



# *Southern*

**SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE**

## **BOARD OF GOVERNORS**

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**OCTOBER 18, 2007  
AGENDA**

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### **Members**

Kevin N. Fowler, Chair  
James R. Sheatsley, Vice Chair  
George Kostas, Secretary  
Linda Q. Akers  
Shelley T. Huffman  
Dr. David R. Pierce

Terry R. Sammons  
Glenn T. Yost  
Wilma J. Zigmund  
Michael Baldwin  
Elston Johnson  
George Morrison

Joanne Jaeger Tomblin  
President

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS MEETING OF OCTOBER 18, 2007  
BIRCH ROOM  
STONEWALL RESORT AND CONFERENCE CENTER • 940 RESORT DRIVE • ROANOKE, WV  
PHONE: 304•269•7400 • FAX: 304•269•4358**

**AGENDA**

1. Call to Order ..... Mr. Kevin Fowler  
Board Chair
2. Special Presentation ..... Ms. Joanne Jaeger Tomblin  
President
3. President's Report ..... President Tomblin
4. Action Items ..... pp 2-44
  1. Approval of Minutes ..... 2-6
  2. Approval of Policies for 30-day Comment
    1. SCP-1481, Naming of Facilities or Organizational Units ..... 7-10
    2. SCP-2686, Promotion-in-Rank and Tenure Policy ..... 11-25
    3. SCP-5100, Disposition and Sale of Surplus/Excess Property ..... 26-29
    4. SCP-8600, Board of Governors Operational Guidelines ..... 30-44
  3. Appointment of Committee on Tuition and Fees ..... Chair Fowler
5. Discussion Items ..... Chair Fowler
  1. Board of Governors and Administration  
Self-Evaluation Results ..... Elizabeth Walker
6. Adjournment ..... Chair Fowler

**Southern West Virginia Community and Technical College  
Board of Governors  
Logan Campus—Room 111  
September 18, 2007**

**DRAFT**

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

**Board Members Absent:** David Pierce

**Administrative Staff:** President Joanne Jaeger Tomblin, Merle Dempsey, Allyn Sue Barker, Cathy Smith-Cox, James Owens, Cindy Crigger, Ron Lemon, Sam Litteral, Ron Hamilton, Cindy McCoy, Pam Alderman, Patricia Clay, Melissa Creakman, Emma Baisden

**Faculty Senate:** Martha Maynard, Chuck Puckett, Jeff Hanichen

**1. Call to Order:**

Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:10 p.m.

**2. Oath of Office**

Ms. Melissa Creakman administered the *Oath of Office* to new Board members Terry Sammons, Wilma Zigmond, and Glenn Yost, appointed to the Board by West Virginia Governor Joe Manchin.

**3. Faculty Senate Annual Presentation**

As prescribed in West Virginia Code §18B-6-3(g), the Faculty Senate held its annual meeting with the Board of Governors to discuss matters affecting the faculty. Ms. Martha Maynard, Faculty Senate Chair, introduced Senate members Chuck Puckett and Jeff Hanichen to the group. Ms. Maynard presented the Board with an overview of the Senate's composition, discussed policies that the group has been working on, and outlined the Senate's plans for the academic year.

**4. President's Report:**

1. Southern announced its Rapid Response Mobile Communications Unit, Task Force 1, which is equipped to assist in mine rescue, at a press conference held today in the Savas-Kostas Theater. The Academy for Mine Training and Energy Technologies received \$500,000 from the State of West Virginia to assist the effort. Additionally, Southern officially entered an agreement with the Kentucky Coal Academy to share resources, equipment and curriculum to further the development of a National Mine Safety Rescue Training Center devoted to the advancement of training and technology of mine rescue in the United States.
2. The Allied Health and Technology facility was completed at the end of May 2007, but ownership was not turned over to Southern until recently. The first floor of the facility was flooded on July 19 and again during the first week of August. Southern officials have been working with attorneys to resolve the issues. The bid for paving around the facility ends today, telephone lines are to be installed beginning tomorrow (September 19), and the first installment of furniture is to be delivered on October 2. It is anticipated that offices will begin to be moved the first week of November.
3. Southern received written notification from the Commission on Dental Accreditation

that they have granted our Dental Hygiene program the accreditation status of "approved with reporting requirements."

4. The fall student enrollment looks good to date. We are showing a slight increase in FTE (full-time enrollment).
5. President Tomblin will provide a presentation about the Academy for Mine Training and Energy Technology to the West Virginia Oil and Gas Association at its annual meeting on September 20. The conference will be held at Stonewall Resort and Conference Center in Roanoke, WV.
6. Thus far, Southern has received a total of \$453,000 in grant funds.
7. The Beckley Public Higher Education Center is complete and a dedication ceremony is scheduled for October 8. Southern has office space in the facility. However, they installed no water supply in the laboratory for our Surgical Technology Program. Naturally, we will not offer the program there this fall.
8. Approximately 200 people turned out for the annual Williamson Community Appreciation Day held September 16 at the Williamson Campus. Live coverage of the event was provided by WVKM/WHJC radio of Matewan, WV.
9. President Tomblin will be holding community meetings at various campuses throughout the academic year. Plans are to hold two each semester.
10. Approximately \$5.6 million of the five-year \$7,000,000 goal has been raised for the Major Gifts Campaign.

**5. Action Items:**

**1. Approval of Minutes**

**MOTION:** Shelley Huffman moved to accept the June 19, 2007 minutes as presented.

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

**2. Policies Scheduled for Review**

**1. SCP-2125, College-wide Employee Personnel Policy**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors table review of this policy pending completion of an Employee Handbook, at which time SCP-2125 will be recommended for rescission.

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

**3. Approval of Policies for 30-day Comment**

**1. SCP-2156, Drugs in the Workplace**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors defer action on the distribution of SCP-2156 until the administration conducts a meeting with the faculty assembly to review and discuss

the provisions of the revised policy, and

*BE IT FURTHER RESOLVED*, that the meeting is held at a time that would allow Wilma Zigmond, Board member and Superintendent of Logan County Schools, to attend.

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

**2. SCP-3201, Challenging a Course/Credit by Examination**

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

**3. SCP-3401, Independent Study**

**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:** Elston Johnson seconded the motion. The motion carried unanimously.

**4. SCP-8600, Board of Governors Operational Guidelines**

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

*RESOLVED*, That the Southern WV Community and Technical College Board of Governors defer action related to any revisions to and/or submitting for the required 30-day comment period on institutional policy SCP-8600, Board of Governors Operational Guidelines until the next regularly scheduled meeting of the Board.

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

**3. Flex-E Grant Application Approval**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board

of Governors grant formal approval for the submission of a Flex-E Grant application to the West Virginia Development Office in the amount of \$10,000 to be used to support the Rural Leaders Initiative, and

*BE IT RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize the President of Southern West Virginia Community and Technical College to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to the provisions of the Flex-E Grant Program, if awarded, and

*BE IT FURTHER RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors pledges an in-kind contribution of \$4,500 in unencumbered matching funds for this project.

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

**6. Discussion Items:**

**1. Board of Governors Agenda Book Distribution**

As a cost-saving measuring for the College, the Board decided each member would print the meeting agenda book from Southern's website beginning with the October 18 meeting. The Board agreed that if any member had difficulty printing the materials, he or she would contact the President's office to have an agenda book printed and mailed.

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

President Tomblin informed the group that policy SCP-2686, Promotion-in-Rank and Tenure, should have been presented at today's meeting for approval for a 30-day comment period, but it had been placed on hold until some mis-communication issues were resolved. Since the issuance of the Board Agenda Book those issues have been resolved and the policy will be advanced for consideration at the October meeting.

**3. October Board of Governors Meeting and Retreat**

The Southern WV Community and Technical College Board of Governors will hold its October 18 business meeting and annual planning retreat scheduled for October 19 at the Stonewall Resort Conference Center in Roanoke, West Virginia. The Board will focus on development of a Strategic Plan during the retreat that Mr. Tom Heywood will facilitate. All persons attending the retreat are to bring a copy of "Taking Career and Technical Education to the Next Level in West Virginia"; a summary by Nancy Laprade.

**4. "Taking Career and Technical Education to the Next Level in West Virginia" Summary by Nancy Laprade**

President Tomblin asked Board members to read the document before the October Board Retreat.

**7. Adjournment:**

There being no further business, Vice Chair Sheatsley declared the meeting adjourned at 7:10 p.m. The next Board of Governors business meeting is scheduled for October 18, 2007.

_____	Chair
Kevin N. Fowler	
_____	Vice Chair
James R. Sheatsley	
_____	Secretary
George Kostas	
_____	Assistant to the Governing Board
Emma L. Baisden	

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 18, 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 approval for the distribution of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

**STAFF MEMBER:** 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. 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.



**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**

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

**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 Board of Governors 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:**

- 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 Directors 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 OCTOBER 18, 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 WV Community and Technical College Board of Governors grant approval for the distribution of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

**STAFF MEMBER:** George Morrison

**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.



**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**

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

**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. ~~Division~~ 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 §29-6.

## **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 Higher Education Policy Commission 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 ~~five~~ four members, with ~~one~~ 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. ~~In the event that a division has no faculty member eligible to serve, that division shall select a representative from among the other academic divisions to serve.~~ 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 ~~Division~~ 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 ~~Division~~ 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. ~~DIVISION~~ 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 ~~Division~~ 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 ~~Division~~ 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 ~~Division~~ 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, ~~Division~~ Department Chair, Chief Academic Officer, ~~Vice President for Finance~~ Chief Financial Officer, Human Resources Administrator, and ~~Governing 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. ~~VICE PRESIDENT FOR FINANCE~~ CHIEF FINANCIAL OFFICER WILL:**

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

**5. 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**

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**Board of Governors Chair                      Date**

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**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](http://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.



**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.A  
**Origination:** August 17, 1984  
**Effective:** November 27, 2001  
**Reviewed:** July 31, 2007

**SUBJECT:**           **Promotion-in-Rank and 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.

### ~~INSTRUCTOR TO ASSISTANT PROFESSOR~~

#### A. YEARS OF SERVICE:

A minimum of four years of continuous service at the current rank ~~of Instructor~~ 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 ~~Assistant Professor~~ the next rank may be made in the fourth year of service. ~~at the rank of Instructor~~. 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:

##### ~~ACADEMIC TRACK~~

~~Minimum of a masters degree + 9 graduate hours, or an earned terminal degree, with a minimum of 18 total graduate hours in discipline.~~

##### ~~VOCATIONAL TRACK~~

~~Minimum of a masters degree or a bachelors degree + 15 graduate hours toward a masters and appropriate professional certification/license + 5 years of recent full-time in-field experience.~~

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 from 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 fo a Masters Degree + 18 additional graduate hours, or a Masters Degree +field-appropriate certification and licensors.

**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.

**~~ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR~~**

~~**A. YEARS OF SERVICE:**~~

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

~~**B. PROFESSIONAL PREPARATION:  
ACADEMIC TRACK**~~

~~Minimum of masters degree + 18 graduate hours, or an earned terminal degree, with a minimum of 18 graduate hours in discipline.~~

~~**VOCATIONAL TRACK**~~

~~Minimum of masters degree + 6 graduate hours or masters degree and appropriate professional certification/license + 5 years of full-time in-field experience.~~

~~**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 achievement in at least three of the categories of service described in Section 3.~~

~~**ASSOCIATE PROFESSOR TO PROFESSOR**~~

~~A. YEARS OF SERVICE:~~

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

~~B. PROFESSIONAL PREPARATION:~~

~~ACADEMIC TRACK~~

~~Minimum of Masters degree + 24 graduate hours, or an earned terminal degree, with a minimum of 18 graduate hours in discipline.~~

~~VOCATIONAL TRACK~~

~~Minimum of Masters degree + 12 graduate hours or a masters degree + 6 graduate hours and appropriate professional certification/license + 5 years of full-time in-field experience.~~

~~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 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 TENURE/PROMOTION PACKET**

**A. TENURE/PROMOTION APPLICATION**

**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 ~~Division~~Department Chair and one copy to the Chair of Promotion and Tenure Committee

**February 28** ~~Division~~ 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. ~~Division~~ Department Chair
4. Chair, Promotion and Tenure Committee
5. ~~Vice President for Finance~~ Chief Financial Officer
6. Human Resources Administrator

7. ~~Governing~~ 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: \_\_\_\_\_

~~Division~~ 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 ~~Division~~ 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.

**DIVISION 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  
~~Division~~ Department Chair  
Chair, Promotion and Tenure Committee  
~~Vice President for Finance~~ Chief Financial Officer  
Human Resources Administrator  
~~Governing 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  
~~Division~~ Department Chair  
 Chair, Promotion and Tenure Committee  
~~Vice President for Finance~~ Chief Financial Officer  
 Human Resources Administrator  
~~Governing~~ Board of Governors Chair

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF OCTOBER 18, 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 approval for the distribution of the aforementioned policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a thirty-day comment period.

**STAFF MEMBER:** 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.



**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**

<b>Number:</b>	<b>SCP-5100</b>
<b>Origination:</b>	<b>02-2005</b>
<b>Effective:</b>	<b>04/19/2005</b>
<b>Reviewed:</b>	<b>09/02/2007</b>

**SUBJECT:**            **Disposition and Sale of Surplus/Excess Property**

**REFERENCE:**      **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 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 ~~Managers~~/ Directors.
- 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**

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**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 OCTOBER 18, 2007**

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

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

**STAFF MEMBER:** 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.



**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**

<b>Number:</b>	<b>SCP-8600</b>
<b>Origination:</b>	<b>August 2001</b>
<b>Effective:</b>	<b>August 21, 2001</b>
<b>Reviewed:</b>	<b>September 2007</b>

**SUBJECT:            Board of Governors Operational Guidelines Policy**

**REFERENCE:        ~~Senate Bill 703~~ and 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 ~~August 21, 2001~~ 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.        ~~Institutional Compact~~

**7. 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.

**8. 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 ~~August 21, 2001~~, October 18, 2007.

**9. REVIEW STATEMENT**

This policy shall be reviewed on a ~~three~~ 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**

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**Board of Governors Chair                      Date**

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**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 by removing any reference to Institutional Compact. Operational Guidelines were updated to reflect a change in legislation affecting the number of terms the Board Chair may serve.



**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**

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

**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 policies 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 commission.
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 commission 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 statutes 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 West Virginia Higher Education Policy Commission.

### 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. ~~No individual shall serve in either job for more than two (2) years in succession~~ 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. Section 6; Article 1-b of State Education Law SB 703.

### **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 Section 6; Article 1-b of State Education Law SB 703.

## **~~SECTION 6. INSERT INSTITUTIONAL COMPACT HERE~~**

References:

~~Article 2A Institutional Board of Governors. SB703. 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 ~~June 24, 2002~~ October 18, 2007