Southern

WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

Institutional Governance System Handbook
Effective July 1, 2013

a tradition of learning ... a vision of greatness

TABLE OF CONTENTS

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
INSTITUTIONAL GOVERNANCE SYSTEM STRUCTURE

SECTION 1.   General Responsibilities and Guiding Principles of Governance

1.1   Southern West Virginia Community and Technical College has established a decision-making system based on consultative governance. This system provides for participation by, and consultation with, representative constituents from the College. Constituents of the College include administrators, faculty, classified staff, students, and district residents.

1.2   Southern has defined consultative governance as a collaborative process that involves representatives from the College working in a climate of mutual trust and respect. These representatives gather and share information related to significant issues and work toward decisions on those issues in accordance with the mission, vision, purposes, and values of the College. Governance-related interaction among constituent groups provides the balance of stability and change necessary for the advancement of the College.

1.3   The following principles guide this governance process:
- 1.3.1   *Disclosure*
  - 1.3.1.1   Open and constructive participation among constituents.
  - 1.3.1.2   A willingness to actively listen to each other.
  - 1.3.1.3   Early opportunities for discussion, information sharing, and input on any topic.
  - 1.3.1.4   Time for all constituent groups affected by an issue to share information and to state their position(s) on proposed actions.

- 1.3.2   *Responsiveness*
  - 1.3.2.1   Due consideration and mutual trust of all constituents affected by an issue.
  - 1.3.2.2   Timely action and communication on all issues and proposals.
  - 1.3.2.3   Ernest efforts by all constituencies to understand divergent perspectives.

- 1.3.3   *Accountability*
  - 1.3.3.1   Shared integrity and responsibility in all adopted governance policies and procedures.
  - 1.3.3.2   Continual monitoring and refinement of governance policies and procedures by representative of the entire College Community.
  - 1.3.3.3   Sincere effort to make the governance process work in a timely and effective manner.

1.4   Throughout the process of disclosure, responsiveness, and accountability, the constituents recognize that the College administration is ultimately responsible for making decisions regarding issues and concerns advanced by this system of consultative governance.

INSTITUTIONAL BOARD OF GOVERNORS

SECTION 1.   PURPOSE

1.1   As prescribed in West Virginia Code, §18B-2A-1, effective the first day of July 2001, the Board of Governors of Southern West Virginia Community and Technical College were 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.

SECTION 2.   BOARD PRINCIPLES

2.1   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.

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

2.3   The role of the Board of Governors is to:

2.3.1   Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.

2.3.2   Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.

2.3.3   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.

2.3.4   Monitor the performance of the College to insure progress toward defined goals and adherence to policies.

2.3.5   Select, hire and retain the President and to define and monitor the President's performance through periodic evaluations.

2.3.6   Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.

2.3.7   Create a positive leadership environment which fosters learning and focuses on outcomes.

2.3.8   Act with integrity, promoting ethical behavior in all college dealings.

2.3.9   Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.

SECTION 3.   GENERAL

3.1   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.

SECTION 4.   BOARD DELEGATION OF ADMINISTRATIVE AUTHORITY
4.1   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.

SECTION 5.   MEMBERSHIP (12 Voting Members)
     5.1   Nine lay citizens as appointed by the Governor of the State of West Virginia.
     5.2   One full-time Faculty Representative
     5.3   One full-time Classified Employee Representative
     5.4   One full-time Student Representative

INSTITUTIONAL GOVERNANCE SYSTEM PROCEDURES

1.   All recommendations for action presented to a standing committee of the College Governance System (e.g., policy/procedure creation, revision, elimination, etc.) must be submitted using the format outlined in the Institutional Governance System Recommendation Form.

2.   Recommendations may be submitted by an individual employee, a committee, or another recognized body (staff council, faculty senate, student government, etc.).

3.   A request for an item (recommendation) to be placed on a committee agenda must be made in writing (e-mail request will suffice), and received by the committee chair a minimum of five days prior to the committee's scheduled meeting.

4.   The individual making the request is expected to make a presentation of the agenda item to the appropriate committee and to present a signed copy of the completed Institutional Governance System Recommendation Form. If accompanying materials are required, a copy of such materials must be provided for all members of the committee unless the documentation is of such size/quantity that copying is cost prohibitive.

5.   The committee receiving the recommendation may choose to approve or reject the recommendation or may suggest modification to the recommendation. All official action of the standing committee must be properly documented in the meeting minutes. Written notice of action taken, accompanied by the official recommendation form and accompanying materials, is to be forwarded to the next appropriate level, depending on the nature of the request, within seven working days of the meeting in which the action is taken.

6.   Typically, a request for action will be forwarded as follows:

Governance Committee	Recommendation Forwarded to:	Recommendation Forwarded to:
1. Assessment	Academic Affairs Management Council	
2. Curriculum and Instruction	Academic Affairs Management Council	
3. Enrollment Management	Executive Council	President's Cabinet
4. Finance and Facilities	Executive Council	President's Cabinet
5. Quality Integrated Science	Executive Council	President's Cabinet
6. Strategic Planning Review	Executive Council	President's Cabinet
7. Technology	Executive Council	President's Cabinet

7. Academic Affairs Management Council (AAMC) or Executive Council actions requiring approval of the President shall be presented in writing using the approved Institutional Governance System Recommendation Form and accompanied by any other documentation presented at the lower level(s). The President shall respond in writing to the individual, committee, senate, council, or other recognized group making recommendations within 14 working days of receiving a recommendation.

8. Recommendations by the Faculty Senate and/or Classified Staff Council may be submitted to a standing committee, administrative unit head, or directly to the President. The President may choose to refer any such recommendations to a standing committee or other appropriate individual(s) for consideration and response.

9. Recommendations requesting and/or requiring policy action (creating new policy, revision or elimination of existing policy) shall be presented to the Board of Governors for approval only after appropriate review and recommendation for action by standing committees, councils and/or administrative units, and upon recommendation by the President.

INSTITUTIONAL GOVERNANCE SYSTEM RECOMMENDATION FORM

RECOMMENDED BY: _____

CHECK ONE: ☐ Individual ☐ Committee ☐ Council/Senate

1. STATEMENT OF RECOMMENDATION:

2. RATIONALE:

3. BENEFITS (List all constituents who would benefit):

4. _____
Signature of Committee Chair or   Date
Individual Submitting the Recommendation

5.   EXECUTIVE COUNCIL'S RECOMMENDATION:

☐ Approved   ☐ Denied   _____
                          Chair's Signature   Date

Explanation for Denial: _____

_____

6.   PRESIDENT'S CABINET RECOMMENDATION:

☐ Approved   ☐ Denied   _____
                          President's Signature   Date

Explanation for Denial: _____

_____

7.   BOARD OF GOVERNORS RECOMMENDATION:

☐ Approved   ☐ Denied   _____
                          Board of Governors Chair Signature   Date
                          (if applicable)

Explanation for Denial: _____

_____

Copied to:
        Submitting Individual, Committee Chairperson, or Council/Senate Chairperson

INSTITUTIONAL GOVERNANCE SYSTEM COMMITTEE STRUCTURE

The College committee structure shall consist of Standing Committees and advisory groups such as Senates/Councils and Employee Advisory Councils. The President will assign other committees as required on an ad hoc basis.

SECTION 1. COMMITTEE ASSIGNMENTS

1.1 Committee memberships are for two-year terms with reassignments being made in April of every odd year.

1.2 Committee membership, where possible and appropriate, will be comprised of representatives of the following constituencies:
  1.2.1 Administration as appointed by the President or designee.
  1.2.2 Faculty at-large as elected by the faculty assembly.
  1.2.3 Classified Staff at-large as elected by the classified staff assembly.
  1.2.4 Membership by virtue of constituent position.
  1.2.5 Faculty membership by academic department/division/program area as elected by same.
  1.2.6 Staff membership by department as elected by same.
  1.2.7 Student membership as appointed by the Vice President for Academic Affairs and Student Services.
  1.2.8 Board of Governors membership as recommended by the Board of Governors.

1.3 The Classified Staff Council and Faculty Senate's purpose, membership, procedures and meeting schedules shall be in compliance with their Constitutions and West Virginia State Code.

1.4 All other seats not specified will be by election from within the committee. Any membership recommendations or appointments are subject to the approval of the President. Appointments and recommendations will be submitted to the Office of President by May 15th of the odd year, and will become effective at the beginning of the next academic year.

1.5 Any committee member may request a change in appointment by requesting such in writing to the President.

SECTION 2. FILLING OF COMMITTEE VACANCIES

2.1 Recommendations to fill committee vacancies are to be made to the President. These recommendations are to be made within 15 days of notification of a vacancy during the academic year. Vacancies occurring during the summer or between semesters are to be filled within 15 days of the beginning of the next subsequent semester.

SECTION 3. OFFICERS

3.1 Officers will be elected during the first meeting of each academic year. Each committee shall elect a Chair and Vice Chair. A staff person will be assigned to each governance committee for the purpose of taking minutes. This individual will be one who has the training, expertise and/or experience necessary to record minutes. He/she is not a committee member. This will be a two-year assignment.

STANDING COMMITTEES

There shall be seven standing committees:
1. Assessment
2. Curriculum and Instruction
3. Enrollment Management
4. Finance and Facilities
5. Quality Integrated Services
6. Strategic Planning Review
7. Technology

1. ASSESSMENT COMMITTEE
The Assessment Committee will submit recommendations to the Academic Affairs Management Council.

SECTION 1. PURPOSE
1.1 The committee will provide input regarding the assurance of quality and consistent teaching and learning through admissions and exit standards, prerequisite course or test score review, assessment of programs, and evaluation of the success of Southern students. Additionally, this committee will work with other committees to establish and distribute standards for portfolio evaluation. The committee will also be responsible for assuring that state, federal, and college assessment standards are reviewed, evaluated, and communicated to all parties concerned.

SECTION 2. OFFICERS
2.1 The Chair shall be elected by committee members. He/she shall have been employed by Southern two full years prior to serving as chair. The Vice Chair shall be elected by committee members.

SECTION 3. MEMBERSHIP
3.1 The committee is comprised of twelve (12) voting members and three (3) ex-officio non-voting members:
    3.1.1 Nine (9) faculty members elected by department faculty – one from each academic department: Allied Health, Business, Humanities, Mathematics, Natural Sciences, Nursing, Social Sciences, Applied and Industrial Engineering, and Transitional Studies.
    3.1.2 Past Assessment Chair
    3.1.3 ADA Compliance Officer for Students
    3.1.4 Student Representative (Elected by the Student Government Association)
    3.1.5 Ex-officio Non-Voting Members:
        3.1.5.1 Vice President for Academic Affairs and Student Services
        3.1.5.2 Dean, Career and Technical Division
        3.1.5.3 Dean, University Transfer Division

2.   CURRICULUM AND INSTRUCTION COMMITTEE
The Curriculum and Instruction Committee will submit recommendations to the Academic Affairs Management Council.

SECTION 1.   PURPOSE
1.1   The committee will focus on curricular issues of the College and be responsible for submitting recommendations to the Academic Affairs Management Council. Recommendations pertaining to starting new academic programs or discontinuing existing programs shall be reviewed by the Executive Council prior to presentation to the Board of Governors. Responsibilities of the Curriculum and Instruction Committee include continuous review of curricula to ensure that all new and existing academic programs and/or courses provide quality learning experiences in a coherent manner. The scope of the committee will include curriculum development as well as instructional delivery. The committee will establish procedure, format, and deadlines for curricular changes presented to the committee.

SECTION 2.   OFFICERS
2.1   The Chair shall be elected by committee members. He/she shall have been employed by Southern as a faculty member for two full years prior to serving as chair. The Vice Chair shall be elected by committee members.

SECTION 3.   MEMBERSHIP
3.1   The committee is comprised of eleven (11) voting members and three (3) ex-officio non-voting members:
    3.1.1   Nine (9) faculty members elected by department faculty – one from each academic department: Allied Health, Business, Humanities, Mathematics, Natural Sciences, Nursing, Social Sciences, Applied and Industrial Engineering, and Transitional Studies.
    3.1.2   Registrar
    3.1.3   Instructional Technologist
    3.1.4   Ex-officio Non-voting Members:
        3.1.4.1   Vice President for Academic Affairs and Student Services
        3.1.4.2   Dean, Career and Technical Division
        3.1.4.3   Dean, University Transfer Division

3. **ENROLLMENT MANAGEMENT COMMITTEE**
   The Enrollment Management Committee will submit recommendations to the Executive Council.

SECTION 1.   PURPOSE
1.1   To make recommendations on a college wide uniform effort addressing the areas of recruitment, registration, orientation, retention, marketing, college success, and career services. The committee focuses on individuals throughout the service district as potential, current and previously served customers.

1.2   The committee has oversight for the Enrollment Management Plan 2012-2015, *A Roadmap for Success*. This includes monitoring and written documentation of strategies accomplished and revisions which need to occur in subsequent years of the Enrollment Management Plan.

SECTION 2.   OFFICERS
2.1   The Chair shall be elected by committee members. He/she shall have been employed by Southern for two full years prior to serving as chair. The Vice Chair shall be elected by committee members. He/she shall have been employed by Southern for one full year prior to serving as vice chair.

SECTION 3.   MEMBERSHIP
3.1   The committee is comprised of sixteen (16) voting members and one (1) ex-officio non-voting member:
   3.1.1   Four (4) faculty members– one from each campus as elected by the faculty assembly: Boone/Lincoln, Logan, Williamson, Wyoming/McDowell
   3.1.2   Two (2) classified staff at-large - as elected by the classified staff assembly
   3.1.3   Vice President, Academic Affairs and Student Services
   3.1.4   Vice President, Economic and Workforce Development
   3.1.5   Chief Information Officer
   3.1.6   Dean, Enrollment Management and Student Development
   3.1.7   Counselor - as elected by the classified staff assembly
   3.1.8   Program Advisor - as elected by the classified staff assembly
   3.1.9   Director, Counseling, Disability and Adult Services
   3.1.10   Director, Student Financial Assistance
   3.1.11   Director, Admissions and Registrar
   3.1.12   Director, Media
   3.1.13   Ex-officio Non-voting Member:
      3.1.13.1   Vice President, Finance and Administration

4.   **FINANCE AND FACILITIES COMMITTEE**

The Finance and Facilities Committee will submit recommendations to the Executive Council.

SECTION 1.   PURPOSE
1.1   The committee will be responsible for submitting recommendations to the Executive Council in planning for the acquisition, allocation, maintenance, alterations to and use of physical and financial resources of the College, including but not limited to, buildings, grounds, and equipment for all campuses and other locations owned and/or operated by the College.

SECTION 2.   OFFICERS
2.1   The Chair shall be elected by committee members. He/she shall have been employed by Southern for two full years prior to serving as Chair. The Vice Chair shall be elected by committee members.

SECTION 3.   MEMBERSHIP
3.1   The committee is comprised of fourteen (14) voting members and seven (5) ex-officio non-voting members.
    3.1.1   Two faculty members elected from each academic division
            (Career and Technical / University Transfer)
    3.1.2   Directors of Campus Operations
            (Boone/Lincoln, Logan, Williamson, Wyoming/McDowell)
    3.1.3   Managers of Business and Auxiliary Services – Logan and Williamson
    3.1.4   Maintenance Representative
    3.1.5   Enrollment Management/Student Development Unit Representative
    3.1.6   Associate Controller
    3.1.7   ADA Compliance Officer for Students
    3.1.8   Ex-officio Non-voting Members:
            3.1.8.1   Vice President for Finance and Administrative Services
            3.1.8.2   Vice President for Academic Affairs and Student Services
            3.1.8.3   Vice President, Workforce and Community Development
            3.1.8.4   Vice President for Development
            3.1.8.5   Chief Information Officer

5.   QUALITY INTEGRATED SERVICES COMMITTEE
The Quality Integrated Services Committee will submit recommendations to the appropriate administrative unit and/or the Executive Council.

SECTION 1.   PURPOSE
1.1   The committee is charged with continuous review of processes and services to be delivered to students and other customers of the College. The committee provides recommendations to any unit responsible for delivery of such services for the purpose of improving the quality, efficiency and effectiveness of such processes and services. The committee will conduct a regular review and evaluation of services including but not limited to assessment and collection of tuition and fees, refunds, bookstore services, food services, recruitment efforts, admissions, registration processes, financial aid, technology support, and the availability and access to various technologies needed to enhance the delivery, effectiveness and efficiency of these services.

SECTION 2.   OFFICERS
2.1   The Chair shall be elected by committee members. He/she shall have been employed by Southern for two full years prior to serving as chair. The Vice Chair shall be elected by committee members.

SECTION 3.   MEMBERSHIP
3.1   The committee is comprised of eighteen (18) voting members and six (6) ex-officio non-voting members:
    3.1.1   Directors of Campus Operations – Boone/Lincoln, Logan, Williamson, and Wyoming/McDowell
    3.1.2   Student Program Advisors – Boone/Lincoln, Logan, Williamson, and Wyoming/McDowell
    3.1.3   Managers of Business and Auxiliary Services – Logan and Williamson
    3.1.4   Registrar
    3.1.5   Program Coordinator for Veteran Affairs
    3.1.6   Dean, Enrollment Management and Student Development
    3.1.7   Director, Student Financial Assistance
    3.1.8   Student Records Assistant
    3.1.9   Technology Services Representative
    3.1.10   Workforce Development Representative
    3.1.11   Counselor II
    3.1.12   Ex-officio Non-voting Members:
        3.1.12.1   Vice President for Finance and Administration
        3.1.12.2   Vice President for Academic Affairs and Student Services
        3.1.12.3   Vice President for Development
        3.1.12.4   Vice President for Workforce and Community Development
        3.1.12.5   Chief Information Officer
        3.1.12.6   Director of Media

6. **STRATEGIC PLANNING REVIEW COMMITTEE**
The Strategic Planning Review Committee submits policy recommendations to the Executive Council.

SECTION 1. PURPOSE
1.1   The strategic planning process at Southern is a comprehensive, integrative and inclusive mechanism to develop a "living" document for addressing institutional strategic development.

1.2   The Strategic Planning Review Committee is charged with continuous oversight of the Institutional Strategic Plan and to assure that appropriate communication, feedback, and involvement is shared by the college community.

1.3   Any individual or group is encouraged to actively participate in the strategic planning process and to make recommendations for change or modification of the plan by submitting them in writing to the Strategic Planning Review Committee.

SECTION 2. OFFICERS
2.1   The Chair and Vice Chair shall be elected by the committee members.

SECTION 3. MEMBERSHIP
3.1   The committee is comprised of thirteen (13) voting members:
    3.1.1   Two administrators (appointed by the President)
    3.1.2   Two faculty members elected from each academic division
            (Career and Technical/ University Transfer)
    3.1.3   One staff member elected from each campus
            (Boone/Lincoln, Logan, Williamson, and Wyoming/McDowell)
    3.1.4   Classified Staff Council Chair
    3.1.5   Faculty Senate Chair
    3.1.6   Student Representative

7. **TECHNOLOGY COMMITTEE**
    The Technology Committee will submit recommendations to the Executive Council. The committee may develop subcommittees, advisory committees and/or ad-hoc committees as may be needed to conduct the work of the Committee.

SECTION 1. PURPOSE
1.1 The committee will be responsible for supporting the College's mission and vision by aligning and optimizing the integration of technology resources through collaboration and partnerships. The responsibilities of this committee include but are not limited to the establishment of principles, goals and objectives for effective technology governance; development of a technology strategic plan that aligns with the institutional strategic plan; recommending policies and procedures for the acquisition, implementation, and utilization of technology related resources; reviewing and prioritizing technology-related plans, projects and initiatives; and recommending solutions for technology related issues and concerns.

SECTION 2. OFFICERS
2.1 The Technology Committee shall be chaired by the Chief Information Officer of the College. The Chair shall only vote in case of a tie vote. The Vice Chair shall be elected by the committee members.

SECTION 3. MEMBERSHIP
3.1 The Technology Committee is comprised of nine (9) voting members:
    3.1.1 Chief Information Officer
    3.1.2 Vice President for Finance and Administration
    3.1.3 Vice President for Academic Affairs and Student Services
    3.1.4 Vice President for Development
    3.1.5 Vice President for Workforce and Community Development
    3.1.6 Director of Media
    3.1.7 One Faculty-at-large–elected by the Faculty Assembly
    3.1.8 One Staff-at-large–elected by the Classified Staff Assembly
    3.1.9 Student Representative (appointed by Vice President, Academic Affairs and Student Services)

3.2 The membership, duties and responsibilities of any subcommittee, advisory committees, and/or ad-hoc committees appointed shall be determined by the standing Technology Committee as needed.

COUNCILS/SENATES

1. CLASSIFIED STAFF COUNCIL
The Classified Staff Council submits recommendations to standing committees, administrative unit heads, or directly to the President.

SECTION 1. PURPOSE
1.1   As prescribed in West Virginia Code, §18B-6-4b, effective April 1, 2003, there is established at each state institution of higher education an institutional classified employees advisory council to be known as the staff council.

SECTION 2. OFFICERS
2.1   The Chair is elected at large by the classified staff assembly. The Vice Chair and Secretary are elected by the Classified Staff Council membership.

SECTION 3. MEMBERSHIP
3.1   The Council is comprised of seventeen (17) voting members:
   3.1.1   Two (2) Administrative/Managerial Sector Representatives
   3.1.2   Two (2) Professional/non-teaching Sector Representatives
   3.1.3   Two (2) Paraprofessional Sector Representatives
   3.1.4   Two (2) Secretarial/Clerical Sector Representatives
   3.1.5   Two (2) Physical Plant/Maintenance Sector Representatives
   3.1.6   Boone/Lincoln Campus Representative
   3.1.7   Logan Campus Representative
   3.1.8   Williamson Campus Representative
   3.1.9   Wyoming/McDowell Campus Representative
   3.1.10   Advisory Council of Classified Employees Representative (Ex-officio, voting)
   3.1.11   Board of Governors Representative (Ex-officio, voting)

3.2   Pursuant to West Virginia Code, §18B-6-4b(1), during the month of April of each odd numbered year, the classified staff assembly elect two classified employees from each of five defined sectors of employment — administrative/managerial; professional/non-teaching; paraprofessional; secretarial/clerical; physical plant/maintenance — to serve on the Classified Staff Council.

3.3   On April 2, 2003, the Classified Staff Council of Southern West Virginia Community and Technical College voted to expand its membership to incorporate one classified staff representative from each geographic location — Boone/Lincoln; Logan Campus; Williamson; Wyoming/McDowell.

3.4   The Advisory Council of Classified Employees and Board of Governors representatives are elected by the classified staff assembly. Campus representatives are elected by the individual campus staff. Terms are for two years and members of the Council are eligible to succeed themselves.

2. FACULTY SENATE
The Faculty Senate submits policy recommendations to standing committees, administrative unit heads, or directly to the President.

SECTION 1. PURPOSE
1.1   The Faculty Senate will act on issues as stated in the Faculty Constitution along with any other issues as directed by the administration and the governance structure.

1.2   The Faculty Senate may review and recommend to the Executive Council all policy and procedures submitted from the governance structure.

1.3   The Faculty Senate may review faculty policy and procedures with the President and the Vice President for Academic Affairs.

SECTION 2. OFFICERS
2.1   The Chair, Vice Chair and Secretary as elected by the Senate membership.

SECTION 3. MEMBERSHIP
3.1   The Faculty Senate is comprised of ten (10) voting members:
    3.1.1   Three faculty representatives from the Logan Campus
    3.1.2   Three faculty representatives from the Williamson Campus
    3.1.3   One faculty representative from the Boone/Lincoln Campus
    3.1.4   One faculty representative from the Wyoming/McDowell Campus
    3.1.5   Advisory Council of Faculty Representative (Ex-officio, voting)
    3.1.6   Board of Governors Representative (Ex-officio, voting)

3.2   The Advisory Council of Faculty and Board of Governors representatives are elected by the faculty assembly. Campus representatives are elected by the individual campus faculty. Terms are for two years, rotating depending upon campus location.

ADVISORY COMMITTEES

There are two groups which shall serve college-wide as advisory committees to the President. They are the Financial Exigency and Student Government Associations.

1.   FINANCIAL EXIGENCY COMMITTEE
The Financial Exigency Committee makes recommendations to the President.

SECTION 1. PURPOSE
1.1   To establish policy and procedures for a financial exigency at Southern West Virginia Community and Technical College.

SECTION 2. OFFICER
2.1   The Chair is a member of the Board of Governors and is elected by the Board membership.

SECTION 3. MEMBERSHIP
3.1   The committee is comprised of twelve (12) voting members and one (1) non-voting member:
    3.1.1   Elected Board of Governors Member (Chair, non-voting)
    3.1.2   Elected Student Government Representative
    3.1.3   Two (2) Elected Classified Staff Members
    3.1.4   Two (2) Elected Faculty Members
    3.1.5   Two (2) Administrators Appointed by the President
    3.1.6   Chief Fiscal Officer
    3.1.7   Advisory Council of Classified Employees Representative
    3.1.8   Chair, Classified Staff Council
    3.1.9   Advisory Council of Faculty Representative
    3.1.10 Chair, Faculty Senate

2.   STUDENT GOVERNMENT ASSOCIATION ADVISORY COMMITTEE

SECTION 1. PURPOSE
1.1   Each campus shall have a duly elected Student Government Association to represent the students of that campus regarding pertinent issues. The Student Government Association President of each campus shall serve in an advisory capacity to the College President. The student representatives to the institutional Board of Governors and the West Virginia Advisory Council of Students shall also serve in an advisory capacity.

SECTION 2. OFFICER
2.1   The Chair shall be elected by the committee members.

SECTION 3. MEMBERSHIP
3.1   The Student Government Association Advisory Committee is comprised of five (5) voting members and one (1) non-voting member:
    3.1.1   Student Government Association President from each campus (Boone/Lincoln, Logan, Williamson, and Wyoming/McDowell)
    3.1.2   Board of Governors Student Representative
    3.1.3   West Virginia Advisory Council of Students Representative

3.   TEACHING-LEARNING CENTER COMMITTEE

SECTION 1.   PURPOSE
1.1   The committee will provide oversight of the Teaching/Learning Centers (TLC) and make recommendations for the Centers. The committee shall also provide input to other institutional governance committees and units regarding policies and procedures that promote teaching and learning. The committee shall serve as the professional development committee for faculty.

SECTION 2.   OFFICERS
2.1   The Chair and Vice Chair shall be elected by the committee members. Officers shall be faculty members who have been employed by Southern for at least two years. Officers shall serve a term of two years.

SECTION 3.   MEMBERSHIP
3.1   The committee is comprised of nine (9) voting members and two (2) ex-officio non-voting members:
   3.1.1   Nine (9) faculty members elected by department faculty – one from each academic department: Allied Health, Business, Humanities, Mathematics, Natural Sciences, Nursing, Social Sciences, Applied and Industrial Engineering, and Transitional Studies.
   3.1.2   Ex-officio Non-voting Members:
       3.1.2.1   Vice President for Academic Affairs and Student Services
       3.1.2.2   Instructional Technologist

INSTITUTIONAL GOVERNANCE SYSTEM COMMITTEE MEMBERSHIPS
2013 - 2015

ASSESSMENT COMMITTEE

1.	Kimberly Hensley, Chair	Natural Sciences
2.	Sheliah Elkins, Vice Chair	Nursing
3.	Cynthia Lowes	Allied Health
4.	Steven White	Applied and Industrial Technology
5.	Melissa Adkins	Business
6.	Nicole Vineyard	Humanities
7.	Verna Schwalb	Mathematics
8.	Brandon Kirk	Social Sciences
9.	Beverly Slone	Transitional Studies
10.	Guy Lowes	Past Chair, Assessment Committee
11.	Dianna Toler	ADA Compliance Officer for Students
12.	Miranda Blankenship	Student Representative

Ex-officio Members:

1.	Debra Teachman	Vice President, Academic Affairs and Student Services
2.	Pamela Alderman	Dean, Career and Technical Division
3.	Vacant	Dean, University Transfer Division

Ruby Runyon, Recorder

CURRICULUM AND INSTRUCTION COMMITTEE

1. Gordon Hensley, Chair   Business
2. Will Alderman, Vice Chair   Social Sciences
3. Lora Foster   Allied Health
4. Erica Farley   Applied and Industrial Technology
5. William Clough   Humanities
6. Lisa Redmiles   Mathematics
7. Anne Cline   Natural Sciences
8. Carla Ramey   Nursing
9. Anna James   Transitional Studies
10. Teri Wells   Interim Registrar
11. Tim Owens   Instructional Technologist

Ex-officio Members:

1. Debra Teachman   Vice President, Academic Affairs and Student Services
2. Pamela Alderman   Dean, Career and Technical Division
3. Vacant   Dean, University Transfer Division

Tammy Mays, Recorder

ENROLLMENT MANAGEMENT COMMITTEE

1.	Darrell Taylor, Chair	Dean, Enrollment Management and Student Development
2.	Teri Wells, Vice Chair	Classified Staff-at-large Representative
3.	Susan Baldwin	Boone/Lincoln Faculty Representative
4.	Shelba Long	Logan Campus Faculty Representative
5.	Belvai Kudva	Williamson Campus Faculty Representative
6.	Timothy Weaver	Wyoming/McDowell Campus Faculty Rep.
7.	Timothy Ooten	Classified Staff-at-large Representative
8.	Debra Teachman	VP, Academic Affairs and Student Services
9.	Allyn Sue Barker	VP, Workforce and Community Development
10.	Gary Holeman	Chief Information Officer
11.	Shelia Combs	Counselor
12.	Linda Workman	Student Program Advisor
13.	Dianna Toler	Director, Counseling, Disability and Adult Services
14.	Cindy Powers	Director, Student Financial Assistance
15.	Vacant	Director, Admissions and Registrar
16.	Marcus Gibbs	Director of Media

Ex-officio Member:

1.	Samuel Litteral	Vice President, Finance and Administration

Vicki Damron, Recorder

FINANCE AND FACILITIES COMMITTEE

1.	David Lord, Chair	Director, Wyoming Campus Operations
2.	Rita Roberson, Vice Chair	Director, Williamson Campus Operations
3.	Randy Skeens	Director, Logan Campus Operations
4.	Karen Evans	Career and Technical Faculty
5.	Regina Bias	Career and Technical Faculty
6.	Lynn Earnest	University Transfer Faculty
7.	Susan Baldwin	University Transfer Faculty
8.	John Vance	Maintenance Representative
9.	Beverly McDonald	Enrollment Management / Student Development Unit Representative
10.	William 'Bill' Cook	Director, Boone Campus Operations
11.	Dianna Toler	ADA Compliance Officer for Students
12.	Kimberly Lusk	Associate Controller
13.	Chris Gray	Business Manager, Williamson
14.	Patricia Miller	Business Manager, Logan

Ex-officio Members:

1.	Samuel Litteral	Vice President, Finance and Administration
2.	Debra Teachman	Vice President, Academic Affairs and Student Services
3.	Ronald Lemon	Vice President, Development
4.	Allyn Sue Barker	Vice President, Workforce and Community Development
5.	Gary Holeman	Chief Information Officer

Velva Pennington, Recorder

QUALITY INTEGRATED SERVICES COMMITTEE

1.	Chris Gray, Chair	Manager, Business and Auxiliary Services
2.	William 'Bill' Cook, Vice Chair	Director, Boone Campus Operations
3.	Darrell Taylor	Dean, Enrollment Mgt. /Student Development
4.	David Lord	Director, Wyoming Campus Operations
5.	Rita Roberson	Director, Williamson Campus Operations
6.	Randy Skeens	Director, Logan Campus Operations
7.	Brian Carter	Student Advisor, Boone Campus
8.	Linda Workman	Student Advisor, Logan Campus
9.	Greta Bevins	Student Advisor, Williamson Campus
10.	Jo Lynn Lacek	Student Advisor, Wyoming Campus
11.	Patricia Miller	Manager, Business and Auxiliary Services
12.	Timothy Ooten	Program Coordinator, Veterans Affairs
13.	Teri Wells	Interim Registrar/Veterans Representative
14.	Cindy Powers	Director, Financial Assistance
15.	Paula Maynard	Student Records Assistant
16.	Matt Lewis	Technology Services Representative
17.	Jackie Whitley	Workforce Development Representative
18.	Ted Williams	Counselor II

Ex-officio Members:

1.	Samuel Litteral	Vice President, Finance and Administration
2.	Debra Teachman	Vice President, Academic Affairs and Student Services
3.	Ronald Lemon	Vice President, Development
4.	Allyn Sue Barker	Vice President, Workforce and Community Development
5.	Gary Holeman	Chief Information Officer
6.	Marcus Gibbs	Director of Media

Rhonda Collins, Recorder

STRATEGIC PLANNING REVIEW COMMITTEE

1.	Allyn Sue Barker, Chair	Administration Representative
2.	Virginia Stepp, Vice Chair	Chair, Classified Staff Council
3.	Samuel Litteral	Administration Representative
4.	Patricia Poole	Career and Technical Division Representative
5.	Alyce Patterson-Diaz	Career and Technical Division Representative
6.	Martha Maynard	University Transfer Division Representative
7.	Charles Puckett	University Transfer Division Representative
8.	David Ermold	Chair, Faculty Senate
9.	Brian Carter	Boone/Lincoln Classified Staff Representative
10.	Suzette Felty	Logan Classified Staff Representative
11.	Greta Bevins	Williamson Classified Staff Representative
12.	Rhonda Lester	Wyoming/McDowell Classified Staff Rep.
13.	Brenda Evans	Student Representative

Sandra Podunavac, Recorder

TECHNOLOGY COMMITTEE

1.	Gary Holeman, Chair	Chief Information Officer
2.	Marcus Gibbs, Vice Chair	Director of Media
3.	Samuel Litteral	Vice President, Finance and Administration
4.	Debra Teachman	Vice President, Academic Affairs and Student Services
5.	Ronald Lemon	Vice President, Development
6.	Allyn Sue Barker	Vice President, Workforce and Community Development
7.	Carol Howerton	Faculty at-large
8.	Charles 'Chad' Scott	Classified Staff at-large
9.	Zachary Anderson	Student Representative

Jennifer Dove, Recorder

COUNCIL/SENATE MEMBERSHIPS

CLASSIFIED STAFF COUNCIL

1.	Virginia Stepp, Chair	
2.	Chris Gray, Vice Chair	Administrative/Managerial Representative
3.	Jennifer Dove, Secretary	Williamson Classified Staff Representative
4.	Debbie Dingess	Board of Governors Representative
5.	Dianna Toler	Administrative/Managerial Representative
6.	Timothy Ooten	Professional/non-faculty Representative
7.	Shelia Combs	Professional/non-faculty Representative
8.	Naomi Blankenship	Office Support/Secretarial Representative
9.	Ruby Runyon	Office Support/Secretarial Representative
10.	Garnet Bolen	Service/Skilled Crafts Maintenance Representative
11.	Scott Pritchard	Service/Skilled Crafts Maintenance Representative
12.	Carol Jobe	Technical/Paraprofessional Representative
13.	Vacant	Technical/Paraprofessional Representative
14.	Charles 'Chad' Scott	Logan Classified Staff Representative
15.	Patty Brooks	Wyoming/McDowell Classified Staff Representative
16.	Samantha Baisden	Boone/Lincoln Classified Staff Representative
17.	Teri Wells	Advisory Council for Classified Employees Rep.

FACULTY SENATE

1.	David Ermold, Chair	Wyoming/McDowell Campus Senator
2.	Martha Maynard, Vice Chair	Williamson Campus Senator
3.	Melissa Kirk, Secretary	Logan Campus Senator
4.	Joe Bedard	Logan Campus Senator
5.	Lawrence D'Angelo	Boone/Lincoln Campus Senator
6.	Diana Jividen	Williamson Campus Senator
7.	Tehseen Irfan	Logan Campus Senator
8.	Stephanie Daniel	Williamson Campus Senator
9.	Mary Nemeth-Pyles	Board of Governors Representative
10.	Charles Puckett	Advisory Council of Faculty Representative

ADVISORY COMMITTEES

FINANCIAL EXIGENCY
1.	Thomas Heywood, Chair	Board of Governors Representative
2.	Russell Saunders	Faculty Representative
3.	Melinda Saunders	Faculty Representative
4.	Joanne Jaeger Tomblin	Administration Representative
5.	Allyn Sue Barker	Administration Representative
6.	Samuel Litteral	Vice President for Finance and Administration
7.	Velva Pennington	Classified Staff Representative
8.	Ruby Runyon	Classified Staff Representative
9.	Mary Fields	Elected SGA Representative
10.	Virginia Stepp	Classified Staff Council Chair
11.	Teri Wells	Advisory Council of Classified Employees
12.	Charles Puckett	Advisory Council of Faculty
13.	David Ermold	Chair, Faculty Senate

STUDENT GOVERNMENT ASSOCIATION COMMITTEE
1.	John Paul Abbot	President, SGA, Boone/Lincoln Campus
2.	Zachary Anderson	President, SGA, Logan Campus
3.	Brandy Francis	President, SGA, Williamson Campus
4.	Vacant	President, SGA, Wyoming/McDowell Campus
5.	Darrell Ferris II	Board of Governors Student Representative
6.	Rodney Miller	WV Advisory Council of Students Rep.

FACULTY PROMOTION COMMITTEE
1.	Belvai 'Vinnie' Kudva	Career and Technical Faculty Representative
2.	Russell Saunders, Chair	Career and Technical Faculty Representative
3.	Tehseen Irfan	University Transfer Faculty Representative
4.	Sarma Pidaparthi	University Transfer Faculty Representative

FACULTY TENURE COMMITTEE
1.	Thad Stupi	Career and Technical Faculty Representative
2.	Shawn Cline-Riggins	Career and Technical Faculty Representative
3.	Guy Lowes	University Transfer Faculty Representative
4.	Anne Cline	University Transfer Faculty Representative

TEACHING-LEARNING CENTER COMMITTEE

1.	Shirley (Spriggs) Dardi, Chair	Allied Health Department
2.	Matthew Payne	Applied and Industrial Technology
3.	Irma Colegrove	Business Department
4.	Amy Berner	Humanities Department
5.	Sarma Pidaparthi	Mathematics Department
6.	Joe Bedard	Natural Sciences Department
7.	Shawn Cline-Riggins	Nursing Department
8.	Susan Baisden	Social Sciences Department
9.	Anna James	Transitional Studies Department

Ex-officio Members:

1.	Timothy Owens	Instructional Technologist
2.	Debra Teachman	Vice President, Academic Affairs and Student Services

Beverly White, Recorder

EXECUTIVE COUNCIL
(Meets the first Wednesday of each month at 9:00 a.m. in C-202 unless notified otherwise.)

Chair: Vice Presidents — On a rotating basis.
- Allyn Sue Barker, Vice President for Workforce and Community Development
- Ronald Lemon, Vice President for Development
- Samuel Litteral, Vice President for Finance and Administration
- Debra Teachman, Vice President for Academic Affairs and Student Services

Recorder: Nancy Fala

Membership:
1. Pamela Alderman
2. Darrell Taylor
3. Carl Baisden
4. Michael Baldwin
5. Carol Cole
6. Bill Cook
7. David Lord
8. Rita Roberson
9. Randy Skeens
10. Bruce Curry
11. Marcus Gibbs
12. Gary Holeman
13. Gail Hall
14. Carol Howerton
15. Steven Lacek
16. Guy Lowes
17. George Morrison
18. Alyce Patterson-Diaz
19. Melinda Saunders
20. Kimberly Lusk
21. Melissa Creakman
22. Kimberly Maynard
23. Jackie Whitley
24. Chris Gray
25. Patricia Miller
26. Debbie Dingess (By position - Board of Governors Staff Representative)
27. Virginia Stepp (By position - Classified Staff Council Chair)
28. Teri Wells (By position - ACCE Representative)
29. Mary Nemeth-Pyles (Board of Governors Faculty Representative)
30. David Ermold (By position - Faculty Senate Chair)
31. Charles Puckett (By position - ACF Representative)

Updated 03/06/2014

Administrative and Governance System Committee
Recorder Assignments
2013 - 2015

Academic Divisions/Departments	**Recorder**
Career and Technical Division	Susan Wolford
• Business Department	Rhonda Collins
• Allied Health Department	Vacant
• Nursing Department	Sammie Cook
• Applied and Industrial Engineering Department	Carol Howerton
University Transfer Division	
• Humanities Department	Jennifer Dove
• Natural Sciences Department	Ruby Runyon
• Mathematics Department	Melinda Saunders
• Social Sciences Department	Retha Marcum
• Transitional Studies Department	Beverly White

Administrative Units/Management Groups	**Recorder**
Academic Affairs Unit	Nancy Fala
Academic Affairs Management Council	Susan Wolford
Development Unit	Tammy Mays
Executive Council	Nancy Fala
Finance and Administration Unit	Velva Pennington
President's Cabinet	Emma Baisden
President's Unit	Emma Baisden
Student Services Unit	Vicki Damron
Workforce and Community Development Unit	Sandra Podunavac

Boards	**Recorder**
Board of Governors	Emma Baisden
Boone County Joint Administrative Board	Brittany Bartrum
CTC / CTE Compact Consortia	Nancy Fala

Councils/Senate	**Recorder**
Classified Staff Council	Jennifer Dove
Faculty Senate	Melissa Kirk

Governance System Committees	**Recorder**
Assessment Committee	Ruby Runyon
Curriculum and Instruction Committee	Tammy Mays
Enrollment Management Committee	Vicki Damron
Finance and Facilities Committee	Velva Pennington
Quality Integrated Services Committee	Rhonda Collins
Strategic Planning Review Committee	Sandra Podunavac
Technology Committee	Jennifer Dove
Teaching-Learning Center Committee	Beverly White

NOTE: Official Minutes are due in the President's Office within 7 business days of approval.
Official minutes are those which have been approved by the committee and signed by the recorder and chair. Official minutes containing original signatures must be sent to the President's Office.

Revised 12/09/2013

2013 - 2014 Governance Day Meeting Calendar

1.	All employees work a traditional 5-day work schedule during the weeks that Governance Day occurs.
2.	Each employee works his/her scheduled hours as determined by the immediate supervisor Monday through Thursday, and all employees will report from 8:00 AM to 4:30 PM on the Friday of the week of Governance Day.
3.	Schedules shall be adjusted for any employee who has work hours required on Saturday or Sunday.
4.	An employee not involved in one of the committee meetings scheduled during the morning hours of Governance Day are expected to report to his/her home campus at 8:00 AM. Employees not involved in a governance committee shall be provided with sufficient travel time to allow for arrival at the Logan Campus by 12:00 Noon on each Governance Day.
5.	Staff taking any additional time off during a scheduled Governance Day shall charge that leave time to annual or sick leave as appropriate.

Friday, September 13, 2013	
8:00 AM - 9:15 AM	Assessment Committee Quality Integrated Services Committee Strategic Planning Review Committee
9:30 AM - 10:45 PM	Curriculum and Instruction Committee Finance and Facilities Committee Technology Committee Student Government Association Advisory Committee
11:00 AM - 12:15 PM	Enrollment Management Committee
12:15 PM - 4:30 PM	Lunch General Meeting / Committee Reports Professional Development / Training / Other Topics Division / Academic Department / Unit Meetings Faculty Senate / Classified Staff Council

Friday, December 6, 2013	
8:00 AM - 9:15 AM	Assessment Committee Quality Integrated Services Committee
9:30 AM - 10:45 AM	Curriculum and Instruction Committee Finance and Facilities Committee Technology Committee Student Government Association Advisory Committee
11:00 AM - 12:15 PM	Enrollment Management Committee
12:15 PM - 4:30 PM	Lunch General Meeting / Committee Reports Professional Development / Training / Other Topics Division / Academic Department / Unit Meetings Faculty Senate / Classified Staff Council

2013 - 2014 Governance Day Meeting Calendar

Friday, February 28, 2014	
8:00 AM - 9:15 AM	Assessment Committee Quality Integrated Services Committee Strategic Planning Review Committee
9:30 AM - 10:45 AM	Curriculum and Instruction Committee Finance and Facilities Committee Technology Committee Student Government Association Advisory Committee
11:00 AM - 12:15 PM	Enrollment Management Committee
12:15 PM - 4:30 PM	Lunch President's Awards General Meeting / Committee Reports Professional Development / Training / Other Topics Division / Academic Department / Unit Meetings Faculty Senate / Classified Staff Council

Friday, April 25, 2014	
8:00 AM - 9:15 AM	Assessment Committee Quality Integrated Services Committee
9:30 AM - 10:45 AM	Curriculum and Instruction Committee Finance and Facilities Committee Technology Committee Student Government Association Advisory Committee
11:00 AM - 12:15 PM	Enrollment Management Committee
12:15 PM - 4:30 PM	Employee Recognition Luncheon General Meeting / Committee Reports Faculty Senate Elections Professional Development / Training / Other Topics Division / Academic Department / Unit Meetings