards was \$318,815.

The Foundation also received a non-interest bearing advance from the College to aid in the payment of a contractor that specializes in fundraising. At December 31, 2006, the aggregate amount received by the Foundation and owed to the College was \$225,500.

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC. 46
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2006

NOTE 4 - RELATED PARTY TRANSACTIONS (CONTINUED)

Scholarships totaling \$12,803 were awarded on behalf of the Foundation in 2005 with the understanding that the College would reimburse the Foundation at a later date.

Contributed services received from the College and from unrelated volunteers have not been recorded, as the value of the services cannot be determined.

NOTE 5 - LONG-TERM LIABILITIES

The College and the Foundation have agreed upon a repayment schedule for the amounts owed to the College as described in Note 4. The \$318,815 balance due as of December 31, 2006, is to be repaid in annual installments of \$40,000 per year until liquidated. No interest is to be charged on the unpaid balance.

NOTE 6 - NET ASSETS

Temporary and permanent restrictions on net assets at December 31, 2006, are for scholarships and educational development.

Net assets were released from restriction for the following purposes during the year ended December 31, 2006:

Scholarships	\$ 67,388
Educational development	4,688
Fundraising	89,799
Other	<u>57,408</u>
Total	<u>\$ 219,283</u>

NOTE 7 - CAPITAL LEASE OBLIGATION

The Foundation is the lessee of computer software under a capital lease expiring in the fiscal year ending December 31, 2008. The assets and liabilities under capital leases are recorded at the lower of the present value of the minimum lease payments or the fair value of the asset. The assets are depreciated over the lower of their related lease terms or their estimated productive lives. Depreciation of assets under capital leases is shown as depreciation expense in the fiscal year ended December 31, 2006.

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC. 47
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2006

NOTE 7 - CAPITAL LEASE OBLIGATION (CONTINUED)

Depreciation on assets under capital leases charged to expense in 2006 was \$13,867.

The following is a summary of property held under capital leases:

Software	\$ 41,602
Less accumulated depreciation	<u>(13,867)</u>
Net	<u>\$ 27,735</u>

Minimum future lease payments under capital leases as of December 31, 2006 are as follows:

<u>Year Ended</u>	<u>Amount</u>
2007	\$ 17,010
2008	<u>17,010</u>
Total minimum lease payments	34,020
Less amount representing interest	<u>(3,668)</u>
Present value of net minimum lease payment	<u>\$ 30,352</u>

Implied interest rate on capitalized lease is 8.25% and is imputed based on the Foundation's borrowing rate at the inception of the lease. Interest expense recognized on this implied rate is \$1,834 in 2006.

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC. 48
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2006

NOTE 8 - PRIOR PERIOD ADJUSTMENTS

Net assets at the beginning of 2006 have been adjusted to record the effect of the following transactions that occurred in prior years, but had not been recorded on the Foundation's books:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>
Net assets, as previously stated	\$ 44,080	\$ 390,244	\$ 5,000
Promises to give not recorded	<u>-</u>	<u>44,243</u>	<u>-</u>
Net assets, as restated	<u>\$ 44,080</u>	<u>\$ 434,487</u>	<u>\$ 5,000</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2007 AND 2006

NOTE 17 - NATURAL CLASSIFICATIONS WITH FUNCTIONAL CLASSIFICATIONS

These tables represent operating expenses within both natural and functional classifications for the years ended June 30:

	2007							
	Salaries and Wages	Benefits	Supplies and Other Services	Utilities	Scholarships and Fellowships	Depreciation	Fees Assessed by the Commission	Total
Instruction	\$ 4,147,079	\$ 1,184,597	\$ 1,965,524	\$ 83	\$ 69,178	\$ -	\$ -	\$ 7,366,461
Public service	836,469	239,956	346,331	311	25,793	-	-	1,448,860
Academic support	274,752	78,544	173,682	-	-	-	-	526,978
Student services	944,669	280,517	277,977	-	-	-	-	1,503,163
General institutional support	2,192,305	671,333	1,073,007	1,400	3,828	-	-	3,941,873
Operations and maintenance of plant	514,345	169,451	(321,086)	421,789	-	-	-	784,499
Student financial aid	27,251	58	88,570	-	2,177,087	-	-	2,292,966
Auxiliary enterprises	156,804	37,760	725,438	-	-	-	-	920,002
Depreciation	-	-	-	-	-	920,347	-	920,347
Other	-	-	-	-	-	-	41,924	41,924
Total	\$ 9,093,674	\$ 2,662,216	\$ 4,329,443	\$ 423,583	\$ 2,275,886	\$ 920,347	\$ 41,924	\$ 19,747,073

	2006							
	Salaries and Wages	Benefits	Supplies and Other Services	Utilities	Scholarships and Fellowships	Depreciation	Fees Assessed by the Commission	Total
Instruction	\$ 3,878,264	\$ 1,122,407	\$ 485,496	\$ 832	\$ 20,964	\$ -	\$ -	\$ 5,507,963
Public service	1,154,265	289,975	462,147	(1,004)	10,594	-	-	1,915,977
Academic support	310,331	91,273	95,781	165	-	-	-	497,550
Student services	834,250	260,031	239,843	-	400	-	-	1,334,524
General institutional support	2,213,413	627,651	1,277,396	(176,603)	(204,471)	-	-	3,737,386
Operations and maintenance of plant	493,698	171,002	435,015	697,272	-	-	-	1,796,987
Student financial aid	20,105	178	(788)	-	2,336,750	-	-	2,356,245
Auxiliary enterprises	157,522	42,790	725,145	-	-	-	-	925,457
Depreciation	-	-	-	-	-	914,975	-	914,975
Other	-	-	-	-	-	-	43,632	43,632
Total	\$ 9,061,848	\$ 2,605,307	\$ 3,720,035	\$ 520,662	\$ 2,164,237	\$ 914,975	\$ 43,632	\$ 19,030,696



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

To the Governing Board
Southern West Virginia Community and Technical College
Mt. Gay, West Virginia

We have audited the financial statements of Southern West Virginia Community and Technical College (the College) as of and for the year ended June 30, 2007, and have issued our report thereon dated October 8, 2007, which states reliance on other auditors for the discretely presented component unit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the College's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

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A Professional Limited Liability Company

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the College's management, the Members of the College's Governing Board, the West Virginia Higher Education Policy Commission, federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than those specified parties.

Intelle L. Stalnaker, PLLC

Charleston, West Virginia
October 8, 2007

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

Action Items	pp 69-174
1. Approval of Audited Financial Report	p 70
2. Approval of October 2007 Minutes	pp 71-73
3. Approval of Proposed Tuition and Fees and Special Course-Related Fee Schedule for 2008-2009	pp 74-76
4. Institutional Policies for Final Approval	
1. SCP-1481, Naming of Facilities or Organizational Units	pp 77-80
2. SCP-2686, Promotion-in-Rank and Tenure Policy	pp 34-46
3. SCP-3201, Challenging a Course/Credit by Examination	pp 81-93
4. SCP-3401, Independent Study	pp 94-98
5. SCP-5100, Disposition and Sale of Surplus/Excess Property	pp 99-106
6. SCP-8600, Board of Governors Operational Guidelines	pp 107-110
5. Approval of Institutional Policies for 30-day Comment	
1. SCP-2171, Professional and Educational Requirements for Faculty and Instructional Staff	pp 124-130
2. SCP-3637, General Education Philosophy and Goals	pp 131-133
3. SCP-2156, Drugs in the Workplace	pp 134-143
4. SCP-2575, Overtime and Compensatory Time	pp 144-150
5. SCP-2580, Part-time Employees: Classified Staff and Adjunct Faculty	pp 151-154
6. SCP-2700, Reduction in Work Force, Classified Personnel	pp 155-161
7. SCP-2701, Reduction in Work Force, Faculty Personnel	pp 162-166
8. SCP-2825, Salary Administration	pp 167-171
6. Approval of Proposed Presidential Review Timeline	pp 172-173
7. Appointment of Board of Governors Legislative Committee	p 174

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

ITEM: Financial Statements for Years Ended June 30, 2007 and 2006, and Independent Auditors' Reports

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors accept the filing of the audited financial report for the fiscal year ended June 30, 2007.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The accounting firm of Suttle and Stalnaker, PLLC, has conducted the financial audit for Southern West Virginia Community and Technical College for fiscal year ended June 30, 2007. Mr. Chris Deweese, Suttle and Stalnaker Certified Public Accountants, will make a brief presentation regarding their findings. Copies of the audited financial statements are included with this agenda item.

This is the sixth year of the new statement format required under the directives from the Governmental Accounting Standards Board (GASB). This format places emphasis on the overall economic resources of the College. The previous reporting format presented financial balances and activities by fund groups. The statement format includes the Statement of Net Assets; Statements of Revenues, Expenses, and Changes in Net Assets; and the Statement of Cash Flows, all reported on a comparative basis with the prior year. In addition to the changes in financial statements presentation, the reporting format includes a narrative section called Management's Discussion and Analysis. This section is designed to provide an objective and readable analysis of financial activities based upon facts, decisions, and conditions known as of the auditor's report.

**Southern West Virginia Community and Technical College Board of Governors
Stonewall Resort and Conference Center, Birch Room, Roanoke, WV DRAFT
Meeting of October 18, 2007**

Board Members Present: Kevin Fowler, James Sheatsley, Linda Akers, George Kostas, Terry Sammons, David Pierce, Glenn Yost, Michael Baldwin, George Morrison, Shelley Huffman, Elston Johnson

Board Members Absent: Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Allyn Sue Barker, Cathy Smith-Cox, James Owens, Cindy Crigger, Ron Lemon, Ron Hamilton, Elizabeth Walker, Emma Baisden

1. **Call to Order:**
Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:30 p.m.
2. **Presentation of Special Award:**
President Joanne Tomblin honored Linda Q. Qkers, past Board Chair, with the Board of Governors Chairman's Award.
3. **President's Report:**
 1. Approximately 80% of the five-year goal of \$7,000,000 has been met for the Vision 2020 Major Gifts Campaign.
 2. President Tomblin provided a PowerPoint Presentation at the West Virginia Oil and Natural Gas Association annual meeting held September 20, 2007 at Stonewall Conference Center.
 3. Continues to meet with a variety of constituents on barriers to student success. She is looking for ways Southern can better serve its students, particularly the adult population.
 4. Since the September 18 Board of Governors meeting, President Tomblin attended a variety of community meetings and events:
 1. Land Use Management Forum
 2. Money Conference
 3. Regional Contracting Assistance Center annual meeting
 4. SEEDS Press Conference (Office of Governor Manchin)
 5. Dedication of the Erma Byrd Public Higher Education Center – Beckley
 5. President Tomblin and Chief Financial Officer, Sam Litteral, have met with the Student Government Association officers at Boone, Logan, Williamson and Wyoming campuses.
 6. President Tomblin has conducted quarterly meetings with the Classified Staff Council and Faculty Senate.
 7. A fund-raising kickoff breakfast was held in Boone County on October 11.
 8. The President's High School Visiting Team has visited Wyoming East and Liberty High Schools to date. The team is concentrating on Raleigh and Wyoming Counties because of the opening of the Beckley site.
 9. The paving project has begun at the new Allied Health and Technology Center.
 10. Community meetings are scheduled for the Williamson and Wyoming Campuses.
 11. Merle Dempsey and our academic leadership conducted a meeting with all faculty and personnel from the Lincoln County Comprehensive High School to discuss dual credit opportunities and criteria, as well as, other joint interests regarding the Lincoln facility.
 12. On August 20, 2007, the *Lil' Rascals Cay Care* opened its door for business inside Room 143 at the Williamson Campus. Privately operated by Vickie Copley, the

center is open five days a week from 7:30 a.m. until 6:00 p.m., and accepts children from infants to the age of 12. Approximately 50% of the children using the facility belong to Southern students.

4. Action Items:

1. Approval of Minutes

MOTION: Shelley Huffman moved to accept the September 18, 2007 minutes as presented.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

2. Approval of Policies for 30-day Comment

1. SCP-1481, Naming of Facilities or Organizational Units

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

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

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

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

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

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

3. SCP-5100, Disposition and Sale of Surplus/Excess Property

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

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

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

4. SCP-8600, Board of Governors Operational Guidelines

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

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

3. Appointment of Committee on Tuition and Fees

Chair Fowler, appointed a committee to prepare a proposal for tuition and fee increases for FY 2008-2009. The committee will bring a recommendation forward for the Board's review and consideration at its November 20 meeting. Members appointed include Kevin Fowler, Elston Johnson, Shelley Huffman, Joanne Tomblin, Merle Dempsey, Sam Litteral, James Owens, and Cathy Smith-Cox.

6. Discussion Items:

1. Board of Governors and Administration Self-Evaluation Results

Ms. Elizabeth Walker, Board Counsel, led the Board of Governors and administrators through the results of the annual self-evaluation conducted on an aggregated and anonymous basis. Board members discussed the results and determined 1a and 2a should be deleted from the Board's Self-Assessment form. Ms. Walker will revise the form for next year's self-evaluation.

7. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 7:40 p.m.

Kevin N. Fowler

Chair

James R. Sheatsley

Vice Chair

George Kostas

Secretary

Emma L. Baisden

Assistant to the Governing Board

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

ITEM: Recommendation of Board of Governors Committee on Tuition and Fees

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed resident tuition and fee increase of 4.05% and a \$5.00 per course increase to the special course-related fee schedule for the 2008-2009 academic year effective July 1, 2008, AND

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

STAFF MEMBER: Samuel Litteral

BACKGROUND:

After review of relevant tuition and fees data at its October 31, 2007 meeting, the Committee on Tuition and Fees appointed by the Southern West Virginia Community and Technical College Board of Governors of recommends the Board submit to the West Virginia Council for Community and Technical College Education, a request for a 4.05% increase in the resident tuition and fees to be paid by all students. This request is less than the maximum tuition request level currently permitted under West Virginia State Code for community and technical colleges. This is an increase of \$36 per semester per full-time student which would bring the tuition rate to \$924 per semester per full-time student. The impact of this increase would add \$3 to the per credit hour tuition and fee rate and, at the current FTE enrollment level, would generate additional revenue of \$111,600 in tuition and fees.

Additionally, the Committee reviewed the special course-related fees and recommends a \$5.00 increase to the existing course-related fee schedule for fiscal year 2008-2009. This would result in an estimated additional revenue of \$72,374.

The Committee did not address increasing the non-resident tuition and fees. However, in order to remain in compliance with West Virginia Code, §18B-10-1 it is required that non-resident students pay the full cost of instruction. Currently that rate is \$284 per credit hour. Southern rarely has any non-resident enrollment and no impact on revenue or expenditures is anticipated by keeping the non-resident rate at the current level.

**Southern West Virginia Community and Technical College
Financial Impact Calculations of Tuition Fee Increases 2% - 4.05%**

	Current	Proposed Tuition Increase			Estimated Additional Revenue Generated by Proposed Tuition Increase		
		2.00%	3.00%	4.05%	2.00%	3.00%	4.05%
Estimated Tuition Revenue 2008-2009							
FTE	1,550	1,550	1,550	1,550	1,550	1,550	1,550
Rate Per FTE Per Semester	888	906	915	924	18	27	36
Revenue Per Semester	1,376,400	1,404,300	1,418,250	1,432,200	27,900	41,850	55,800
Annual Revenue	2,752,800	2,808,600	2,836,500	2,864,400	55,800	83,700	111,600

Fee Planning Schedule- Per Semester

Academic Year 2008-09

Institution: Southern West Virginia Community and Technical College

II. SPECIAL FEES AND CHARGES	Current Rate Per Semester 2007-08	Requested Rate Per Semester 2008-09	Estimated Additior	
			Increase (Decrease)	Revenue Generated By Increase
<u>Course Related Fees</u>				
Nursing Courses	15.00	20.00	5.00	13,608
Dental Hygiene Program Courses	15.00	20.00	5.00	1,827
Surgical Technology	10.00	15.00	5.00	745
Radiologic Technology	10.00	15.00	5.00	2,440
Medical Laboratory Technology	10.00	15.00	5.00	2,105
Health Care Technology	5.00	10.00	5.00	6,105
Paramedic Science	5.00	10.00	5.00	885
Computer Information Systems	5.00	10.00	5.00	6,878
Information Technology	5.00	10.00	5.00	1,798
Electrical Engineering Technology	5.00	10.00	5.00	658
Biological Science	5.00	10.00	5.00	17,685
Chemistry	5.00	10.00	5.00	1,420
Geology	5.00	10.00	5.00	-
Integrated Science	5.00	10.00	5.00	40
Physical Science	5.00	10.00	5.00	2,480
Physics	5.00	10.00	5.00	-
Survey Technology Courses	5.00	10.00	5.00	2,000
Solon Management/Cosmetology Courses	15.00	20.00	5.00	6,240
Respiratory Care Technology Courses	15.00	20.00	5.00	5,460
<u>Special Fees and Charges:</u>				
Diploma Replacement Fee	20.00	20.00	0.00	
Graduation Fee	25.00	25.00	0.00	
Late Registration Fee	25.00	25.00	0.00	
Transcript (after five)	10.00	10.00	0.00	
International Student Application Fee	100.00	100.00	0.00	
CLEP Examination Fee	10.00	10.00	0.00	
Challence Examination Fee (per credit hour)	10.00	10.00	0.00	
Portfolio Assessment Fee	300.00	300.00	0.00	
Portfolio credit posting fee (per credit hour)	10.00	10.00	0.00	
Total				72,374

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

ITEM: SCP-1481, Naming of Facilities or Organizational Units

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

STAFF MEMBER: Merle Dempsey

BACKGROUND:

This policy establishes the procedures for the naming of any facility or organizational unit at Southern West Virginia Community and Technical College for an individual or organization. The policy applies to all facilities and organizational units owned by or under the direction of Southern.

This policy was reviewed by Executive Council.

At its October 18, 2007 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired November 17, 2007. No comments were received at the end of the comment period, therefore, the staff recommends the policy for approval as presented.



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

Number:	SCP-1481
Origination:	December 2004
Effective:	February 15, 2005
Reviewed:	September 4, 2007

SUBJECT: **Naming of Facilities or Organizational Units**

REFERENCE: **West Virginia Code §18B-1-3(h) (Supp. 2001)**

1. PURPOSE

To establish policy and procedures for the naming of any facility or organizational unit at Southern West Virginia Community and Technical College (the College) for an individual or organization.

2. SCOPE AND APPLICABILITY

This issuance applies to all facilities and organizational units owned by or under the direction of the College.

3. DEFINITIONS

None.

4. POLICY

Approval by the Board of Governors (BOG) is required for the naming or renaming of any facility or organizational unit of the College.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

A building or organizational unit may be named for an individual or organization based upon the following conditions and considerations:

- A. No facility or organizational unit shall be named for an individual who is currently serving on the BOG or who is currently employed or has been employed by the College during the immediately preceding three academic years.
- B. An individual or organization for whom a facility or organizational unit is named must meet one or more of the following criteria:
 - 1. Former governing board members who have rendered distinguished service or made an outstanding contribution to the success and reputation of the College;

2. Former or retired employees not included in the early (severance benefit) retirement program who have rendered distinguished service or made an outstanding contribution to the success and reputation of the College:
3. A citizen or organization who/which has made a substantial monetary or personal service contribution to the College.

7. RESPONSIBILITIES AND PROCEDURES

The procedures to be followed for requesting that a facility or organizational unit be named for an individual or organization is as follows:

- A. The President and BOG shall establish and review the levels of monetary contribution required for the naming of any facility or organizational unit of the College. The current levels of monetary contribution required shall be maintained in the office of the President of the College.
- B. A formal written request shall be submitted to the President. The written request shall be accompanied by a brief biography of the individual or organization for whom/which the request is being made along with specific justification for the request.
- C. The President will review the request and related materials using the criteria stated in Section 6 of this policy.
- D. If satisfied that the criteria are met, the President will forward the request along with his/her recommendation for naming a facility or organizational unit to the BOG for its final approval. If the President determines the individual does not meet the criteria as stated in Section 6 of this policy, (s)he shall inform the individual(s) making the request and the BOG in writing.
- E. The BOG has final approval for the naming of any facility and/or organizational unit of the College.
- F. When a facility or organizational unit of the College has been named for an individual or organization, that name shall not be moved from one building or organizational unit to another.
- G. When a building is razed or an organizational unit is eliminated any existing name will no longer be used.
- H. The BOG, upon a majority vote of the members, may remove a name given when the majority of members through its vote deem that the individual or organization for whom/which the facility or organizational unit is named brings reproach upon the institution.

8. CANCELLATION

SCP-1480, Naming and Renaming of Buildings and Organizational Units, effective November 27, 2001.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the BOG that the policy be amended or repealed. SCP-1481 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: September 4, 2007 — This policy was reviewed by Executive Council and Council recommended that the policy be continued with no revisions.

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

ITEM: SCP-2686, Promotion-in-Rank and Tenure, and SCP-2686.A, Promotion-in-Rank and Tenure Criteria and Forms

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

STAFF MEMBER: Martha Maynard

BACKGROUND:

In January 2006, the Faculty Senate sent a revised draft of SCP-2686, Promotion-in-Rank and Tenure, and attachment, SCP-2686.A, Promotion-in-Rank and Tenure Criteria and Forms, to the Academic Affairs Management Council for consideration. Following a year of revisions by the Academic Affairs Management Council and Faculty Senate, the draft version is being presented to the Southern West Virginia Community and Technical College Board of Governors for review and consideration of approval for distribution for a thirty-day comment period.

At its October 18, 2007 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired November 17, 2007.

Comments were received from:

1. Bruce Walker, General Council for the West Virginia Higher Education Policy Commission, regarding technical changes concerning West Virginia Code citations, grammar, and changing references from commission to the West Virginia Council for Community and Technical College Education (Council).
2. Carol Howerton, Chair, Department of Technology, regarding clarification of the number of graduate hours since last promotion, SCP-2686.A, page 2, criteria 1.

The policy has been revised to reflect the recommended changes to the West Virginia Code, grammar, and reference to the West Virginia Council for Community and Technical College Education. Clarification of the number of graduate hours since last promotion was provided to Ms. Howerton. Therefore the administration and Faculty Senate recommend the policy for approval as presented.



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

Number: SCP-2686
Origination: August 17, 1984
Effective: November 27, 2001
Reviewed: July 31, 2007

SUBJECT: Promotion-in-Rank and Tenure Policy

REFERENCE: Title 133, Joint Procedural Rule of the West Virginia Higher Education Policy Commission and Council for Community and Technical Colleges, 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

1. PURPOSE

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).

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

- A. 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 Master of Fine Arts for studio and performing arts.
- B. Tenured faculty - A tenured faculty member is one who has attained tenure status as determined by Southern.
- C. 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.
- D. Term faculty - A term faculty member is one who has been appointed for a specific term as defined by Southern and is not eligible for tenure.

4. POLICY

- A. The Governing Board has final authority for granting or denying promotions-in-rank and/or tenure. Policies, procedures and rules of the Board will be adhered to in making any recommendations for promotion-in-rank and/or tenure.
- B. 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.

- C. 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.
- D. This tenure policy shall not affect persons having tenure under any previous policy of this institution or its governing board.
- E. 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.
- F. 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.
- G. Persons assigned full-time or part-time to 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.
- H. Department Chairs or the Chief Academic Officer, may nominate faculty members for promotion and/or tenure.
- I. 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.
- J. 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.
- K. 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.
- L. Any appeal of action taken regarding promotions-in-rank and/or tenure will follow approved grievance procedures as outlined in WV Code §6C-2.

5. BACKGROUND OR EXCLUSIONS

- A. 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 are superseded by this policy.
- B. This policy sets forth the 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.
- C. 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.

6. GENERAL PROVISIONS

Each spring semester, at a date and time determined by the President or his/her designee, a Promotion and Tenure Committee shall be elected by the Faculty Assembly. The committee shall consist of four members, 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 shall have tenure. The Chief Academic Officer or his/her designee will call the first committee meeting at which time a chairperson will be elected from and by the committee membership.

7. RESPONSIBILITIES AND PROCEDURES

A. APPLICANTS WILL:

1. Complete the necessary application forms and provide the required documentation.
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 and Tenure Committee.
3. Submit any additional documentation as requested by the Department Chair, the Chair of the Promotion/Tenure Committee, Chief Academic Officer or President during the review process.
4. Request a conference at any step to discuss recommendations, if desired.

B. DEPARTMENT CHAIRS WILL:

1. At their discretion, nominate qualified faculty members for promotion and/or tenure.
2. Provide access to the appropriate forms and provide other appropriate assistance to faculty members applying for promotion-in-rank and/or tenure.
3. Accept and review faculty packets to determine that the required materials are included.
4. Verify that the minimum criteria for promotion-in-rank and/or tenure are met.
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.
6. In the event of a recommendation for denial, the Department Chair 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.
7. Submit to the Chief Academic Officer all applications and supporting documentation.
8. Notify the applicant and the Chief Academic Officer, in writing with justification, of the Department Chair's recommendation.

C. INSTITUTIONAL PROMOTION AND TENURE COMMITTEE WILL:

1. Evaluate all applications and documentation submitted by the applicant.
2. Request clarification of any material presented when deemed appropriate by a vote of the Committee.
3. In the event of a recommendation for denial, the Committee shall offer the applicant an opportunity for a conference to discuss the promotion and/or tenure packet information and the recommendation prior to forwarding recommendations.
4. Submit to the Chief Academic Officer, the promotion packet with a written recommendation to grant or deny promotion and/or tenure with justifications.
5. Notify the applicant in writing, with accompanying justification, of the Promotion and Tenure Committee's recommendation.

D. CHIEF ACADEMIC OFFICER WILL:

1. At his/her discretion, nominate qualified faculty members for promotion and/or tenure.
2. Review all applications, documentation and written recommendations forwarded by Department Chairs and the Chair of the Promotion and Tenure Committee.

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.
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 justifications.
5. Notify the applicant in writing, with accompanying justification, of the Chief Academic Officer's recommendation.

E. THE PRESIDENT WILL:

1. At his/her discretion, nominate qualified faculty members for promotion and/or tenure.
2. Make the final decision.
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.
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.
5. Receive and act on any appeal made by applicants regarding promotion and/or tenure decisions.

F. CHIEF FINANCIAL OFFICER WILL:

1. Include approved promotion-in-rank increases in the operating budget for the next academic year.

8. CANCELLATION

SCI 2321

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-2686 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

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

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

Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: July 31, 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.



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

Number: SCP-2686.A
Origination: August 17, 1984
Effective: November 27, 2001
Reviewed: July 31, 2007

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

REFERENCE: SCP-2686, Promotion-in-Rank and Tenure Policy

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; experience 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 may be 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 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 institution, to the community at large and to his/her own professional growth. All degrees required for promotions-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 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 the time requirements.

A. 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 to apply for promotion in the fifth year of service, such that four full years of service will be completed prior to the promotion taking effect.

B. 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 educational 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.

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. 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.
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.

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 and licensure.

C. 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.

D. SERVICE:

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

3. SERVICE CATEGORIES

A. 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.

B. 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.

C. 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.

D. SERVICE TO THE PROFESSION

This category includes, but is 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.

E. 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.

F. 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

A. 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.

B. 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.

C. 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 ~~division~~ 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 and 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 Promotion and Tenure Committee
- February 28** Department Chair and Chair of Promotion and 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 applications for promotion-in-rank and tenure and informs the following in writing:
1. Applicant
 2. Chief Academic Officer
 3. Department Chair
 4. Chair, Promotion and 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 I

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 personnel file may be used for purposes of professional evaluation by reviewing bodies.

Signature

Date

SECTION II (for Department Chair Use)

Instructions:

- 1) The individual completing each procedural phase places an "X" on the lines.
- 2) The same individual signs and dates the form.
- 3) The same individual delivers this form and appropriate materials to the next phase.

DEPARTMENT CHAIR

Yes No

- a) minimum qualifications are met
- b) additional documentation requested
- c) conference held
- d) recommended for tenure
- e) recommended for promotion

Signature

Date

CHIEF ACADEMIC OFFICER

Yes No

- a) minimum qualifications are met
- b) additional documentation requested
- c) conference held
- d) recommended for tenure
- e) recommended for promotion

Signature

Date

COLLEGE PRESIDENT

Yes No

- a) minimum qualifications are met
- b) recommended for tenure
- c) recommended for promotion

Signature

Date

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

SECTION II (for Promotion/Tenure Committee Use)

Instructions:

- 1) The individual completing each procedural phase places an "X" on the lines.
- 2) The same individual signs and dates the form.
- 3) The same individual delivers this form and appropriate materials to the next phase.

CHAIR, PROMOTION AND TENURE COMMITTEE

Yes No

- a) minimum qualifications are met
- b) additional documentation requested
- c) conference held
- d) recommended for tenure
- e) recommended for promotion

Signature

Date

CHIEF ACADEMIC OFFICER

Yes No

- a) minimum qualifications are met
- b) additional documentation requested
- c) conference held
- d) recommended for tenure
- e) recommended for promotion

Signature

Date

COLLEGE PRESIDENT

Yes No

- a) minimum qualifications are met
- b) recommended for tenure
- c) recommended for promotion

Signature

Date

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

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of November 20, 2007**

- Items:**
1. SCP-3201, Challenging a Course/Credit by Examination; SCP-3201.A, Challenge Examination Form
 2. SCP-3401, Independent Study; SCP- 3401.A, Independent Study Request Form; SCP-3401.B, Independent Study Contract

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

Staff Member: Cathy Smith-Cox

Background:

Academic Affairs was also charged with review of policies for the 2006-2007 academic year. SCP-3201, Challenging a Course/Credit by Examination; SCP-3201.A, Challenge Examination Form and SCP-3401, Independent Study; SCP- 3401.A, Independent Study Request Form; SCP-3401.B, Independent Study Contract were reviewed. Each policy or form was approved by that body and by the Executive Council.

At its September 18 meeting, the Southern West Virginia Community and Technical College Board of Governors approved the proposed policies to be sent out for a 30-day comment period that expired on October 18, 2007. One comment was received on SCP-3201 regarding the dates of withdrawal which appear to be contradictory. However, clarification has been provided to the individual and no change to the draft policy is warranted. SCP-3401 and SCP-3401.A received no comments. It is recommended, therefore, that the Board of Governors adopt the proposed policies as presented.



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

Number:	SCP-3201
Origination:	July 1, 1986
Effective:	February 15, 2002
Reviewed:	August 7, 2007

SUBJECT: Challenging a Course/Credit by Examination

REFERENCE: SCP-3201.A, Challenge Examination Form

1. PURPOSE

To establish policy and procedures for writing and administering challenge exams and for assigning credit by examination.

2. SCOPE AND APPLICABILITY

This issuance applies to all students and full-time faculty members of Southern West Virginia Community and Technical College.

3. DEFINITIONS

None.

4. POLICY

- A. Full-time faculty within the division to which the course belongs will prepare, administer, and grade the challenge exam.
- B. In the event that the course to be challenged is not taught by a full-time faculty member, the Department Chair will appoint an adjunct faculty member to prepare, administer, and grade the challenge exam.
- C. The challenge exam will be comprehensive and will address the common course goals.
- D. To receive a grade of CR (credit) for the course challenged, the student must earn a minimum score as determined by the faculty in the academic division administering the exam. Typically, the passing score on a Challenge Exam will be 70% or higher as set by the faculty.
- E. No student may challenge a course more than once.
- F. A student cannot take a challenge examination for a course in which he/she is registered.
- G. A student may not challenge a course in which a grade other than “W” or “AU” was received.
- H. A student planning to transfer to another institution should contact the institution prior to taking the challenge examination to determine if the “CR” grade is acceptable for that particular course.
- I. Credit by challenge examination is not included in the calculation of a student’s instructional load

as it applies to the financial aid program of Southern.

- J. A challenge exam must be completed prior to the final date to withdraw from a course in the semester in which a student wishes to receive credit for the course.
- K. Because full-time faculty may not be available, Challenge Exams will not normally be administered during the summer months. Exceptions may be granted by the Chief Academic Officer when qualified faculty are available for such administration.
- L. Fees collected from the student for challenge exams will be deposited in the institution's general revenue fund. Any funds generated through challenge exams shall be credited to the academic division spending unit administering that exam.

5. BACKGROUND OR EXCLUSIONS

- A. For a traditional A.A., A.S., or A.A.S. degree, a maximum of 24 semester hours credit may be awarded from all non-traditional sources including but not limited to Challenging a Course/Credit by Examination.
- B. All previous procedures regarding the administration of challenge exams are superseded by this policy (*SCP 3201, Challenge Exam for Credit, Effective July 1, 1986, Revised September 1, 2000; Effective June 24, 2002, Revised February 15, 2002*).

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

- A. A student interested in challenging a course must submit a request for challenge exam to the appropriate Department Chair by the end of the third week of the semester in which the student plans to take the challenge exam.
- B. The Department Chair will assign faculty to write, administer, and grade the challenge exam.
- C. The Department Chair will inform the student of the faculty member to contact for scheduling the challenge exam.
- D. The student will be responsible for contacting the appropriate faculty member for scheduling the challenge exam.
- E. The student will pay the required fee at the time the request for the challenge exam is submitted.
- F. The faculty member assigned to grade the challenge exam will be responsible for reporting the grade to the Records Office.
- G. The Chief Financial Officer will be responsible for setting the fee for administering a challenge exam.

8. CANCELLATION

Replaces SCP 3201, *Challenge Exam for Credit*, (Effective July 1, 1986, Revised September 1, 2000; Effective June 24, 2002, Revised February 15, 2002).

9. REVIEW STATEMENT

This policy shall be reviewed on a three- year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed. SCP-3201 is scheduled for review during the 2010-11 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-3201.A, Challenge Examination Form

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Chief Financial Officer
Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director for Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: August 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.



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

Number: SCP 3201.A
Origination: July 1, 1986
Effective: February 15, 2002
Reviewed: August 7, 2007

SUBJECT: Challenge Examination Form

REFERENCE: SCP-3201, Challenging a Course/Credit by Examination

Challenge Examination Form

Student: _____ SSN: _____

Request credit in _____ for _____ credit hours.

If taken previously, so indicate: Yes No If yes, when? _____

Recommended for credit: Yes No If yes, number of credit hours: _____

Evaluation by: _____
Faculty Member Date

Attach this form to the student's exam and a narration describing the evaluative process.

Minimum score required for passing: _____

Supervised by: _____
Department Chair Date

Approved by: _____
Division Dean Date

Approved by: _____
Vice President for Academic Affairs Date

*Recorded by: _____
Registrar Date

1. No student may take the Challenge Examination for a course more than once.
2. No student may take the Challenge Examination for a course for which he/she has received a grade other than W or AU.
3. The grade assigned for the course will be CR for credit.
4. A non-refundable fee per credit hour is assessed for this service prior to taking the examination. (This fee is not included in the College's tuition).
5. Challenge examinations are not included in the calculation of a student's instructional load as applied to financial aid programs at the College.

*This form is filed in the student's file in the Records Office.

FOR OFFICE USE ONLY
 \$_____ Fee Received Cash Check
 Card: VISA M/C
 Other: _____
 Card #: _____
 Expiration Date: _____



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

Number:	SCP-3401
Origination:	July 1, 1984
Effective:	July 1, 1984
Reviewed:	August 7, 2007

SUBJECT: **Independent Study**

REFERENCE: **SCP-3401.A, Independent Study Request Form, SCP-3401.B, Independent Study Contract**

1. PURPOSE

To communicate policy on the instructional delivery method of independent study.

2. SCOPE AND APPLICABILITY

This policy is applicable to all employees and students.

3. DEFINITIONS

None.

4. POLICY

Independent studies shall be allowed under specified circumstances.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

On infrequent occasions, Independent Study may be used to meet the academic needs of students who are unable to schedule classes which are needed to fulfill their program requirements for graduation. Independent Study is to be used as a last resort to assist students in meeting program requirements. Independent Study is not designed to encourage students to avoid scheduled classes.

7. RESPONSIBILITIES AND PROCEDURES

Faculty may be periodically assigned to work with students on Independent Study projects. A contract arrangement among the student, faculty member, and the appropriate Department Chairperson will be developed that outlines specific assignments and completion dates required to receive credit. Inquiries for Independent Study should be directed to the Department Chairperson. Final approval must be given by the appropriate Dean. Independent Study contract forms may be obtained from the Department Chairperson and/or the Dean's office.

The student shall consult with an appropriate Department Chairperson to discuss the need for Independent Study. The student will complete Part A of the Independent Study Request Form, SCP-3401.A, and submit

it to the appropriate Department Chairperson.

The Department Chairperson will evaluate the request and complete Part B of the Independent Study Request Form. The Independent Study Request Form shall be submitted to the appropriate Dean. If the request is awarded, the Department Chairperson will assign an instructor, create a section, and notify the student. If the request is denied, the Department Chairperson will notify the student in writing of his/her decision.

The assigned instructor will meet with the student to establish the terms of the contract and will complete the Independent Study Contract, SCP-3401.B and forward it to the Department Chairperson for approval.

The Department Chairperson will provide the student and the instructor assigned to the course a final copy of the approved contract and notify the student to register for the course.

The student is responsible for registration and payment of any tuition and fees associated with the course.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-3401 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-3401.A, Independent Study Request Form
 SCP-3401.B, Independent Student Contract

Distribution: Board of Governors (12 members)
 Office of the President
 Office of the Executive Vice President
 Office of the Vice President for Academic Affairs
 Office of the Chief Financial Officer
 Office of the Vice President for Economic, Workforce and Community Development
 Office of the Vice President for Student Services
 Office of the Chief Technology Officer
 Office of the Human Resources Administrator

Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: August 2007 — Revisions provide clarity and reflect changes in management responsibilities. Independent Study Forms SCP-3401.A and SCP-3401.B have been added.



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

Number: SCP-3401.A
Origination: July 1, 1984
Effective: July 1, 1984
Reviewed: August 7, 2007

REFERENCE: SCP-3401, Independent Study

INDEPENDENT STUDY REQUEST FORM

Part A: To be completed by the student and returned to the appropriate Department Chairperson.

Date _____ Social Security No. _____
Name _____
Address _____ City _____
State _____ Zip Code _____ Telephone Number: _____
College Major _____ Advisor _____
Number of Hours Completed _____ Overall Grade Point Average _____
Number of College Hours Attempting This Semester _____
Are you employed? Yes No If yes, how many hours do you work? _____
Course No. Requested _____

In the space below state the reason(s) you desire to take a course by Independent Study. After completing this form, return it to the appropriate Department Chairperson. (Attach additional information as needed.)

Part B: For Administrative Office Use Only

GPA: _____ Previous Hours by Independent Study: _____ Current Hours Enrolled: _____
Department Chairperson: _____ Date Evaluated: _____
 Approved Denied _____
Division Dean _____ Date _____

Please see reverse side for Procedures for Independent Study.

PHILOSOPHY AND PURPOSE OF INDEPENDENT STUDY

On infrequent occasions, Independent Study may be used to meet the academic needs of students who are unable to schedule classes which are needed to fulfill their program requirements for graduation. Independent Study is to be used as a last resort to assist students in meeting program requirements. Independent Study is not designed to encourage students to avoid scheduled classes.

PROCEDURES FOR INDEPENDENT STUDY

A student wishing to take a course by Independent Study must first talk to the appropriate Department Chairperson for the course he/she desires to take. The student will be given the Independent Study Request Form by the Department Chair. The student will complete Part A of the form and submit the request to the appropriate Department Chair.

The Department Chairperson reviews the request form to verify that the student meets the minimum criteria and evaluates the student's schedule and ability to complete the course.

MINIMUM GUIDELINES

- A. Have sophomore standing (30 hours or more).
- B. Have no less than a 2.00 Grade Point Average. A GPA of 2.5 or higher is strongly recommended.
- C. A student may not earn more than (6) credit hours by Independent Study while attending Southern West Virginia Community and Technical College.
- D. Personal schedule shall also be considered in the students ability to complete the work.

If the student meets the minimum guidelines, the Department Chairperson will submit the Independent Study Request Form to the appropriate Division Dean. If the request is awarded, the Department Chairperson will confer with potential instructors to determine if that topic may be taught independently. It is recognized that some topics are not suitable for teaching by Independent Study. Chairpersons should be mindful of the instructor's course load and not place an undue burden upon the individual.

The Department Chairperson will assign an instructor, create a section, and notify the student. If the request is denied, the Department Chairperson will notify the student in writing of the decision.

The assigned instructor will meet with the student to establish terms of the contract and will complete the Independent Study Contract, SCP-3401.B and forward it to the Department Chairperson for approval.

The Department Chairperson will provide the student and the instructor assigned to the course a final copy of the approved Contract. The student will then be required to register for the course. The student is responsible for registration and payment of any tuition and fees associated with the course.



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

Number	SCP 3401. B
Origination:	July 1, 1984
Effective:	July 1, 1984
Reviewed:	August 7, 2007

REFERENCE: SCP-3401, Independent Study

INDEPENDENT STUDY CONTRACT

This is a contract between _____ and Southern West Virginia
(Name of Student)

Community and Technical College, represented by _____.
(Name of Instructor)

_____ has expressed a desire to complete the following course of
(Name of Student)

Independent Study for _____ semester hours credit. In order to complete this Independent Study, the student has agreed, with the approval of the instructor and appropriate Department Chairperson, to complete this course within the time indicated. The student understands the Independent Study Contract may be renegotiated if the instructor and appropriate Dean/Department Chairperson approve of such renegotiation. This renegotiation must take place prior to the date(s) when the specific assignment(s) is/are due.

CONTRACT OBJECTIVES: State the objectives in such a manner as to illustrate the expected student outcomes from this independent study course.

CONTRACT ASSIGNMENTS:

Due Date	Date Completed	Specific Assignments (Include Conference Dates)	Grade	Instructor's Initials

CONTRACT EVALUATION PROCEDURES: Detail the evaluation methods and processes which will determine the student’s grade.

I, _____, understand the contract and accept the responsibility as outlined above by the instructor. I further understand that to receive a grade, I must complete on time and to the satisfaction of the instructor all assignments. I further understand that if I do not complete the Independent Study, renegotiate the contract, or officially withdraw from the contracted arrangement, I will receive the letter grade of “F” (failure). An “I” grade will be issued only if circumstances demonstrated to be beyond the control of the student prevent completion of the contract obligations. I agree to all foregoing conditions set forth and made part of the contract.

_____	_____
Instructor	Student
Approved: _____	_____
Department Chairperson	Date
Approved: _____	_____
Division Dean	Date
Approved: _____	_____
Vice President for Academic Affairs	Date

Revision Note: This creates a standard learning contract to be used in conjunction with the independent study.

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

ITEM: SCP-5100, Disposition and Sale of Surplus/Excess Property

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: Samuel Litteral

BACKGROUND:

This policy establishes the procedures for informing employees of Southern West Virginia Community and Technical College what conditions must be met for surplus/excess property to be authorized for disposal, redistribution, and sale. The policy applies to all departments and employees of the institution.

This policy was reviewed by Executive Council. The Council recommends that the policy be continued with no revisions and that the Board advance the policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

At its October 18, 2007 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired November 17, 2007. No comments were received at the end of the comment period, therefore, the administration recommends the policy for approval as presented.



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

Number: SCP-5100
Origination: February 2005
Effective: April 19, 2005
Reviewed: September 2, 2007

SUBJECT: Disposition and Sale of Surplus/Excess Property

REFERENCE: West Virginia Council for Community and Technical College Education (Council) and West Virginia Higher Education Policy Commission (HEPC), Joint Procedural Rule, Series 30, *Purchasing*, and West Virginia Code §18B-5-7.

1. PURPOSE

To establish a policy for informing employees of Southern West Virginia Community and Technical College what conditions must be met for surplus/excess property to be authorized for disposal, redistribution, and sale.

2. SCOPE AND APPLICABILITY

This policy is applicable to all departments and employees of the institution.

3. DEFINITIONS

Property is defined as any materials, supplies, and equipment for which the College holds ownership title. Property acquired by the College is generally titled to the College except where a funding entity has demonstrated in writing their intent to retain or transfer title.

4. POLICY

All assets submitted to the Finance Department as surplus property will be screened to insure that maximum utilization with the College has been met prior to the assets disposal. Assets that are determined to have no utilization value will be disposed of as soon as possible.

Assets that are determined to still have value will be maintained at each campus location for a minimum period of three (3) weeks for review and redistribution with the college community. If these items are not redistributed within this time frame, disposition action will be taken.

5. BACKGROUND OR EXCLUSIONS

This policy is based on provisions of the joint policy on purchasing of the West Virginia Council for Community and Technical College Education (Council), and West Virginia Higher Education Policy Commission (HEPC). This policy may not apply to property originally acquired by a funding entity other than the College which has restricted the disposition of the property.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

- A. Sale of all surplus/excess property must meet the following requirements:
 - 1. Ownership of property must vest with Southern West Virginia Community and Technical College except where a funding entity has demonstrated in writing their intent to retain or transfer title.
 - 2. Written notification of surplus/excess property must be given by the owning department to the Campus Director.

- B. Sale will be accomplished in one of the following methods:
 - 1. Southern West Virginia Community and Technical College may dispose of surplus or obsolete materials, supplies, and equipment by transfer to other governmental agencies or institutions, by exchange or trade, or by sale as junk or otherwise.
 - 2. Auction Sale
 - 3. Sealed Bid Sale

- C. Sale of surplus/excess property and frequency thereof will be determined based upon one of the three above options. Proceeds from the sale of assets funded from special revenues or auxiliary revenues will be returned to the department less administrative cost. Proceeds from the sale of assets funded by other sources of revenue will be deposited into the College's miscellaneous account.

- D. Southern West Virginia Community and Technical College reserves the right to dispose of surplus or obsolete materials, supplies, and equipment through the surplus property unit of the Purchasing Division of the West Virginia Department of Administration with all of the rules and regulations of the Department of Administration being followed.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board of Governors that the policy be amended or repealed. SCP-5100 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: None

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: September 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

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

ITEM: SCP-8600, Board of Governors
Operational Guidelines and Attachment 8600.A

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

STAFF MEMBER: Merle Dempsey

BACKGROUND:

SCP-8600 states in Section 7 that “It shall be the responsibility of the BOG to periodically review the policy statement on Operational Guidelines to ensure its compliance with West Virginia State Code §18B-2A and to maintain its relevance to the operations of the Board and the mission of the College.” The above referenced policy, along with its official attachment 8600.A, establishes the operational guidelines for the Board of Governors of Southern West Virginia Community and Technical College. The attachment currently includes Section 3.4 which addresses the officers of the Board including the term limits of the Chairperson and Vice Chairperson. The term limit as stated for these offices is that “No individual shall serve in either job for more than two (2) years in succession.”

During the recently completed special session of the State Legislature, SB 2005 was passed and forwarded to the Governor. The bill revises West Virginia State Code §18B-2A-1(l) to state, “Each board of governors shall elect one of its appointed lay members to be chairperson in June of each year. A member may not serve as chairperson for more than ~~two~~ four consecutive years.”

Also, the existing policy does not contain any language specifically referencing the Institutional Compact. The policy does state in Section 4 that, “The Operational Guidelines (SCP-8600.A) are hereby attached and are forthwith a part of this policy statement.” The Institutional Compact is included as Section 6 of the Operational Guidelines. However, the Compact does not pertain in any way to the purpose of the Operational Guidelines.

At its September 18, 2007 meeting, the Board of Governors deferred action on institutional policy SCP-8600, Board of Governors Operational Guidelines until the next regularly scheduled meeting of the Board. Since that time, it has been determined that Governor Manchin signed the bill affecting the number of years a chair may serve into law on September 6, 2007. The policy draft presented for Board action now contains language revising the term limit for chairpersons to comply with the new law. The staff also

recommends that Section 6 - Institutional Compact be deleted from the Operational Guidelines attachment. It is therefore recommended that the Board adopt the resolution as stated above to submit the revised policy for the required 30-day comment period.

At its October 18, 2007 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired November 17, 2007. Comments were received from Bruce Walker, General Council for the West Virginia Higher Education Policy Commission, regarding technical changes concerning West Virginia Code citations and changing references from commission to the West Virginia Council for Community and Technical College Education (Council). The policy has been revised to reflect the recommended changes and therefore the staff recommends the policy for approval as presented.



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

Number:	SCP-8600
Origination:	August 2001
Effective:	August 21, 2001
Reviewed:	September 2007

SUBJECT: Board of Governors Operational Guidelines Policy

REFERENCE: West Virginia Code §18B-2A

1. PURPOSE

To establish the operational guidelines which shall govern the actions of the Board of Governors for Southern West Virginia Community and Technical College in setting forth policies to govern the college.

2. SCOPE AND APPLICABILITY

This policy is applicable to the members, current and future, of the Board of Governors of Southern West Virginia Community and Technical College as the representative body of its constituents.

3. DEFINITIONS

None.

4. POLICY

It is the policy of the Board of Governors (BOG) of Southern West Virginia Community and Technical College to perform the duties and responsibilities assigned to the BOG by the State of West Virginia as described in West Virginia Code §18B-2A. In performing such duties and responsibilities, the BOG, as constituted by its representative membership, shall be directed by the Operational Guidelines approved by the Board on October 18, 2007 and Policy Statements as adopted. The Operational Guidelines are hereby attached and are forthwith a part of this policy statement.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

The Operational Guidelines of the BOG of Southern West Virginia Community and Technical College shall include statements relative to the following topics and any other such categories as the Board shall deem appropriate.

1. General Policies
2. Board Organization
3. Board Operations
4. Meeting Protocol
5. Presidential Relations

6. RESPONSIBILITIES AND PROCEDURES

It shall be the responsibility of the BOG to periodically review the policy statement on Operational Guidelines to ensure its compliance with West Virginia Code §18B-2A and to maintain its relevance to the operations of the Board and the mission of the College. This policy and/or Operational Guidelines shall be amended only in accordance with procedures outlined in the Operational Guidelines.

7. CANCELLATION

All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines of the Board of Governors as approved October 18, 2007.

9. REVIEW STATEMENT

This policy shall be reviewed on a five-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board of Governors that the policy be amended or repealed. SCP-8600 is scheduled for review during the 2012-2013 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-8600.A, Southern West Virginia Community and Technical College Board of Governors Operational Guidelines

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: Revised October 18, 2007 to remove any reference to Institutional Compact. Operational Guidelines were updated to reflect a change in legislation affecting the number of terms the Board of Governors Chair may serve.



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

Number:	SCP-8600.A
Origination:	August 2001
Effective:	August 21, 2001
Reviewed:	October 18, 2007

SUBJECT: Southern West Virginia Community and Technical College Board of Governors Operational Guidelines

REFERENCE: SCP-8600, Board of Governors Operational Guidelines Policy

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SECTION 1. GENERAL POLICIES

1.1 Purpose

The Board of Governors of Southern West Virginia Community and Technical College is appointed by the Governor of the State of West Virginia and serves as a representative body of its constituents to set forth policies to govern the college in the best interests of the community as a whole and in accordance with the statutes of West Virginia and Federal legislation.

1.2 Role of the Board of Governors

The role of the Board of Governors is to:

1. Establish the Mission, Vision and Master Plan of the College and set clear written policy direction that is focused on community needs.
2. Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.
3. Define standards for college operations which set forth high quality programs, ensure wise and prudent expenditure of funds and fair and equitable treatment of students and employees.
4. Monitor the performance of the college to insure progress towards defined goals and adherence to policies.
5. Select, hire and retain the President and to define and monitor the President's performance through periodic evaluations.
6. Promote the college in the community and advocate for its interests with government officials and in its fund-raising efforts.
7. Create a positive leadership environment which fosters learning and focuses on outcomes.
8. Act with integrity, promoting ethical behavior in all college dealings.
9. Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.

1.3 Role of Individual Board Members

The role of the individual board member is to:

1. Know the community and represent its best interests.
2. Support the college in its mission.
3. Understand the college and represent it in a positive manner to all constituent groups.
4. Adhere to Board of Governors policies and Code of Ethics.
5. Work as a member of the Board as unit.
6. Adhere to the Board's policy making role and recognize the President's role as Chief Executive Officer.
7. Avoid conflicts of interest.
8. Maintain confidentiality.
9. Speak for the Board only when delegated to do so by the Board.
10. Refer complaints and problems regarding the college to the President.

11. Attend and actively participate in board meetings and work sessions.
12. Refuse to participate in any action which is not in accordance with board policy.

1.4 Duties and Responsibilities of the Board of Governors

(Extracted and summarized from Legislation WV Code §18-2A-4 pages 82-90)

The duties and responsibilities of the Board of Governors are as follows:

1. Determine, control, supervise and manage the financial, business and education polices of Southern West Virginia Community and Technical College.
2. Establish and amend campus Master Plan for the college including an Institutional Compact.
3. Prescribe specific functions for the college to meet the higher education needs of the service area without unnecessary duplication.
4. Develop and submit a budget for the college to the Council.
5. Review all academic programs at least every five years.
6. Ensure the sequencing of academic programs to ensure program completion in a reasonable timeframe and to assure that the needs of non-traditional students are met.
7. Utilize faculty, students and classified staff in institutional level planning.
8. Administer a system for the management of personnel matters.
9. Administer a system for the hearing of employee grievances.
10. Solicit, utilize or expend voluntary support including financial contributions.
11. Appoint a President or other administrative head of the college.
12. Conduct a written performance appraisal of the President.
13. Submit an annual report to the Council on the performance of the College.
14. Enter into contracts or agreements with other educational institutions and or share resources.
15. Delegate power and control to the college President.
16. Abide by the existing rules for acceptance of advance placement credit.
17. Establish an efficient system for the financial management and expenditure of special revenue and appropriated state funds.
18. Establish a plan to administer a consistent method of conducting personnel transactions.
19. Transfer funds for any account appropriated for the college's use.
20. Acquire legal services.

SECTION 2. BOARD ORGANIZATION

2.1 Organization and Authority

Effective the first day of July, 2001 the Board of Governors of Southern West Virginia Community and Technical College are officially appointed by the Governor of the State of West Virginia to serve as a representative body of its constituents to set forth policies to govern the best interests of the college in accordance with the statues of West Virginia.

2.2 Membership of the Board of Governors

The membership of the Board of Governors will consist of twelve persons including the following:

1. A full time member of the faculty, with the rank of instructor or above, duly elected by the faculty;
2. A member of the student body in good academic standing, enrolled for college credit and duly elected by the student body;
3. A member from the institutional classified employees duly elected by the classified employees;
4. Nine lay members appointed by the governor with the advice and consent of the Senate, with no more than five (5) from the same political party.

2.3 Terms of Office

2.3.1. Faculty Members

The Faculty member will serve for a term of two (2) years beginning in July and may succeed themselves for three terms, not to exceed a total of eight (8) consecutive years.

2.3.2 Students

The Student member will serve a term of one (1) year beginning in July and ending on the thirtieth day of June of each year.

2.3.3. Classified Employees

The Classified staff member will serve for a term of two (2) years beginning in July and may succeed themselves for three terms, not to exceed a total of eight (8) consecutive years.

2.3.4. Lay Members

The lay members of the Board will serve a term of four years each and are eligible to succeed themselves for no more than one additional term. The initial terms of office for lay members of the Board, appointed by the Governor, will be staggered.

2.4 Oath of Office

Prior to becoming a member of the Board of Governors, an appointed or elected member is required to take the oath of office prescribed by Section five, Article IV of the constitution of West Virginia and have the certificate filed with the Secretary of State.

2.5 Board Vacancies

The vacancy of an unexpired term of a member of the Board will be filled for the unexpired term within thirty days of the occurrence of the vacancy in the same manner as the original appointment or election.

2.6 Disqualification from Board Membership

A person is ineligible for appointment to the Board of Governors who is an officer, employee or member of any other Board of Governors, a member of an institutional board of advisors of any public institution of higher education, an employee of any institution of higher education, an officer or member of any political party executive committee, the holder of any other public office or public employment under the government of West Virginia.

A member of the Board of Governors, appointed by the Governor, may only be removed from membership on the Board in the manner prescribed by law for reasons of official misconduct, incompetence, neglect of duty or gross immorality.

SECTION 3. BOARD OPERATIONS

3.1 Board Principles

The Board's governance style is intended to encourage diversity of viewpoints and collective rather than individual decision making. Prior to setting policy the Board will insure that input has been received from a variety of sources to insure representation of constituents and staff and sound decision making principles.

The Board's focus will be on providing strategic leadership and representing the community it serves rather than administrative detail.

3.2 Code of Ethics

The Southern West Virginia Community and Technical College Board of Governors Code of Ethics is as follows:

1. To demonstrate that the primary function of the Board is to establish policy by which the college is administered.
2. To devote time, thought and study to the duties of the member of the Board of Governors to insure effective service.
3. To work cooperatively with fellow board members in spite of differences of opinion.
4. To base decision making on all available facts and to vote honestly, unswayed by personal bias of any kind and to uphold the majority decision of the Board.
5. To act in all college related contacts including staff, media and citizens, reflecting the fact that there is no individual authority outside of the meetings of the Board.
6. To refrain from using the Board position to benefit personally or for any other individual.
7. To comply with the West Virginia Ethics Act in the areas of Confidentiality, Private Gain, Prohibitive Representation, Gifts, Subordinates, Contracts, Purchases and Sales.

3.3 Committee Principles

1. The Board will normally function as a committee of the whole without standing committees.
2. If an Ad Hoc Committee is formed it will be for the purpose of assisting the Board to do its job, not to advise staff nor help staff do its job.
3. Board Ad Hoc Committees will normally be established for a specified purpose and a defined time period.
4. Board committees have no authority over staff nor may they speak on behalf of the Board of Governors unless specifically authorized to do so.
5. If necessary, Board members may call upon the services of the Chancellor of the Council for Community and Technical College Education.

3.4 Officers of the Board

The Chairperson and Vice-Chairperson will be elected from the lay Board membership in June of each year at the Board's annual organizational meeting. A member may not serve as chairperson for more than four consecutive years.

3.4.1 Duties of Chairperson

The duties of the Chairperson are as follows:

1. To preside at all board meetings in an efficient and effective manner and set the general tone for the meeting through effective leadership.
2. To insure the Board and individual board members follow the Board's own rules and policies and those established by legislation.
3. To promote deliberation at board sessions that is open and thorough, but also efficient, timely, orderly and to the point.
4. To insure that all board members are properly informed of current and pending Board and college issues.
5. To perform the same duty of voting on matters as other board members.
6. To speak on behalf of the Board of Governors as their designated representative.
7. To appoint or arrange for the election of committees established by the Board.
8. To call emergency meetings as necessary.
9. To call for the evaluation of the President on an annual basis.

10. To call for the self-evaluation of the Board of Governors on an annual basis.
11. To sign all official Board minutes.
12. To perform other duties as may be required by action of the Board.
13. The Chairperson has no authority to direct or supervise the President.

3.4.2 Duties of Vice-Chairperson

The duties of the Vice-Chairperson are to preside at board meetings in the absence of the Chairperson or to fulfill the duties of the Chairperson as needed.

3.5 New Member Orientation

The Board will assist each new board member to understand the Board of Governors role and responsibilities. The Board will develop and periodically review selected materials to be provided to new board members to facilitate this process. The new board member will be invited to meet with the Board Chairperson and the College President to acclimate him/her to their new responsibilities.

3.6 Board of Governors Compensation and Expense Reimbursement

Members of the Board of Governors serve without compensation but are reimbursed for reasonable and necessary expenses actually incurred in the performance of their official duties. Expenses are reimbursed through college funds allocated for this purpose upon presentation of an itemized statement.

3.7 Board of Governors Self Evaluation

The Board of Governors will develop a self evaluation tool to regularly monitor and discuss board process and performance. The self evaluation tool will include a comparison of board activities to board policy as defined in this document.

SECTION 4. MEETING PROTOCOL

4.1 General

The purpose of this protocol is to establish rules by which the date, time, place and agenda of all regularly scheduled meetings and the date, time, place and purpose of all special meetings of the Board of Governors are to be made available in advance to the public and news media. It is also the purpose of this protocol to establish rules for attendance and presentation at any meeting where there is not room enough for all members of the public who wish to attend. This protocol also establishes procedures related to the conduct of all meetings.

4.2 Scope

This protocol shall apply to all regular and special meetings of the Board of Governors. This protocol shall also establish procedures to be observed in relation to emergency meetings requiring immediate official action.

4.3 Definitions

4.3.1 Regular Meeting: The Board of Governors shall establish a regular meeting schedule for the next ensuing calendar year at its final regular meeting of each calendar year. The agenda for all Regular Meetings shall be established by an Agenda Committee consisting of the Chairperson, Vice Chairperson and Secretary of the Board of Governors and the President. The Agenda Committee shall meet in person or by telephone conference at a mutually agreeable time prior to the commencement of each Regular Meeting for the purpose of establishing an agenda. However, any member of the Board of Governors may direct that an item be placed upon the agenda of an upcoming Regular Meeting by communicating such direction to the Chairperson in advance of the publication of the particular agenda, preferably prior to the meeting of the Agenda Committee.

4.3.2 Special Meeting: A Special Meeting of the Board of Governors may be called by the Chairperson or seven (7) members of the Board of Governors. All Special Meetings must be attended with a statement of purpose. Emergency Meetings, requiring immediate official action, shall be considered Special Meetings. However, the notice requirements for Special Meetings need not be fully observed in convening Emergency Meetings.

4.4 Pre-Meeting Procedures

- 4.4.1 Notice of Regular Meetings:** Notices of all Regular Meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the administrative office of the College on the Logan Campus. All such notices shall be posted at least three (3) working days in advance of a scheduled Regular Meeting. Each such notice shall state the date, time, place and include an agenda of the meeting. If a Regular Meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Regular Meetings may, at the discretion of the President, be published on the Internet or posted at other campus locations.
- 4.4.2 Notice of Special Meetings:** Notices of all Special Meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the administrative office of the College on the Logan Campus. All such notices shall be posted at least three (3) working days in advance of a scheduled Special Meeting. Each such notice shall state the date, time, place and purpose of the meeting. If a Special Meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Special Meetings may, at the discretion of the President, be published on the Internet or posted at other campus locations.
- 4.4.3 State Register:** In compliance with West Virginia Code §6-9A, the President shall cause notice of all meetings of Board of Governors to be filed with the Secretary of State for publication in the *State Register*. Each notice shall state the date, time, place and purpose of the meeting. Each notice shall be filed in a manner to allow each notice to appear in the *State Register* at least five days prior to the date of the meeting. In the event of an emergency requiring immediate official action, the President shall cause to be filed an emergency meeting notice prior to the meeting. The emergency meeting notice shall state the date, time, place and purpose of the meeting and the facts and circumstances of the emergency.
- 4.4.4 Notice to Media:** The President shall cause advance notice of all Regular and Special Meetings to be provided to the press that regularly cover matters relating to the College. The President shall cause advance notice to be provided to other members of the press upon request. Such notice shall not be required in advance of emergency meetings requiring immediate official action.

4.5 Meeting Procedures

- 4.5.1 Compliance With Open Governmental Proceedings Act:** The Chairperson of the Board and each member of the Board shall be familiar with the provision of the Open Governmental Proceeding Act and shall undertake to observe the requirements of the Act in relation to all motions to convene in executive session. Executive sessions shall not be recorded by mechanical means, however, Board minutes shall identify the statutory authorization for each executive session and shall record the persons in attendance.
- 4.5.2 Presentations:** All persons desiring to address the Board regarding an agenda item at a Regular Meeting or a matter identified within the stated purpose of a Special Meeting must register prior to the meeting. Persons will not be required to register more than fifteen (15) minutes prior to the time a meeting is scheduled to commence.
- 4.5.3 Reconvening Meeting When Space is Limited:** In the event the place where a meeting is initially convened has inadequate space to accommodate members of the public who desire to attend or make presentations to the Board, the Chairperson of the Board may adjourn the meeting and reconvene the meeting at an alternate location on a date and at a time announced at the time of adjournment.
- 4.5.4 Telephone/Electronic Attendance:** Members of the Board of Governors may attend and participate at any meeting by means of telephone or video-conference. Telephone or electronic equipment that is used to allow such attendance and participation shall be configured to allow those present, including members of the public, to observe and/or hear the members who are attending and participating by telephone or electronic means.
- 4.5.5 Consideration of Materials by Reference:** All documents or materials that are referenced in an agenda or statement of purpose of a Special Meeting shall be available for public inspection at the meeting where such documents or materials are considered.

- 4.5.6 Parliamentary Procedure:** The Board of Governors shall observe *Robert's Rules of Order, New Revised*, as a guide for conducting its business.
- 4.5.7 Voting:** Voting may be verbal or by a show of hands. The outcome of all votes shall be announced by the presiding officer, and the recording secretary will record the vote accordingly. Any member may request a roll-call vote immediately following the presiding officer's announcement of outcome of a vote.
- 4.5.8 Quorum:** Seven (7) of the twelve (12) members of the Governing Board shall constitute a quorum. A majority of those members present and eligible to vote shall be required for the passage of all motions.
- 4.5.9 Minutes:** Official Board minutes will be maintained by the College and kept in a permanent and safe condition. The Board Chairperson will sign all official minutes. Copies of Board minutes will be provided to all Board members and upon written request to interested parties in compliance with West Virginia statute.

SECTION 5. PRESIDENTIAL RELATIONS

5.1 General

The President is the Chief Executive Officer of the college and the Board's single link with operating the institution. The role of the Board is to provide clear policy direction to the President with respect to the college's Master Plan and Institutional Compact. The role of the President is to carry out the Board's direction and administer the day-to-day operations of the college.

5.2 Board Delegation of Administrative Authority

The Board delegates to the President the function of formulating, implementing, directing and evaluating administrative policies and regulations under which the college will operate. These policies and regulations will govern the college and be consistent with board policy.

5.3 Presidential Evaluation

The Board of Governors will conduct an annual written evaluation of the President using the following criteria:

1. The President's job description.
2. The President's goals and objectives, established each year in consultation with the Board.
3. Progress toward the Master Plan.
4. Adherence to Board policies.
5. WV Code §18B-1B-6

5.4 Presidential Search Process

The Board of Governors is responsible to hire and appoint a President or other administrative head of Southern West Virginia Community and Technical College in compliance with WV Code §18B-1B-6.

References: West Virginia Code §18B-2A

Carver, John and Miriam Mayhew. *A New Vision of Board Leadership: Governing the Community College*. Washington, DC. Association of Community College Trustees, 1994.

Smith, Cindra, J. *Trusteeship in Community Colleges. A Guide for Effective Governance*. Washington, DC. Association of Community College Trustees, 2000.

The Ethics Act. A Code of Conduct for Public Servants. West Virginia Ethics Commission.

Treasure Valley Community College. *Board of Education Policies*. Ontario, Oregon:1998.

Approved November 20, 2007

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of November 20, 2007**

Items: SCP 2171, *Professional and Educational Requirements for Faculty, and Instructional Staff* and SCP 2171.A, *Faculty Credential Certification Form*

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve advancement of the aforementioned policies for 30-day public comment period.

Staff Member: Cathy Smith-Cox

Background:

Academic Affairs was also charged with review of policies for the 2007-2008 academic year. SCP 2171, *Professional and Educational Requirements for Faculty and Instructional Staff* and SCP 2171.A, *Faculty Credential Certification Form* were reviewed. Revisions were made to exclude references to instructional staff , to update current titles, and to add references. Changes were reviewed by the Dean's Council and the Academic Affairs Management Council. The Executive Council also reviewed the policy at its October meeting.

Based on the deliberations and recommendations of the aforementioned bodies, Academic Affairs asks that SCP 2171, *Professional and Educational Requirements for Faculty and Instructional Staff* and SCP 2171.A, *Faculty Credential Certification Form* be issued for a 30-day public comment.



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

Number: SCP-2171
Origination: September 1, 2000
Effective: December 9, 2004
Reviewed: September 28, 2007

SUBJECT: Professional and Educational Requirements for Faculty ~~and Instructional Staff~~

REFERENCE: NCA Accreditation Handbook; SCP2150, *Hiring Adjunct Faculty*; West Virginia Community & Technical College Council Title 133, Procedural Rule, Higher Education Policy Commission, Series 45 *Community and Technical College Faculty Instructional Load*; SCP-2171-A, *Faculty Credential Certification Form*

1. PURPOSE

To establish professional and educational requirements for faculty ~~and instructional staff~~ members of Southern West Virginia Community and Technical College and a system for documenting faculty and instructional staff credentials.

2. SCOPE AND APPLICABILITY

This issuance applies to all full and part-time faculty ~~and instructional staff~~ teaching courses for Southern West Virginia Community and Technical College.

3. DEFINITIONS

A. Faculty—those individuals employed with faculty rank whose major responsibility is the delivery of courses of instruction.

B. Full-time Faculty—Those individuals so designated by the College whose major responsibility is the delivery of courses of instruction.

C. Adjunct Faculty—Those individuals employed by the College on a part-time basis for the delivery of courses of instruction. Adjunct faculty teaching load will “normally” be limited to ~~two courses~~ a (maximum of 9 credit hours) per semester.

4. POLICY

All full and part-time teaching faculty ~~and instructional staff~~ of Southern West Virginia Community and Technical College will meet the professional and educational requirements of the North Central Association of Colleges and Schools as outlined in this policy statement and will provide the College all required employment and educational/professional credentials.

5. BACKGROUND OR EXCLUSIONS

None

6. GENERAL PROVISIONS

I. PROFESSIONAL AND EDUCATIONAL REQUIREMENTS

A. Minimum Requirements:

The following Southern West Virginia Community and Technical College professional and educational requirements for full and part-time teaching faculty ~~and instructional staff~~ are consistent with the requirements of North Central Association.

1. Faculty who teach courses at the associate degree level in the general education area will

have a minimum of a master's degree in the field of study in which they teach **OR** a master's degree in a cognate field with a minimum of 18 graduate level hours in a discipline consistent with the teaching assignment.

2. Faculty ~~and instructional staff~~ who teach courses considered to be in the career/technical associate degree program areas will have a minimum of a bachelor's degree with documented technical competence in the field and/or program area in which they teach.

3. Faculty who teach non-degree or certificate occupational courses will have a minimum of an associate's degree and documented technical competence in the field and/or program area in which they teach.

4. Faculty who teach in Transitional Studies (remedial) programs will have a master's degree in the subject(s) taught.

~~5. Classified staff Educational Specialists who teach Transitional Studies courses will have master's degree in the subject taught OR a minimum of a bachelor's degree plus 18 hours in a discipline consistent with the teaching assignment, along with one year of prior relevant experience.~~

6. 5. Academic Lab Managers who provide instructional support for programs / courses will hold the appropriate credentials and experience as determined by the program's national accrediting agency and / or the Vice President for Academic Affairs.

B. Exceptions to Minimum Requirements.

1. In certain exceptional cases, unique experience and demonstrated competency may be substituted for academic preparation. Such exceptions must be justified on an individual basis and approved by the Vice President for Academic Affairs. Documentation of work experience, certifications and other qualifications used as a substitute or supplement to formal academic preparation or required degrees must be maintained in the individual's personnel file.

2. Faculty teaching in the career/technical associate degree program areas and not holding a master's degree must show continuous professional growth in their teaching areas leading to a master's degree.

3. Faculty members teaching in non-degree or certificate occupational courses and not holding a bachelor's degree must show continuous professional growth in their teaching areas leading to a bachelor's degree or its equivalent.

~~4. Instructional staff teaching Transitional Studies courses and not holding a master's degree must show continuous professional growth in their teaching areas leading to a master's degree or its equivalent.~~

~~5. Instructional staff teaching occupational courses and not holding a bachelor's degree must hold valid certification in field and show continuous professional growth in their teaching areas leading to a bachelors degree.~~

II. FACULTY /INSTRUCTIONAL STAFF CREDENTIALS CERTIFICATION

Each faculty member will furnish the following credentials at time of application: application with resume/vita, and official transcripts. These documents must be on file in the Human Resources Office by the first day of actual employment by the college. Any exceptions must have the approval of the Vice President for Academic Affairs.

The Faculty /~~Instructional Staff~~ Credentials Certification Form has been designed to ensure all required credentials are part of an employee's official personnel file. The ~~Division~~ Department Chairperson /Dean will provide a list of all courses the employee is qualified to teach and the degrees and/or special certifications which meet NCA credentialing requirements for teaching these courses. The ~~Campus Director~~ Department Chairperson /Dean will provide a list of all courses the adjunct faculty member is qualified to teach ~~at that campus~~ and the degrees and/or special certifications which meet NCA credentialing requirements for teaching these courses. ~~The Campus Director will provide a copy of this documentation to the Division Chairperson/Dean.~~ The Department Chairperson/Dean/ ~~Campus Director~~ will furnish the completed form with all documentation to the Human Resources Office for the employee's official personnel file.

7. RESPONSIBILITIES AND PROCEDURES

A. Full-time Faculty member ~~/Instructional Staff~~ will:

1. Furnish all employment and teaching credentials for his/her official personnel file.
2. Make continuous progress in their professional growth.
3. If, by approved exception, minimum educational requirements are not met, he/she must enroll immediately in a program designed to achieve the required degree or educational levels.

B. ~~Division~~ Department Chairperson /Deans will:

1. Complete and sign a Faculty ~~/Instructional Staff~~ Credentials Certification Form for each faculty member within his/her division and/or program area and ensure personnel files are properly documented. Update as necessary.
2. Ensure educational and professional background of all faculty ~~/instructional staff~~ members in their department, division and/or program area meet the standards established by NCA and this institution. Full-time faculty ~~/instructional staff~~ employed prior to the effective date of this policy and not meeting the minimum educational requirements as stated will be provided institutional assistance through professional development funds and/or tuition waivers to meet minimum requirements within a reasonable period of time.
3. Develop, in consultation with the affected faculty ~~/instructional staff~~ member, a development plan designed to achieve required degree or educational levels for teaching in discipline.
4. Review annually, as part of the performance evaluation, progress made by each faculty ~~/instructional staff~~ member on his/her professional development plan, particularly those teaching under an approved exception.

8. CANCELLATION

This policy cancels and supersedes all other institutional policies or manuals regarding the subject of faculty credentials or educational and professional requirements for full and part-time faculty and specifically, SCI 2122 and applicable sections of West Virginia Administrative Regulations, Southern West Virginia Community College, Chapter 29A-2, Series IV.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed. SCP-2171 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURE

President

Date

Attachments: SCP-2171.A, Faculty Credentials Certification Form

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

Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Deans
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Directors of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Date: September 2000
May 2004
September 28, 2007

Revision Notes: Revisions were made to exclude references to instructional staff ,to update current titles, and to add references.



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

Number: SCP 2171.A
Origination: September 1, 2000
Effective: December 9, 2004
Reviewed: September 28, 2007

**Faculty ~~/Instructional~~
Staff Credential Certification Form**

Name: Social Security Number: _____

Campus/Division/Program: _____

The following items are required for the faculty ~~/instructional staff~~ member's personnel file.

Required for Personnel File	Date Furnished
Application	
Resume/Vita	
Official Transcripts	

~~Division~~ Department Chairpersons /~~Dean~~ /~~Campus Director~~ to complete:

Courses for which this faculty ~~/instructional staff~~ member meets NCA credentialing requirements.

Courses	Qualifications (Graduate Hours, Training)

Degrees

Date Received	Granting Institution	Major	Minor

I have verified the above information to the best of my ability. In addition, I have explained to the employee that all official documents must be in the Human Resources Office prior to his/her first day of actual employment.

SIGNATURES:

~~Division~~Department Chair,

Date

Dean of Allied Health, ~~OR~~ Campus Director _____

Date

Vice President for Academic Affairs

Date

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of November 20, 2007**

Item: SCP-3637, General Education Philosophy and Goals

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the advancement of the aforementioned policy for a 30-day public comment period.

Staff Member: Cathy Smith-Cox

Background:

Academic Affairs was charged with review of policies for the 2007-2008 academic year. SCP 3637, General Education Philosophy and Goals was reviewed. Reference changes were approved by Executive Council on September 4, 2007. It is therefore recommended that this policy be sent out for a 30-day comment period.



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

Number: SCP-3637
Origination: December 19, 1997
Effective: April 19, 2005
Reviewed: August 30, 2007

SUBJECT: General Education Philosophy and Goals

REFERENCE: Series 17, Higher Education Policy Commission/West Virginia Community and Technical College Council Core Coursework Transfer Agreement; Title 135, Series 7, Standards for Degree Designations and General Education Requirements for Community and Technical College Degrees

1. PURPOSE

The faculty of Southern West Virginia Community and Technical College dedicate themselves to preparing Southern's graduates for the challenges that lie ahead. The following statement and goals describe Southern's commitment to providing each graduate the skills and knowledge necessary for professional and personal success.

2. SCOPE AND APPLICABILITY

This policy is applicable to all students enrolled in degree or certificate programs at Southern West Virginia Community and Technical College and the faculty who are responsible for instruction.

3. DEFINITIONS

The purpose of general education at Southern West Virginia Community and Technical College is to produce generally educated students who contribute to their communities and country. A generally educated student is, by definition, a life long learner with a common academic canon of knowledge, concepts and attitudes.

4. POLICY

Southern West Virginia Community and Technical College is committed to providing general education to help students develop the qualities and skills associated with college-educated adults. Southern's general education promotes the development of independent, critical, and conceptual thinking skills and those skills necessary for effective communication. Southern's general education provides students with an integrated view of knowledge and prepares them for their role as productive and responsible members of society.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

Students who have completed the general education requirements of an associate degree will have improved in the following:

1. Critical Thinking Skills
2. Oral and Written Communications
3. Mathematical Skills Competencies

- 4. Informational and Communication Technology Skills
- 5. Scientific Inquiry/Reasoning Skills
- 6. A Cultural/Artistic/Global Perspective

7. RESPONSIBILITIES AND PROCEDURES

General education is the responsibility of all who work and learn at Southern West Virginia Community and Technical College. Components of general education are embedded in each curriculum and are measured annually. Southern will maintain a general education core within each program as specified in the state policy.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed. SCP-3637 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURE

President

Date

Attachments: None

Distribution: Board of Governors Members (12)
 Office of the President
 Office of the Executive Vice President
 Office of the Vice President for Academic Affairs
 Office of the Vice President for Economic, Workforce, and Community Development
 Office of the Chief Financial Officer
 Office of the Vice President for Student Services
 Office of the Chief Technology Officer
 Office of the Human Resources Administrator
 Office of the Deans (2)
 Offices of the Department Chairpersons (10)
 Faculty Senate Chair
 Classified Staff Council Chair
 Libraries (Harless and Williamson Campus)

Revision Notes: References were added to provide clarification.

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

ITEM: SCP-2156, ~~Drugs in the Workplace~~ and Alcohol Policy

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for this policy to be distributed for an additional 30-day comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

This policy is written in compliance with the Drug-Free Workplace requirements of the Anti-Drug Abuse Act of 1988 and according to the requirements of the 1989 amendments to the *Drug-Free Schools and Communities Act*, as articulated in the *Education Department General Administrative Regulations (EDGAR) Part 86 (the Drug-Free Schools and Campuses Regulations)*. Part 86 pertains to “Drug and Alcohol Abuse Prevention.”

At its September 18, 2007 meeting, the Southern West Virginia Community and Technical College Board of Governors declined distribution of the revised policy and instead requested that the Human Resources Administrator meet with employee representative groups to help develop an understanding of the policy.

After additional research of the specific wording of the law, and meeting with the Faculty Senate on November 2, 2007, changes were made to the policy that enable the policy to meet the letter of the law and satisfy the concerns of the faculty. The issue at hand was the required reporting of drug convictions. The law specifically states that employees must report convictions of criminal drug statute violations occurring in the workplace within five calendar days of the conviction. The policy was modified to include the words “occurring in the workplace”. The change was made in Section 7.B. and on the Employee Drug Awareness Certification Form (SCP-2151.A). We have the assurance of the Faculty Senate and the Faculty Representative to the Board of Governors that this change will be supported by the faculty.

At its February 20, 2007 meeting, the Southern West Virginia Community and Technical College Board of Governors approved the distribution of this policy for a 30-day comment period that expired March 23, 2007.

Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review. The attorney addressed the concern voiced in the comment regarding reporting employee convictions to Human Resources, stating: “Drug Free Workplace requirements are applicable to entities that are recipients of Federal grants. Because most

institutions of higher education fall into this category, it is common for Drug-Free Workplace policies to be in place. **The provision that employees report drug related convictions is included with Drug-Free Workplace requirements, but not the Drug-Free Schools and Communities Act.**”

Based upon this information and in view of the fact that Southern West Virginia Community and Technical College is a recipient of federal funds through a variety of sources, it is the opinion of the administration that the policy must include a statement requiring an employee convicted of a drug related crime to report any conviction occurring while the individual is employed by the College to the Human Resources Administrator within five working days of the conviction.

The attorneys from Bowles, Rice, McDavid, Graff & Love provided additional comment regarding other aspects of the policy under review. Based on these recommendations, the administration recommend and the Board approved that the policy be revised to include the necessary changes and that it be resubmitted at the September 2007 Board of Governors meeting for approval of an additional 30-day comment period.

Changes made to the policy based on comment from legal staff include:

- The Drug Free Schools and Communities Act did not require reporting of convictions by students, so that section was removed.
- Re-inserted reference to the Drug Free Workplace Act in the Reference Section.
- Compliance issues were separated by statute and assigned to administrative unit heads under “Responsibilities and Procedures” (Section 7).
- In order to comply with certification requirements of the law, a statement regarding certification was inserted in Section 1 under “Purpose.” The responsibility for certification of vendors or sub-contractors was included Section 7 as part of the Chief Finance Officers’ role.
- Included statements of the responsibility for Human Resources regarding annual distribution to, and acknowledgment of the policy by each employee.
- Included the requirement for the Vice President for Student Services to develop a Drug and Alcohol Awareness Program for students taking one or more classes for credit in compliance with the Edgar recommendations. This section also addresses the biennial reporting requirements for the program and records retention of the documents used to develop the reports.
- Added a new section (6.C.1) that addresses the dangers of drug and alcohol abuse to the workplace.
- Altered wording in Section 4 to specifically state that Southern’s policy is to maintain a drug-free workplace - not just prohibit the use and abuse of drugs and alcohol.
- Clarified that the abuse of prescribed medication is also prohibited.
- Clarified in Section 4.C that management may investigate upon “reasonable suspicion” that an employee or student has reported to the College under the influence of drugs or alcohol.
- Changed the review cycle to 2 years to comply with the Drug Free Schools and Communities Act which requires a biennial review and report.
- Finally, an “Employee Drug Awareness Certification Form” was developed and included as Attachment A.



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

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

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

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

ATTACHMENTS: SCP-2156.A Employee Drug Awareness Certification Form

1. PURPOSE

Southern West Virginia Community and Technical College recognizes the importance of a safe, efficient and healthy work and educational environment. Being under the influence of any illegal drugs or alcohol on the job campus or at college sponsored functions poses serious risks to a person’s health and safety, and jeopardizes public trust that has been placed in the institution. In recognition of the serious effects of alcohol and drug abuse on the safety and performance of students and employees, this policy provides standards of conduct and clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. This policy certifies that as an employer who contracts and receives funding from federal agencies, Southern West Virginia Community and Technical College will meet requirements of the law for providing a “drug-free workplace.”

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

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

“Conviction” means a finding of guilt, (including a plea or nolo contendere) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

“Contractor” means any department, division, unit, or any person responsible for the performance of work under a contract.

4. POLICY

- A. Southern West Virginia Community and Technical College will maintain a workplace free of the illegal use of drugs. The unlawful manufacture, distribution, sale, dispensing, possession, or use of a controlled substance ~~illegal drugs, the abuse or improper use of prescribed drugs,~~ and the use of alcohol on Southern West Virginia Community and Technical College property or as a part of any college sponsored function is prohibited. Reporting to work, class, or any college sponsored function under the influence of alcohol or illegal drugs is prohibited.
- B. Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a person’s work ability, job performance, or the safety of others.
- C. Any person who violates the policy shall be subject to disciplinary action, ~~up to and including termination.~~ When reasonable suspicion exists that an independent contractor, volunteer, or employee has reported to work under the influence of alcohol, illegal drugs, or is impaired due to abuse or misuse of controlled substances or prescribed medications, the individual may be subject to assessment and disciplinary action, or termination of the service agreement. The College will impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, and or federal laws for violation of the standards of conduct outlined above. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution. Sanctions may include, but are not limited to a requirement that the person participate in a drug abuse assistance or rehabilitation program. College sanctions will be imposed consistent with procedures used in disciplinary actions for students and employees. ~~If convicted of a violation the College is required by law to notify its funding sources.~~

5. BACKGROUND OR EXCLUSIONS

None

(Move this information to Section 6.B)

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

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

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

_____ (304) 792-7130 Logan Co.

_____ (304) 23502954 Mingo Co.

_____ **Family Service of Kanawha County**

_____ 922 Quarrier Street

_____ Charleston, WV 25301

_____ (304) 340-3676

_____ **Shawnee Hills Mental Health**

_____ 511 Morris Street

_____ Charleston, WV 25301

_____ (304) 345-4800

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

6. GENERAL PROVISIONS

A. Criminal Sanctions:

1. Federal Trafficking Penalties include substantial fines and imprisonment up to life. For the most recent and complete Federal Trafficking Penalties information, visit the Web site of the U. S. Drug Enforcement Administration at www.dea.gov/agency/peanlties.htm.
2. West Virginia Law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. Under WV law, the most severe penalties for drug violations are for possession with intent to sell. On a first offense conviction, one may receive a fine of up to \$25,000 and/or imprisonment for 15 years. Sanctions for violations of state alcohol laws vary according to the severity of the offense, with the minimum vehicular violation calling for imprisonment in the county jail for 24 hours, and a \$500 fine. West Virginia Code §60A-4-401 contains penalties for prohibited acts involving scheduled substances. For the most recent and complete West Virginia penalties for prohibited acts involving controlled substances, visit the Web site of the West Virginia Legislature at <http://www.legis.state.wv.us/>.

B. Dangers of Drug Abuse in the Workplace and Health Risks:

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

1. Drug Abuse in the Workplace

The law requires the institution to make employees aware of the danger of drugs in the workplace.

- a. Drugs can make an individual feel able to handle tasks that are too much or too dangerous for him/her. They make one careless and likely to forget important safety steps. They may alter one's sense of time, space, and distance which may result in increased occurrence of accidents at work.
- b. Drugs can cause lateness and absenteeism, increasing the workload of others.
- c. Drugs can cause crime on the job, including theft of employee personal belongings.
- d. Drugs can cause major error in the work performed, risking harm to our students, customers, and in violation of the public trust.

2. Individual Health Risks:

- a. Alcoholism and other drug dependencies are diseases with identifiable symptoms. These

symptoms include changes in alcohol/drug tolerance, blackouts (permanent, chemically induced memory loss), denial (refusal to admit that chemical use is a problem), mood swings, behavior changes, and loss of control (inability to stop and/or limit chemical consumption). The disease injures the person economically, socially, physically, psychologically, and spiritually; relationships break down, work performance is impaired, depression often occurs, and behavior often goes against values.

b. Persons who suffer from chemical dependency are victims of a progressive, fatal disease. Alcoholism/addiction affects people of all ages, economic levels, and races. The National Institute on Drug Abuse reports that ninety-seven percent of chemically-dependent people have responsible jobs, a home, and a family.

c. Alcoholism is a disorder that has profound psychological and biological patterns: 1.) Regular daily intoxication, 2.) Drinking large amounts of alcohol at specific times, and 3.) Periods of sobriety interspersed with periods of heavy daily drinking. The course of the disorder is usually progressive and physical dependence can develop. If this happens, serious symptoms, sometimes life threatening, can develop when alcohol is withdrawn. Short term effects of alcohol use can include depression, gastritis, liver disease and automobile accidents, and domestic violence. Chronic alcohol abuse can produce irreversible changes, including dementia, sexual impotence, cirrhosis of the liver, and heart disease. Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or aspiration of vomitus or as the result of an automobile accident while driving intoxicated.

3. Impact on Family/Friends

a. Families are gravely affected by a chemical abusing member. Some of the effects on the family include: feelings of insecurity, guilt, fear, isolation, anger, and resentment. As the chemically dependent person's disease progresses, the effects on the family worsen. As a very direct, physiological consequence, the infants of alcohol and cocaine abusing mothers often have low birth weight and may suffer from malformations and a variety of developmental problems. Children are often the most vulnerable to the effects of chemical dependency. Growing up in families where their developmental needs do not get met, children may face a variety of problems; low self-esteem, inability to trust others, teenage pregnancy, and high risks for chemical use/abuse, dependency.

b. The lifestyle of the abuser often affects the economic well-being of their families due to their inability to hold down a job. In some cases, the abuser will steal from relatives, which reduces the family's financial means and stability. In many cases, substance abuse leads to violence at home.

c. Chemical dependency is treatable. With an understanding of the disease and its impact on lives, family members and friends can take steps to help reduce enabling behaviors. Very often, the family's intervention with the user and his or her problem is an essential step which encourages the abusing member to seek treatment. Support groups for family members, such as Al-Anon, as well as family therapy can provide needed assistance to families as they grapple with the destructive effects of the user's addiction.

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

1. For students, assistance and information concerning substance abuse and its treatment may be obtained from the counselors' offices at each of the college's campuses.

2. Employees may obtain assistance and information from the Human Resources Office.

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

7. RESPONSIBILITIES AND PROCEDURES

A. Because work sites provide day-to-day supervision for persons at the College, supervisors and unit administrators will be required to assume primary responsibility for the enforcement of this policy and to take appropriate personnel action.

B. As a condition of employment, college employees agree to abide by the terms of this policy and to notify the Human Resources Administrator or designee of any criminal drug or alcohol related conviction for violation of a criminal drug or alcohol statute occurring in the workplace no later than five (5) days after the conviction. All employees must notify the HR Unit in writing of any criminal drug or alcohol conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

~~C. Any student must notify the VP of Student Services of any criminal drug or alcohol conviction for a violation occurring in the workplace on college campus or during college functions no later than five (5) days after such conviction. The VP of Student Services will notify the HR Unit immediately upon notification.~~

C. After review of the reported incidents and determination of reporting requirements, the appropriate unit administrator will notify the federal granting agency within ten (10) days after receiving notice of a conviction from an employee or student or otherwise receiving actual notice of such conviction.

D. The Human Resources Administrator is responsible for development and communication of drug and alcohol prevention programs for employees in compliance with the Drug Free Workplace Act of 1988, which includes:

1. Distribution of this policy to each employee and collection of signed "Drug Awareness Certification Form." The distribution may be in writing or electronically.
2. Maintaining a copy of this policy in an accessible location and posting the policy on the institutional web site.
3. Inclusion of a copy of this policy in every orientation packet for new employees.

E. The Vice President of Student Services is responsible for development and communication of a drug and alcohol awareness program for students, in compliance with the Drug Free Schools and Communities Act, which includes:

1. Annual distribution of this policy or information contained herein, to every student taking one or more classes for credit. The distribution may be accomplished by publication of this policy in electronic or printed format in the Student Handbook section of the College Catalog, the Student Planning Calendar, and/or the Schedule of Classes.
2. A biennial review of the program's effectiveness and the consistency of the enforcement of sanctions. The Department of Education recommends that the biennial review be conducted in

even-numbered years, focusing on the two preceding academic years. Records used for review and report preparation will be retained for a period of three years after the fiscal year in which the record was created. If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before expiration of the three-year period, the records will be retained until completion of the action and resolution of all issues that arise from it, or until the end of the regular three year period, whichever is later.

F. The Chief Financial Officer is responsible for ensuring that contractors, sub-contractors, or volunteers for services paid by federal grants certify that they maintain a drug free workplace and that they commit to and comply with the terms and conditions of this policy.

8. CANCELLATION

None

9. REVIEW STATEMENT

This policy shall be reviewed on a ~~three~~ two year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-2156 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURE

Board of Governors Chair

Date

President

Date

Attachments None

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

Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes:

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



SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
B O A R D O F G O V E R N O R S

Number: SCP-2156.A
Origination: March 31, 1989
Effective: March 31, 1989
Reviewed: November 2007

**EMPLOYEE DRUG AWARENESS
CERTIFICATION FORM**

I, _____, certify that I have received a copy of SCP-2156, Drug and Alcohol Policy.

I agree to abide by the terms of this policy and I am aware that with any violation of this policy, I will be subject to disciplinary action, up to and including dismissal. I may also be required to participate in a drug-abuse assistance or drug-rehabilitation program.

In addition, I understand that under federal law and as a condition of employment, if I am convicted of any drug or alcohol related criminal offense for a violation occurring in the workplace, I must report this conviction to the Human Resources Administrator within five days of the conviction.

Name (Print)

Signature

Date

RETURN THIS FORM TO HUMAN RESOURCES

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

ITEM: SCP-2575, Overtime and Compensatory Time

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

STAFF MEMBER: Patricia Clay, Human Resources Administrator

BACKGROUND:

This policy was originally created in February 2004 in compliance with mandates from the Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, and West Virginia Code.

No substantial changes have been made to the policy. Changes were made in titles to reflect the current administrative structure.

This policy has been reviewed by the Human Resources Administrator with advice and input from the HR staff and the Executive Council prior to submission to this Board.

At this time it is recommended that this policy be distributed for a 30 day comment period.



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

Number:	SCP-2575
Origination:	February 17, 2004
Effective:	February 17, 2004
Reviewed:	October 2007

SUBJECT: Overtime and Compensatory Time Policy

REFERENCE: Title 133, Procedural Rule, ~~Higher Education Policy Commission~~ West Virginia Council for Community and Technical College Education, Series 39, Classified Employees
Title 133, Procedural Rule, Higher Education Policy Commission, Series 8, *Personnel Administration*
WV Code §18B-7-11, “Compensatory time off in lieu of overtime; written agreement; other conditions”
Fair Labor Standards Act of 1938, 29 U.S.C. §§201 to 219

1. PURPOSE

The purpose of this policy is to develop an approval process and procedure for requesting and using compensatory time and overtime at Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This policy shall apply to all non-exempt employees and to exempt employees who are eligible for compensatory time according to Title 133, Procedural Rule, Higher Education Policy Commission, Series 8, *Personnel Administration*, Section 5.3.

3. DEFINITIONS

- A. **Non-Exempt Employee:** Those employees who are covered by the overtime provisions of the Fair Labor Standards Act (FLSA).
- B. **Exempt Employee:** Those employees who are not covered by the Fair Labor Standards Act for overtime purposes.
- C. **Workweek:** A regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. It begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12 midnight. The president or president’s designee may establish a workweek different from this provided that record keeping requirements are met as set forth in relevant law. A work schedule of thirty seven and one-half (37.5) hours will be established within a workweek. Lunch periods are unpaid and are typically one (1) hour in duration.
- D. **Overtime:** Overtime is typically referred to as payment for time worked in excess of 40 hours per workweek. Only actual hours worked are included in calculating overtime. Pay which is received for holidays, annual leave, sick leave, or work release time is not counted as working hours for purposes of overtime. Overtime is calculated at one and one-half times the regular rate of total pay (including increment pay). Overtime for hours worked between 37.5 hours per week and 40 hours

per week are paid at the employee's regular base hourly rate. Overtime work must be approved in advance and requests to work overtime are made using the appropriate form.

- E. **Compensatory Time:** Time taken off work in lieu of receiving payment in the form of overtime pay. Compensatory hours are calculated at one and one-half times the hours actually worked in excess of 40. Hours worked between 37.5 and 40 hours per week are compensated on an hour for hour basis. Compensatory time must be requested and approved in advance. Use of compensatory time must also be requested and approved in advance.

4. POLICY

It shall be the policy of the Board of Governors to allow employees of Southern West Virginia Community and Technical College to receive compensatory time in lieu of overtime to the extent authorized by federal and state law and by procedural rule of the ~~Higher Education Policy Commission~~ West Virginia Council for Community and Technical College Education. An employee may not work overtime unless approved in advance per this policy. A written agreement between the employee and the institution shall be completed when the employee chooses compensatory time off in lieu of overtime pay. The written agreement may be modified at the request of either the employee or employer at any time but under no circumstances shall a change in the agreement deny the employee compensatory time heretofore acquired.

5. BACKGROUND OR EXCLUSIONS

Exempt employees are not eligible for compensatory or over time pay. HOWEVER, when an exempt employee is required to work on any designated institutional holiday, that employee shall be given substitute time off on an hour-for-hour worked basis. (See Title 133, Procedural Rule Series 8, Section 5.3).

6. GENERAL PROVISIONS

- A. **Work Hours Beyond 37.5 Per Week:** If it is essential that a non-exempt employee work more than 37.5 hours per week, the extra work must be requested and approved in advance by the immediate supervisor and the cabinet level administrator. The employee and immediate supervisor must mutually agree upon the method of compensation, choosing between the options of receiving monetary payment for extra hours worked, or receiving compensatory time off in lieu of pay. Depending upon the agreed upon method of compensation, the approval process is as follows:
 - 1. Requests to work extra hours in exchange for monetary payment must be approved by the ~~Vice President for Finance~~ Chief Financial Officer.
 - 2. Requests to work extra hours in exchange for compensatory time off must be approved by the immediate supervisor.
- B. **Maximum Accumulation:** An employee of Southern West Virginia Community and Technical College may accumulate a maximum of 37.5 hours of compensatory time with the supervisor's approval. Any hours beyond this must be approved by the Executive Vice President.
- C. **Public Safety, Seasonal, or Emergency Workers:** Employees in these categories may accumulate up to 75 hours and shall be paid for all hours worked above the maximum accrual.

- D. **Time Frame for Use of Compensatory Time:** Accrued compensatory time must be used by the employee prior to using annual leave. Compensatory time must be used within one year of accrual. The use of compensatory time off must be requested in advance. Approval of the request shall be contingent upon whether it will unduly disrupt the operation of the institutional department. When compensatory accrual reaches 37.5 hours, the supervisor must schedule the time off within thirty days.
- E. **Payment at Termination or Resignation:** Any unused compensatory time shall be paid to the employee at the final regular rate of pay received by such employee or at the average regular rate received by the employee during the last three years of employment, whichever is higher.
- F. **Compensatory/Over Time for Holiday Work:**
 - 1. **Non-Exempt Employee:** When a non-exempt employee is required to work on any designated institutional holiday, that employee shall receive regular pay for that holiday, plus substitute time off or additional pay at the rate of one and one-half (1½) times the number of hours actually worked.
 - 2. **Exempt Employee:** When an exempt employee is required to work on any designated institutional holiday, that employee shall be given substitute time off on an hour-for-hour worked basis.

7. RESPONSIBILITIES AND PROCEDURES

- A. **Primary Responsibility:** The Office of Human Resources shall have primary responsibility for the implementation and oversight of the provisions of this policy. Employees and supervisors are responsible as follows:
 - 1. **Employees:** Non-exempt employees may not work hours beyond his/her regular schedule unless requested to by his/her immediate supervisor, or without an approved request to work additional hours.
 - 2. **Supervisors:** Supervisors are responsible for compliance with all sections of this policy. He/she is responsible to make sure his/her employees do not work beyond their regularly scheduled work hours per week. Should an employee be required to work additional hours, the supervisor is responsible for ensuring the appropriate request and approvals are properly completed. Supervisors are responsible for monitoring employee compensatory and overtime accruals to avoid the accumulation of unfunded liability for compensation owed to employees.
- B. **Procedures for requesting Overtime or Compensatory Time:** The following procedures will be followed for administering overtime and compensatory time provisions of this policy.
 - 1. The "Request to Work Additional Hours" must be completed by either the employee or the supervisor. The employee and supervisor must mutually agree upon the method of compensation for the additional hours to be worked. Options are either monetary pay, compensatory time off, or schedule adjustment.
 - 2. Should an employee not wish to work for compensatory time off or be compensated with a schedule adjustment, the supervisor has the options to inquire if other employees would be

interested in performing the work, delay the task until the next workday, or to request approval to pay overtime. The supervisor can request and even suggest the employee work for compensatory time off in lieu of overtime pay.

3. **Schedule Adjustment:** The supervisor and employee may agree to temporarily adjust the employee's work schedule in order to avoid the accumulation of compensatory time or overtime. Schedule adjustments must be made within the same work week.
4. Supervisor will consult with the ~~Vice President for Finance~~ Chief Financial Officer regarding the need and available budget for the extra work. Supervisors are reminded that although payment is not in dollars, compensatory time has associated costs to the institution. The ~~Vice President for Finance~~ Chief Financial Officer must provide signature approval for all "Request to Work Additional Hours" where monetary pay is the chosen method of compensation.
5. Approval is required from supervisor and cabinet level administrator regarding the need prior to having the work performed.
6. The original "Request to Work Additional Hours" will be sent to Human Resources immediately after approval.
7. As a general rule, a separate Request to Work Additional Hours is required for each day an employee is requested to work in excess of the normal work day. An exception might be when the supervisor knows beforehand that the tasks will take several days during the workweek to complete and that a certain number of hours will be required. Multiple day requirements for overtime or compensatory time should be indicated as such on the form.
8. If overtime pay is agreed upon as the method of compensation, the employee will include the additional hours worked on his/her time card at the end of the applicable pay period. A copy of the approved "Request to Work Additional Hours" will be submitted with the time card.
9. Payroll will calculate the amount of pay and will add the additional wages to the employees next available payroll.
10. If compensatory time is agreed upon as the method of compensation, the employee will turn in a time card at the end of the month showing the additional hours worked. Compensatory hours worked are to be indicated with the code "C" for "comp time." A copy of the approved "Request to Work Additional Hours" will be submitted with the time card.
11. The employee must make a request for approval to use accrued compensatory time to the supervisor prior to taking compensatory time off. Approval is contingent upon the needs of the department or institution. Accrued compensatory time must be used prior to using annual leave and must be used within one year of date earned.

8. CANCELLATION

~~This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended.~~

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP- 2575 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: 2575.A

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: October 2007 — Reformatted policy. Corrected titles. No substantial revisions.

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

ITEM: SCP-2580 Part-time Employees: Classified Staff and Adjunct Faculty

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

STAFF MEMBER: Patricia Clay, Human Resources Administrator

BACKGROUND:

This policy was originally created in June 2004 in compliance with mandates from the Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, and West Virginia Code.

No substantial changes have been made to the policy. Changes were made in titles to reflect the current administrative structure.

This policy has been reviewed by the Human Resources Administrator with advice and input from the HR staff and the Executive Council prior to submission to this Board.

At this time it is recommended that this policy be distributed for a 30 day comment period.



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

Number: SCP-2580
Origination: June 15, 2004
Effective: June 15, 2004
Reviewed: October 29, 2007

SUBJECT: Part-time Employees: Classified Staff and Adjunct Faculty

REFERENCE: West Virginia Code §18B-7-6(a)(b)
Title 133, Procedural Rule, ~~Higher Education Policy Commission~~ West Virginia Council for Community and Technical College Education, Series 39, *Classified Employees*
Title 133, Procedural Rule, ~~Higher Education Policy Commission~~ West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*

1. PURPOSE

To establish a policy regarding the role of part-time classified and part-time faculty (adjunct) employees.

2. SCOPE AND APPLICABILITY

The policy applies to all part-time classified staff and part-time faculty employees.

3. DEFINITIONS

A. Part-time Classified Employee: Non-faculty employees whose status is defined in Title 133, Procedural Rule, ~~Higher Education Policy Commission~~ West Virginia Council for Community and Technical College Education, Series 39, *Classified Employees*, Section 2.1, 2.2, and 2.3.

B. Adjunct Faculty: Part-time non-tenure track faculty who do not meet the definitions of full-time, temporary, or term appointment faculty as defined in Title 133, Procedural Rule, ~~Higher Education Policy Commission~~ West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*

4. POLICY

Southern West Virginia Community and Technical College shall employ sufficient numbers of classified, non-classified, and faculty employees as deemed necessary by the President, to maintain services and meet the goals and commitments of the institution as outlined in strategic planning documents. Part-time employees, whether classified staff or faculty, shall be used to supplement, not supplant, the need for sufficient numbers of employees necessary for administrative support and delivery of academic instruction

5. BACKGROUND OR EXCLUSIONS

Southern West Virginia Community and Technical College recognizes that workloads fluctuate through the fiscal year. Workload fluctuations are non-predictable and may be imposed upon the institution from external forces. In order to maintain fiscally sound practices and effective operation of the institution, both academic and administrative, the necessity for employment of individuals on a part time basis is imperative.

6. GENERAL PROVISIONS

A. Part-time Classified Employees:

1. Southern West Virginia Community and Technical College shall not hire part-time classified employees solely to avoid the payment of benefits, nor in lieu of full-time classified employees.
2. All qualified classified employees with nine-month or ten-month appointments shall be provided opportunity to accept part-time or full-time summer employment before new persons are hired for the part-time or full-time summer employment.

B. Adjunct Faculty:

1. The institution shall employ a sufficient number of full-time faculty to maintain an effective shared governance process in the management of academic programs, student advisement, and scholarship.
2. The hiring of a reasonable number of adjunct faculty is required for the effective and efficient delivery of instruction.
3. It is recognized that hiring qualified adjunct faculty
 - a. Allows the institution the flexibility to deliver course offerings that meet programmatic needs at a manageable cost.
 - b. Brings to the instructional faculty specific and unique credentials or experiences that may not be obtained through the employment of a full-time individual.
 - c. Enables the institution to expand course offerings to meet the immediate demands of student enrollment.

7. RESPONSIBILITIES AND PROCEDURES

- A. The President and academic administration are responsible for maintaining a reasonable and appropriate balance between the number of full-time and adjunct faculty.
- B. The President and Human Resources Department are responsible for policy administration regarding the establishment of part-time positions and hiring of part-time personnel.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP- 2580 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments:

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: October 2007 - No substantial changes in procedure or documentation requirements. Review and revision statements added to policy..

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

- ITEMS:**
1. SCP-2700 Reduction in Work Force - Classified Personnel, and
 2. SCP-2701 Reduction in Work Force - Faculty Personnel

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

STAFF MEMBER: Patricia Clay, Human Resources Administrator

BACKGROUND:

These policies were originally created in 2004 after extensive employee involvement and research regarding reduction in force issues.

No substantial changes have been made to either policy. Changes were made in titles and the name of the Grievance Board.

These policies have been reviewed by the Human Resources Administrator with advice and input from the HR staff and the Executive Council prior to submission to this Board.

At this time it is recommended that these policies be distributed for a 30 day comment period.



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

Number:	SCP-2700
Origination:	April 20, 2004
Effective:	April 20, 2004
Reviewed:	October 2007

SUBJECT: **Reduction in Work Force—Classified Personnel**

REFERENCE: **West Virginia Code §18B -7-1**
 SCP-5260, *Financial Exigency*
 Title 131, Higher Education Policy Commission, Series 8, *Classified Personnel*

1. P U R P O S E

The purpose of this policy is to establish uniform procedures that will provide a means to address required reductions in work force within the ranks of classified personnel in a fair and orderly manner.

2. S C O P E A N D A P P L I C A B I L I T Y

This policy shall apply to full-time classified employees and any full-time classified employee who is involuntarily transferred to a non-classified position for which the employee did not apply or whose position designation is involuntarily changed to non-classified without transfer to a different position. Nothing within this policy shall be construed to limit or control the authority of the President or Board of Governors to undertake personnel actions outside the context of a financial exigency.

3. D E F I N I T I O N S

- A. Full-Time Regular Employee (FTR):** Any employee in a classified position created to last a minimum of nine months of a twelve-month period and in which such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such a position must be reported at no less than .53 FTE. Personnel who fail to meet the work threshold for designation as full-time classified personnel shall hold no seniority and will be considered “at-will” employees.
- B. Classification:** The terms “classification,” “by classification,” or “equivalent classification” used in this policy and in West Virginia Code §18B-7-1 are interpreted to mean “pay grade,” “by pay grade” or “equivalent pay grade.”
- C. Job Qualifications:** Job qualifications refer to the requirements an incumbent or candidate for a particular position must possess. The specific job qualifications are outlined in the Position Information Questionnaire (PIQ) under Section IV. Job qualifications in the PIQ are the specific education or knowledge requirements; licensures; certifications; special knowledge, skills, and abilities (KSAs); and experience requirements a candidate for the position must possess in order to be able to adequately perform the job.
- D. Seniority:** For purposes of reduction in force, “seniority” means uninterrupted service in the higher education system. Uninterrupted service means the continuous period of time that an employee is in payroll status—i.e., being paid for time worked regardless of when the payment occurs. Therefore, persons on unpaid leaves of absence (regardless of the reason) do not accrue

seniority service for purposes of reduction in force. An employee hired at Southern who previously worked at another institution under the jurisdiction of the Higher Education Policy Commission must have no break in service between the two institutions in order to have the previous institutional service counted toward seniority calculations for reduction in force purposes at Southern.

4. **POLICY**

It shall be the policy of the Board of Governors to undertake reductions in the workforce of classified personnel in a consistent and fair manner. The continuation of services, following a reduction in workforce in the ranks of classified personnel with appropriately trained and qualified personnel, shall be afforded primary consideration in all decisions related to elimination of positions and the reassignment of affected classified personnel.

5. **BACKGROUND OR EXCLUSIONS**

Part-time regular, casual and/or temporary classified employees are not covered under the provisions of this policy.

6. **GENERAL PROVISIONS**

A. Calculation of Seniority: Seniority accumulation for regular full-time employment begins on the date the employee enters upon regular full-time employment duties and continues until such regular full-time employment is severed with the College. Part-time service performed prior to becoming a full-time regular employee will not be counted in the seniority calculation. Only full-time, benefit eligible service will be counted. Additional seniority shall be given for full time service in the state's system of higher education, provided however, an entitlement to credit for service credited at another institution of higher education requires an uninterrupted transition to service at Southern. Such additional seniority shall be applied to adjust the total months of service. Employees shall accrue seniority while on sick leave, while receiving temporary total disability benefits under the workers' compensation system, while on approved military leave, or on any authorized paid leave. Employees shall not accrue seniority during periods of disciplinary suspension without pay or unauthorized absences. Any loss of seniority occasioned by disciplinary suspension or unauthorized absences shall result in an adjustment to an employee's total months of service for seniority purposes.

1. An employee who voluntarily terminates service through resignation or who is terminated for cause shall permanently lose all accumulated seniority. An employee who is subject to a reduction-in-force shall, upon re-employment, receive credit for previously accumulated seniority, but shall not accumulate seniority during the period of absence prior to re-employment.
2. If two or more employees accumulate identical seniority, the priority shall be determined by a random selection established by the employees and approved by the Office of Human Resources. Priority shall be established anew in the context of each personnel decision where a tie in seniority must be broken.

B. Correction of Erroneous Total Months of Seniority: Notification of total months of service shall be included in the employee's annual Notice of Classified Staff Title and Salary. It shall be the responsibility of all classified personnel to validate the correctness of their total months of service and adjustments thereto. An employee who fails to correct erroneous total months of

service and who is subject to adverse personnel action by virtue of erroneous seniority shall be prohibited from raising the error in the context of the adverse personnel action. However, an employee's erroneous seniority shall be corrected for all purposes other than the adverse personnel action in question.

- C. Specific Qualifications or Training:** Any specific qualifications or training associated with a classified position shall be set forth in the Position Information Questionnaire (PIQ). If specific qualifications or training are set forth in the PIQ, such positions shall only be available to more senior employees whose positions have been eliminated if such more senior employees hold such specific qualifications or have acquired such training. Upon approval of this policy, the Office of Human Resources shall conduct a review of all classified employee PIQs for the purpose of recommending the inclusion of specific qualifications or training. Specific qualifications and training shall be reviewed annually in the context of Position Information Questionnaire reviews. Any significant changes recommended by supervisors or by the Office of Human Resources shall be submitted to the President for approval. The lack of qualifications or training by a more senior employee whose position has been eliminated shall be regarded as conclusive evidence that the more senior employee cannot perform the duties and responsibilities of a position where such specific qualifications or training is included in the PIQ.
- D. President's Authority and/or Recommendation:** The President may eliminate classified positions without prior recommendation to the Board of Governors for reasons other than financial exigency. These reasons may include but are not limited to lack of funds, expirations of special grants or revenue streams, lack of work, material changes in duties, or changes in organization. In the event of a declaration of financial exigency by the Board of Governors, the President shall eliminate part-time and non-critical vacant positions prior to recommending the elimination of positions held by regular full-time classified personnel.
- E. Action by the Board of Governors:** Upon receipt of a recommendation by the President, the Board of Governors may eliminate classified positions.
- F. Affected Personnel:** Personnel who are serving in positions that have been designated for elimination shall be considered for reassignment based upon their seniority, classification and any relevant specific qualifications or training they may possess. Once positions have been designated for elimination, the affected employees must update their record of credentials and specific qualifications and training within a reasonable time frame as determined by the Office of Human Resources.
- G. Consideration of FTE Status:** FTE status shall be considered in evaluating the suitability of positions for reassignment. Notwithstanding the fact that employees with FTEs between .53 and 1.0 are considered full-time, vacancies and other potential positions for reassignment must be no less than .20 of the affected employees' FTE status to be considered suitable. However, if there are no suitable vacancies or other available suitable positions held by employees with less seniority, an employee may be reassigned to a position that would otherwise be considered non-suitable for reason of FTE disparity.
- H. Process for Reassignment of Affected Personnel:** The following process shall be observed for determination of reassignment of affected personnel:

 - 1. Priority One:** Qualified affected employees will be transferred to current vacant positions, without regard to seniority, in order to avoid a layoff situation by the institution. Attempts will be made to transfer affected employees to vacancies in the

same classification. If a vacancy does not exist in the same classification, attempts will be made to transfer employees to vacant positions in lower classifications.

2. **Priority Two:** In the event that a layoff situation has not been avoided through application of priority one, qualified affected employees will be transferred to other positions within the same classification, displacing the least senior employees in that classification.
3. **Priority Three:** After exhaustion of available positions in the same classification, qualified affected employees will be transferred to other positions in a lower classification, displacing the least senior employees in that classification.
4. **Priority Four:** Transfer to a part-time vacancy within the same classification.
5. **Priority Five:** Transfer to a position held by a part-time employee within the same classification.
6. **Priority Six:** Transfer to a position held by a part-time employee in a lower classification.

I. Application of Seniority in Reassignment Determinations: If the employee holding a position that has been identified for elimination has more seniority than other employee(s) within the employee's classification, the employee shall displace the least senior employee within the classification who holds a position for which the more senior employee qualifies. Provided, that the PIQ for the position held by the less senior employee(s) within classification does not contain specific qualifications or training. In the event a PIQ for positions held by less senior employees contain specific qualifications or training, the positions will only be available to more senior employees if the more senior employees hold such specific qualifications or have acquired such training. If an employee refuses reassignment to a position in an equivalent classification, the employee forfeits all rights of recall.

1. If there are no positions within classification, lower classification (in rank order) shall be considered as potential assignments in the same manner as described in the foregoing paragraphs, provided, an employee may elect not to accept reassignment to a lower classification and be placed on the recall list.
2. Employees who have been displaced by a more senior employee whose position had been eliminated shall have the same rights to reassignment as described in the foregoing paragraphs.
3. If more than one position in a particular classification is eliminated, reassignments shall be considered in order beginning with the most senior affected employee.

J. Preferred Recall List: All employees who lack sufficient seniority to retain employment in a reduction in work force or who have been displaced as a result of the elimination of their positions and who elect to refuse reassignments to lower classifications, shall be placed in a preferred recall list. Employees on the preferred recall list shall be recalled to any position opening by the institution within the classification in which the employee had previously been employed or to any position in a lower classification for which the employee is qualified on the basis of seniority.

An employee on the preferred recall list shall not forfeit the right to recall if compelling reasons,

as defined by the President, require the employee to refuse an offer of re-employment.

1. The Office of Human Resources shall notify all employees on the preferred recall list of all position openings that exist from time to time. The notice shall be sent by certified mail to the last known address of the employee. It is the responsibility of the employee on the recall list to notify the Office of Human Resources of any change in address in order to retain recall status.
2. An employee's listing shall remain active for a period of one year. However, employees must annually request in writing that their listing be renewed for the successive year. An employee who fails to renew listing on the recall list prior to the anniversary date of placement on the list or last renewal shall be removed from the list.
3. No position openings shall be filled by the institution, whether temporary or permanent, until all employees on the preferred recall list have been properly notified of existing vacancies and have been given an opportunity to accept re-employment.

7. RESPONSIBILITIES AND PROCEDURES

The Office of Human Resources shall have primary responsibility for the implementation of the provisions of this policy.

8. CANCELLATION

~~This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended. None.~~

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP- 2700 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: October 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Policy Format change.



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

Number:	SCP-2701
Origination:	February 17, 2004
Effective:	February 17, 2004
Reviewed:	October 29, 2007

SUBJECT: Reduction in Work Force—Faculty Personnel

**REFERENCE: SCP-2218, *Evaluation Process for Full-Time Faculty*
SCP-3620, *Policy Regarding Program Review*
SCP-3650, *Program Reduction or Elimination*
SCP-5260, *Financial Exigency***

1. PURPOSE

The purpose of this policy is to establish uniform procedures that will provide a means to address reduction-in-force within the ranks of faculty personnel in response to a Financial Exigency.

2. SCOPE AND APPLICABILITY

This policy shall apply to all full-time faculty employees.

3. DEFINITIONS

Seniority: Number of full-time years of teaching experience earned at Southern. Excludes adjunct teaching experience and administrative experience regardless of the faculty rank held during administrative assignment.

4. POLICY

It shall be the policy of the Board of Governors to undertake reductions in the workforce of faculty personnel in a consistent and fair manner. Following the declaration of a Financial Exigency, the president shall undertake program reviews to consider any other pertinent program data. The President may recommend to the Board of Governors the elimination or reduction of programs deemed appropriate and in the best interest of the College. The primary consideration in any resulting decision to eliminate positions and reassignment of affected faculty personnel will be the preservation of the quality and effectiveness of the College's programs. Consequently, those faculty members who are deemed to be of key importance to the specific program will be retained in preference to other faculty members, whatever their status.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

A. Basis For Elimination of Faculty Positions: Recommendations by the President to the Board of Governors concerning the elimination of any faculty position will be made on the basis of need within each discipline, as defined by the president after consultation with the chief academic officer,

the deans and ~~the division~~ department chairs.

B. Elimination of Positions With Equal Rank in Same Discipline: In the event all other factors are considered to be equal and a choice must be made concerning the elimination of the position of one of two or more faculty members holding the same rank and teaching the same discipline, the faculty member with the greater seniority will be retained. Also, in the event of a conflict between rank and seniority, such as when an assistant professor has substantially more seniority than his or her equally qualified counterpart who is an associate professor, the ~~division~~ department chair, dean and the chief academic officer will jointly review the annual evaluations of both faculty members for the previous three years, as well as any other relevant data, and make a recommendation to the president concerning which of the positions better serves the vital interests of the College.

C. Order for Elimination of Faculty Positions: Non-tenured faculty members, within the discipline to be reduced, will be terminated prior to the termination of the employment of tenured faculty members. Employment terminations of faculty members will generally follow the order specified below unless there is an identified need to retain faculty members who are deemed to be of key importance to a particular program:

Non-Tenured:

1. Adjunct Faculty
2. Lecturer and Temporary Faculty
3. Instructor
4. Assistant Professor
5. Associate Professor
6. Professor

Tenured:

1. Assistant Professor
2. Associate Professor
3. Professor

D. President's Recommendation: In addition to recommendations made in response to a Financial Exigency, the President may recommend the termination of the employment of faculty members to the Board of Governors at any time for reason of lack of funds, lack of work, reduction in enrollment or abolition of position. Recommendations of the President to the Board of governors relative to the termination of the employment of faculty members shall not be made until affected faculty members have been afforded a hearing as provided herein.

E. Notice and Hearing For Tenured Faculty Members: The President shall provide written notice to any full-time tenured faculty member of the intent to recommend termination of employment based upon a reduction-in-force. The notice shall contain a description of the reasons for the intended recommendation. The President must make every effort to give as much notice as is practical in light of the financial exigency to each affected faculty member in advance of the effective date of the layoff. Yet, the legislative appropriation process and the subsequent analysis needed before the Board of Governors declares a Financial Exigency and receives, considers and approves implementing programs may allow little time for formal notice to the employees who are to be laid off. Upon receipt of such notice, the affected faculty member may request a hearing to be conducted by the President or his or her designee. A request for a hearing must be made within five (5) calendar (**working**) days of a notice of recommended termination. Among the issues to be considered by the President or designee are:

1. Adherence to the policy relating to Financial Exigency.
2. Material deviations from procedural requirements.
3. Actions that violated the principles of academic freedom or that violated established law related to race, national origin, religion, age, disability, veteran's status or gender in the dismissal of a faculty member.
4. The burden of proof in termination proceedings rests with the faculty member. The Board's declaration of Financial Exigency is judgmental or discretionary and is not subject to contest by any faculty member.
5. The hearing shall be recorded by mechanical means. However, the strict rules of evidence shall not be applied.
6. Following the hearing, the President or designee, shall prepare a written decision upon any matters raised by a faculty member who has requested a hearing. The decision shall contain a description of the concerns raised by the faculty member and a response thereto. A copy of the decision shall accompany any subsequent recommendation made by the President to the Board of Governors.
7. Use of the appeal procedure does not delay the effective date of employment termination.

F. Non-Tenured Faculty Members: In most instances, a reduction-in-force of faculty members under fixed-term appointments will be accomplished by non-reappointment rather than by layoff during the term of employment. Non-renewal under these circumstances does not entitle a faculty member to notice and hearing under the terms of this policy. In the event a faculty member serving under a fixed-term appointment is recommended for employment termination during the term of employment because of a reduction-in-force under a Financial Exigency, that faculty member shall be entitled to use the appeal procedure described in paragraph E.

G. Action by the Board of Governors: Upon receipt of a recommendation by the President, the Board of Governors may terminate the employment of a faculty member. No separate hearing shall be afforded to affected faculty members by the Board of Governors. The affected faculty member shall be provided with written notice of the action taken by the Board of Governors and shall also be provided with a copy of the instructions and form for filing an appeal with the West Virginia ~~Education and State~~ Public Employees Grievance Board.

H. Refusal of Transfer: If the employment of an instructor whose position is deemed vital to a particular campus (as determined within the sole discretion of the President) is terminated on the basis of rank, his or her position will be offered to the instructor with the greatest seniority within the relevant discipline from another campus. Should that instructor decline to accept the vacant position, and no other qualified instructor from the other campuses will volunteer to accept the position, the employment of the instructor with the least seniority refusing the transfer will be terminated and the position deemed vital to a particular campus will be posted.

I. New Faculty Positions: New positions will not be created while a Financial Exigency is in effect unless a serious disruption in the functioning of the College would otherwise result, as determined within the sole discretion of the President. New academic programs or faculty positions may be created only when it can be demonstrated that these programs or positions will help the College

extricate itself from Financial Exigency. Priority for filling these positions will be given to existing, qualified faculty.

- J. Re-employment Following Exigency-based Termination:** Notwithstanding any other recall rights contained in the policy, in the case of the termination of the employment of a tenured faculty member occupying a permanent faculty position, the position concerned may not be filled by replacement within a period of two years from the effective date of the termination of employment unless the faculty member has been offered a return to employment in that position and has not accepted the offer within 30 calendar days after the offer is extended.
- K. Termination of Exigency:** The termination of a Financial Exigency will not imply that employment terminations that were made during a period of declared Financial Exigency are automatically withdrawn or otherwise invalid.
- L. Process for Re-employment of Affected Personnel:** The following process shall be observed for determination of recall and reassignment of affected faculty members following the termination of a Financial Exigency: When filling academic positions, the highest ranking qualified tenured faculty member whose employment has been terminated as part of a Financial Exigency reduction-in-force (and who had not been employed in an academic position elsewhere) shall be offered the position. If the position is refused, it shall be offered to other similarly affected faculty members in rank order. Any refusal of employment by a faculty member shall extinguish any further rights to recall. However, a refusal to accept a position shall not preclude a faculty member from making application for other posted position openings. The Office of Human Resources shall notify faculty members whose employment has been terminated of position openings in accordance with the terms of this policy. The notice shall be sent by certified mail to the last known address of the employee. It is the responsibility of the employee on the recall list to notify the Office of Human Resources of any change in address in order to retain recall status.
- M. Assumption of Responsibilities:** The duties of a faculty member terminated under the provisions of this policy will be assumed by his/her remaining colleagues in so far as is feasible. A terminated faculty member's duties will in no circumstances be assumed by adjunct instructors.
- N. Rights of Returning Tenured Faculty Members:** A tenured faculty member who has been terminated and who accepts re-employment with the College under the terms of this policy will resume tenure and the rank held at the time of employment termination, be paid a salary commensurate with the rank and length of previous service, be credited with any sick leave accrued as of the date of employment termination and be credited with any annual leave accrued as of the date of employment termination for which payment has not been made.

7. RESPONSIBILITIES AND PROCEDURES

The President and Chief Academic Officer shall have primary responsibility for making recommendations to the Board of Governors regarding elimination of faculty positions.

The Office of Human Resources shall have primary responsibility for the implementation of the provisions of this policy.

2. CANCELLATION

~~This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended.~~

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-2701 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments:

- Distribution:** Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: October 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Changes were made in titles to reflect current organizational structure and renaming by the Legislature of the West Virginia State and Education Employees Grievance Board.

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

ITEM: SCP-2825 Salary Administration

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

STAFF MEMBER: Patricia Clay, Human Resources Administrator

BACKGROUND:

This policy was originally created and implemented in April 2005.in compliance with mandates from the Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, and West Virginia Code.

One substantial change has been made to the policy. Section 6, B. 2. was revised to reflect the development, approval, and implementation of the Faculty Compensation Program. A new paragraph was inserted as #3 in this section to allow flexibility in compensation practices.

This policy has been reviewed by the Human Resources Administrator with advice and input from the HR staff and the Executive Council prior to submission to this Board.

At this time it is recommended that this policy be distributed for a 30-day comment period.



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

Number:	SCP-2825
Origination:	December 2004
Effective:	April 19, 2005
Reviewed:	October 29, 2007

SUBJECT: **Salary Administration**

REFERENCE: **West Virginia Code §18B-8-3, §18B-8-3(a), and §18B-9-4(b)**
West Virginia Council for Community and Technical College Education (Community and Technical College System Council), and West Virginia Higher Education Policy Commission (HEPC) Joint Procedural Rule, Series 8, *Personnel Administration*

1. PURPOSE

The purpose of this policy is to establish guidelines for salary administration which enables the College to maintain a fair and equitable compensation program and to attract, retain, and reward highly qualified employees.

2. SCOPE AND APPLICABILITY

This issuance applies to non-classified employees, (with the exception of the President), full-time faculty, and classified staff.

3. DEFINITIONS

- 1. Non-classified Employee** — An employee so designated by the president who is responsible for policy formation at the department or institutional level or reports directly to the president of the institution or is in a position considered critical to the institution by the president.
- 2. Full-time Faculty** — An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.
- 3. Classified Employee** — An employee in a position covered under the classification program set out by Procedural Rule, Series 8, *Personnel Administration*.

4. POLICY

The President shall prepare an annual budget presentation for approval by the Board of Governors (BOG). As part of this presentation, the President shall include any plans for awarding of salary increases for all employees other than the President. The President's recommendation for salary increases to the Board of Governors will incorporate compensation methods deemed appropriate to accomplish the salary goals of the College and may address issues such as market/peer competitiveness, performance, and equity adjustments, or other common compensation practices necessary to maintain a fair and equitable compensation program.

The salary and other compensation for the President shall be developed and approved by the Board of Governors in compliance with guidelines of the West Virginia Community and Technical College Council.

Plans for salary increases for all employees of Southern West Virginia Community and Technical College

effective on or after the date of the adoption of this policy shall contain a merit factor. All salary increases shall be contingent upon the availability of funding and are not considered to be automatic based upon any salary schedule adopted or in effect.

5. BACKGROUND OR EXCLUSIONS

In so much as they shall apply, entry level salaries and any salary increases awarded shall be in compliance with WV Code and supportive of the goals and strategies of the institutional Compact.

6. GENERAL PROVISIONS

As funding is provided for salary adjustments, those funds will be allocated equitably consistent with the purpose for which the funds are being provided. Salary increases may be provided only when funding is available. Salary increases shall be provided using one or more of the following criteria. The criteria are not to be considered as sequential and may be applied concurrently for any employee category.

A. Non-classified:

- A. Salary increases may be provided as proposed by the President and determined by the Board of Governors.
- B. Merit-based salary increases may be provided based on results derived from the approved performance appraisal system which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards.

B. Faculty:

1. Promotion in rank — a 10% salary increase on the existing base salary, not to include any stipend or supplemental contract pay, shall be awarded to a faculty member who is promoted in rank based upon meeting the criteria for such promotion as outlined in SCP-2686, *Promotion in Rank and Tenure Policy*.
2. ~~Salary increases may be provided as proposed by the President and determined by the Board of Governors.~~ Salaries are largely governed by a Faculty Compensation Program and a salary schedule approved by the Board of Governors. The first priority for funding salaries for faculty employees shall be to ensure salary levels are at the entry level step in rank on the salary schedule. Salary monies will be applied to funding the salary schedule proportionately for all faculty employees based upon the individual employee's step placement and rank.
3. Other salary increases may be provided as proposed by the President and determined by the Board of Governors.
4. Merit-based salary increases may be provided based on results derived from the approved faculty evaluation process which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. Any faculty evaluation process adopted shall be developed in collaboration with the faculty and approved by the President.

C. Classified Employees:

1. Salaries are largely governed by a classification system and a legislatively approved salary schedule. The first priority for funding salaries for classified employees shall be to ensure salary levels are at the Zero step on the salary schedule. Salary monies will be applied to funding the salary schedule proportionately for all classified employees based upon the individual employee's pay grade and years of service.
2. Other salary increases may be provided as proposed by the President and determined by the Board of Governors.
3. Merit-based salary increases may be provided based on results derived from the approved performance appraisal system which provides a fair and equitable basis for measuring performance levels based upon reasonable performance standards. Any performance appraisal system adopted shall be developed in collaboration with the classified staff and approved by the President.

7. RESPONSIBILITIES AND PROCEDURES

The authority for developing a performance appraisal system to be applied in awarding merit-based salary increases is delegated to the President by the Board of Governors.

8. CANCELLATION

This policy supersedes any prior policy or reference to salary issues of Southern West Virginia Community and Technical College.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP- 2825 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Chief Financial Officer
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (2 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

Revision Notes: October 2007 — Revisions incorporate the BOG approved Faculty Compensation Program and Salary Schedule as a means to provide salary increases for faculty.

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

Item: Approval of Presidential Review Timeline

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the timeline as presented to conduct the Presidential Review Process February - June 2008.

Staff Member: Linda Q. Akers, Chair
Presidential Review Committee

Background:

At its October 18, 2007 meeting, the Southern West Virginia Community and Technical College Board of Governors Presidential Review Committee adopted the following timetable for the evaluation process of Southern's president as mandated in West Virginia Code §18B-1B-6c and Title 135, Procedural Rule of the West Virginia Council for Community and Technical College Education, Series 5, Guidelines for Governing Boards in Employing and Evaluating Presidents. On behalf of the Presidential Review Committee, it is recommended the Board of Governors approved the proposed timeline for the mandated four year presidential review process.

**Proposed Timeline
Presidential Review Process
2007-2008**

June 2007	Southern West Virginia Community and Technical College Board of Governors appoints Presidential Evaluation Committee
October 2007	Presidential Evaluation Committee holds its organizational meeting.
February 2008	Presidential Evaluation Committee sends out “Request for Comment” letters. Comments are sought from a variety of individuals and perspectives.
March 2008	Presidential Evaluation Committee reviews letters of comment.
April 2008	Presidential Evaluation Committee conducts on-site campus visit to receive comments from administration, faculty, classified staff, students and community. President submits self-evaluation to the Presidential Review Committee and Board of Governors.
May 2008	Presidential Evaluation Committee drafts report and recommendation. President responds to recommendations.
June 2008	Board of Governors considers/adopts recommendations. Board of Governors Chair submits Board’s final evaluation/report to the West Virginia Council for Community and Technical College Education Chair.

DRAFT 10/2007

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

Item: Appointment of Board of Governors Legislative Committee

Recommended Resolution: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of a special subcommittee of the Board to meet with legislators, particularly the Senate and House Education and Finance Chairs, to advocate tuition parity between West Virginia's community and technical colleges.

Staff Member: James Sheatsley

Background:

At its October 18, 2007 meeting, the Southern West Virginia Community and Technical College Board of Governors appointed a Committee on Tuition and Fees. The Committee met on October 31 and the following resolution resulted. A motion was made by Shelley Huffman and seconded by Elston Johnson to recommend to Board of Governors Chair, Kevin Fowler, that he appoint a special subcommittee of the Board to meet with legislators, particularly the Senate and House Education and Finance Chairs, to advocate tuition parity between West Virginia's community and technical colleges. The motion was passed unanimously. It is therefore recommended that the Southern West Virginia Community and Technical College Board of Governors Chair appoint a special legislative committee to address this issue.

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

Discussion Items pp 175-179

 1. Administrator and Faculty Productivity Update Merle Dempsey

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

Item: Administrator and Faculty Productivity Update

Recommended Resolution: For Discussion Only

Staff Member: Merle Dempsey

Background:

West Virginia State Code §18B-7-7 states that each institution of higher education shall establish a policy requiring faculty and administrator productivity that is ten percent more than the average of similar institutions. This section of state code dictates that faculty productivity be based on the average number of student credit hours produced. Measures for administrative productivity are not prescribed. The Board of Governors of Southern West Virginia Community and Technical College adopted SCP-3245 to comply with the state requirement.

Section 7 of SCP-3245 states that “evaluation of faculty and administrator productivity is the responsibility of the Executive Vice President or his/her designee working in conjunction with the Southern West Virginia Community and Technical College Board of Governors.” This section further states that the Executive Vice President will present a productivity report each November to the Board.

Provided for review and discussion is information currently available to illustrate the productivity of the institution in comparison to our approved peer institutions and, in some areas, other in-state community and technical colleges. The data include several elements required by SCP-3245 while sources for all comparative elements have not as yet been identified.

National Center for Educational Statistics

IPEDS Data Feedback Report 2007

Focus institution=Southern West Virginia Community and Technical College

Chart/Indicator	Focus Institution	Comparison Group Median
Unduplicated 12-month headcount, total FTE enrollment (academic year 2005-06), and full- and part-time fall enrollment (Fall 2006)		
Unduplicated headcount - total (N=20)	3,477	3,563
Total FTE enrollment (N=20)	1,631	1,816
Full-time fall enrollment (N=20)	1,295	1,160
Part-time fall enrollment (N=20)	1,022	1,325
Full- and part-time enrollment by degree/certificate seeking status: Fall 2006		
Full-time, first-time, degree/certificate-seeking undergraduate (N=20)	404	375
Other, full-time, degree/certificate-seeking undergraduate (N=20)	864	768
Full-time, nondegree/certificate-seeking undergraduate (N=20)	27	15
Part-time, first-time, degree/certificate-seeking undergraduate (N=20)	93	118
Other, part-time, degree/certificate-seeking undergraduate (N=20)	780	879
Part-time, nondegree/certificate-seeking undergraduate (N=20)	149	213
Graduation rates of full-time, first-time, degree/certificate-seeking undergraduates within 150% of normal time to program completion, by race/ethnicity: 2003 cohort		
Graduation rate, overall, degree/certificate-seekers (N=20)	10%	20%
Graduation rate cohort as a percent of all undergraduates (Fall 2006); graduation rate and transfer-out rate (2003 cohort); and retention rates (Fall 2006)		
Graduation rate cohort as a percent of all undergraduates (N=20)	17%	13%
Graduation rate cohort as a percent of entering class (N=20)	71%	47%
Graduation rate, overall, degree/certificate-seekers (N=20)	10%	20%
Transfer-out rate (N=20)	15%	17%
Full-time retention rate (N=20)	58%	52%
Part-time retention rate (N=18)	38%	41%
Number of degrees or certificates awarded, by level: Academic year 2005-06		
Associate's degrees (N=20)	266	282
Certificates of 1 but less than 2 years (N=20)	46	59
Full-time equivalent staff by assigned position: Fall 2006		
Instruction/research and public service (N=20)	91	98
Executive, administrative and managerial (N=20)	28	17
Other professional (N=20)	44	34
Non-professional (N=20)	83	62

National Center for Educational Statistics

IPEDS Data Feedback Report 2007

Average salaries of full-time instructional staff equated to 9-month contracts, by academic rank: Academic year 2006-07		
All ranks (N=20)	\$41,663	\$44,407
Professor (N=9)	\$52,300	\$56,003
Associate professor (N=8)	\$44,718	\$50,707
Assistant professor (N=9)	\$37,264	\$42,905
Instructor (N=14)	\$30,806	\$40,630
Lecturer (N=2) *See note	N/A	N/A
No academic rank (N=6)	N/A	\$43,292

OUTCOMES

Student Credit Hour to Faculty Ratio, Fall 2006

Community and Technical College System	Student Credit Hours Delivered	Faculty FTE	Ratio
Blue Ridge Community and Technical College	15,358	32	473:1
Community and Technical College at WVU Tech	6,131	36	170:1
Eastern WV Community and Technical College	4,078	12	336:1
Marshall Community and Technical College	26,890	69	390:1
New River Community and Technical College	17,280	72	240:1
Pierpont Community and Technical College	29,848	89	335:1
Southern WV Community and Technical College	23,823	89	268:1
WV Northern Community College	27,825	97	287:1
WV State Community and Technical College	13,617	51	267:1
WVU at Parkersburg	39,820	135	295:1
2006 Total	204,670	683	300:1
2005 Total	201,906	667	303:1

commentary

In an attempt to provide a balanced measure of student credit hours to faculty, this table demonstrates the total number of student credit hours delivered at each institution, divided by the corresponding number of full-time equivalent faculty. The resulting quotient is the total number of student credit hours delivered on average by each faculty member. An instructor teaching 20 students in a three-credit course would produce 60 credit hours. A higher ratio indicates a heavier instruction workload for the average faculty member at any given institution. Measured against comparable institutions, West Virginia faculty generally produce a higher number of credit hours than faculty in those institutions.

Source: HEPC Fall 2006 Data Files

2006

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

- Informational Items pp 180-186
1. Advisory Opinion from Bruce Walker, General Counsel, WV Higher Education Policy Commission
 2. Articles from the *Community College Times*
 1. The State of Fund Raising at Community Colleges by Donald Summers
 2. Fund Raising is About Community Ties, Personal Touch by Ellen Piwetz

The Ethics Commission has issued an advisory opinion that in determining a quorum you only have to have a majority of the actual members serving. Thus, if you have a 15 member board a majority for quorum would ordinarily be 8. However, if because of vacancies you only have 13 members serving then your quorum would be 7.

Bruce Ray Walker
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West Virginia Higher Education Policy Commission
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Charleston, WV 25301
304-558-0695
304-558-4820(fax)

COMMUNITY COLLEGE TIMES

The state of fund raising at community colleges

BY CCTIMES, *Published October 26, 2007*

In October 2006, the *Chronicle of Higher Education* published a provocative article on the shortcomings of community college fund-raising efforts by Donald Summers titled “Why are Community Colleges so Slow to Jump on the Fundraising Bandwagon?” Summers, who will be the opening speaker at Growing Giving, a conference next month on securing private support for community colleges offered by the Institute for Community College Development (ICCD), has worked in community college and university development offices. He is now a fund-raising consultant.

“To my mind, nothing would be better for American democracy and education than for community colleges to rake in the billions they deserve,” Summers told ICCD Executive Director Barbara Viniar.

Viniar recently asked Eduardo Padrón, president of Miami Dade College (MDC) in Florida, to comment on some of Summers’ criticisms. (MDC was cited in the article.) The following is the Q&A with Padrón.

One of the critical areas Summers addresses is board appointments. He says that governors need to be more attuned to the fund-raising ability of the board members they appoint. What role do your publicly appointed board members play in fund raising?

Our board members are actively engaged in the entire range of college activities, and that certainly includes the realm of fund raising. Contrary to Mr. Summers’ contention, they are prominent members of the community with plenty of business and fundraising savvy. As such, they are integral to the planning and implementation of fund-raising initiatives. They advocate before government officials on behalf of the institution and helped in developing critical partnerships with both individuals and business entities that have lent support to the college.

What state policies/practices support fund raising? Which are barriers?

In particular, two state matching programs support programmatic and facilities fund raising. The Philip Benjamin Matching program, named after a St. Petersburg Community College trustee who was instrumental in founding the State Board of Community Colleges, provides a 40/60 match on program development and a one-to-one match on scholarships against private fund raising. The Facilities Enhancement Matching program provides a one-to-one match with private monies. Both of these programs were driven to fruition in the legislature by community college presidents.

Over the past 10 years, the state has supplied \$440 million in matching funds to community colleges through these two programs. The downside is that the state has not always met the required match in a timely manner, a fact that tends to discourage private contributors.

What role do you and your colleagues in Florida play in developing public policy that will help you raise private funds?

What is most needed is a new awareness—a renewed determination—to make community colleges financially secure. The Council of Presidents of Florida’s community college system, as well as the boards of trustees of the 28 institutions, have a strong voice in Tallahassee, the state capital. The legislative arm of the council is very active in lobbying the legislature and affecting policy, but most important is the understanding that will precede any new policy.

According to Summers, community college leaders lack the entrepreneurial temperament for significant fund raising and usually have no prior fund-raising experience. What fund-raising skills or experience do you look for in the leaders you bring to MDC?

Mr. Summers may be basing his comments on a prior era. I know no institution, certainly not MDC, that isn’t conscious in its hiring of the skills needed to promote financial growth. Skills are part of the equation; the other element is the passionate belief in the value of one’s enterprise. The leaders of this institution are true believers in the mission of the college. Our board and administrative team constantly engage the people and organizations that can make a difference in the college’s fortunes. As much as each of these individuals fulfills a role at the college, they are also members of the community through civic participation. Good fund raisers are good partners with other concerned people.

What in your background has made you a successful fund raiser?

Passion for the mission, recognition of the pressing need to provide access to higher education and recognition of the undeniable partnership the college shares with the larger community. Relationships are built on common understanding and a shared sense of ownership. MDC is of this community, and as such, it is fundamental to the prosperity of the region. It should be everyone’s concern, and that message is not one that I shy away from.

It is not what’s in my background but more importantly, the foreground.

Summers compared the nine people MDC employs in fund raising and alumni relations to the several hundred usually found at universities of comparable size. How big is your development staff now and what would you see as the benefits or downsides to greatly increase its size?

Mr. Summers can rest assured that this institution is constantly aware of the need to expand our resources through private partnerships. We have concentrated on building a loyal following of alumni, not an easy task given normal allegiances to four-year and graduate alma maters. But this is a unique community. Most of the successful contributors in South Florida—corporate, civic, government and more—came through MDC. We're building a foundation of support unlike any in the country, and our development team will grow accordingly as projects come to fruition.

If Donald Summers were writing his article today, what would you like him to say about community college fund raising? About MDC?

His first order of business ought to be an apology to the development personnel, who have amassed, available via public records, the largest endowment of any community college in the nation at \$209.7 million, which surpasses the endowments at most four-year institutions. He might also acknowledge that MDC's foundation staff has grown by five times the earlier numbers over the past year. Our approach to fund raising, however, goes beyond our development staff, and includes a full range of leadership personnel, from campus presidents to school directors and department chairs. All continue to contribute leads and build partnerships with the private sector.

Mr. Summers also subscribes to out-of-date thinking with regard to supplementing the salaries of our faculty. MDC has 85 endowed teaching chairs, rewarding outstanding MDC faculty, funded with private money and matched by state funds.

Summers ought to be acutely aware of the entity he proposes to serve, appreciating the essential nature of these institutions in the present makeup of society, particularly urban society. In fact, to be effective, his argument would need to be more incisive—that these educational institutions are the great hope of towns and cities struggling to find social and economic footing today. If he wrote that support for open access institutions is the essential building block of urban development, he would, finally, be right on the money.

COMMUNITY COLLEGE TIMES

Fund raising is about community ties, personal touch

BY EILEEN PIWETZ, *Published October 26, 2007*

“Friendraising” and subsequent fundraising at Midland College has been not only rewarding and fun but also relatively easy. Located in the high desert of West Texas, our campus is an oasis in the midst of an otherwise austere environment. In 1993, Texas community colleges had had eight years of declining state funding in spite of the fact that all of the two-year colleges were serving more students and offering additional programs and services.

It was then that David Daniel, the new president at Midland College, outlined a plan to buffer the college from the rollercoaster ride of state funding. He recommended creating a \$10 million endowment to supplement the \$2 million the college raised through its foundation. Today, we have \$15 million in the Chaparral Circle Endowment Fund and the Midland College Foundation has assets totaling over \$26 million.

How did this happen? Our isolated community shared Daniel’s vision for our college. Midlanders viewed their philanthropy as an investment in our local economy, the quality of our lifestyle and our future. Individuals, foundations and corporations gave generously and they gave often. We realized the value of inviting our potential donors to our campus, for campus tours—not our classrooms, but our active learning sites: our simulated nursing lab, high tech automotive technology bays, child care center and veterinary technology laboratory, to name a few.

Once our guests saw the facilities, they could assess themselves the funds needed to offer a state-of-the-art education, and they felt compelled to invest in our programs. Just as every member of Midland College is responsible for recruiting students, each faculty and staff member is involved in friendraising and fundraising. Our administrative assistants and office staff understand that they are the front lines and give that critical first impression of the college.

We learned the importance of making friends 10 years ago at the end of our endowment drive when we established the Davidson Distinguished Lecture Series. Through the series, the college biannually presents speakers whose academic accomplishments, civic leadership and public achievements interest, enrich and enlighten Midland students and citizens for free. The endowment series is one of our best ideas and an exceptional friendraising opportunity. More than 36,600 people have attended our lectures, which feature such notable guests as Supreme Court Justice Sandra Day O’Connor, author David McCullough and filmmaker Ken Burns.

Consistently attending the lectures for three years was a quiet, elderly couple. At each event, Cynthia Morales, an administrative assistant at the college's foundation, helped them to the wheelchair section. A few months later, the couple gave their first gift to the college—a seven-figure gift to establish the Phyllis and Bob Cowan Performing Arts Series.

We now had another significant friendraising opportunity—bringing 47,000 Midlanders to our campus to see and hear Marvin Hamlisch, Ballet Folklórico de México de Amalia Hernández, and most recently, the Ten Tenors. While we cannot measure the impact that the series have had on our fund raising, we believe that it has been monumental.

In 2005, Midland College passed a \$42 million bond for building construction and renovation. We feel residents passed the measure because many of them have attended such events on our campus in a 6,000-seat basketball arena. You don't need a performing arts auditorium to invite guests to your campus.

Spending quality time with our donors, who had already made gifts, and allowing them to become involved, and have more control, is essential. As a result, the college was named the sole or major beneficiary of several large estate gifts. Most recently, we learned of a forthcoming estate gift of \$9 million from a gentleman who had established a scholarship on our campus six years ago.

The value of saying 'Thank you' promptly and often cannot be overstated. We strive for a 24-hour turnaround time in which we respond to all gifts. Our president sends a handwritten thank you for all gifts, regardless of the size. In addition, each gift is acknowledged by the college foundation and its institutional advancement office and, when appropriate, faculty and students. Many of our friends and donors were influenced by their lawyers and accountants. Ten years ago, we began offering free estate planning seminars, taught by estate-planning attorneys and other experts, to area professionals who received continuing education credits.

To date, we have received three \$1-million gifts as a direct result of this seminar—and we anticipate more in the years to come. Friends and donors like to be recognized. Most of our campus buildings are named for donors who have given significant gifts. We like to say that touring our campus is like walking through the Midland Hall of Fame. Other recognition comes in the naming of significant rooms and donor plaques.

Piwetz is vice president of institutional advancement at Midland College (Texas), where she is also the executive director of the college's foundation. In 2002, she served as president of the Council for Resource Development.