

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-8600**

SUBJECT: Board of Governors Operational Guidelines Policy

REFERENCE: West Virginia Code §18B-2A

ORIGINATION: August 2001

EFFECTIVE: August 21, 2001

REVIEWED: September 18, 2007

SECTION 1. PURPOSE

1.1 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.

SECTION 2. SCOPE AND APPLICABILITY

2.1 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.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 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.

6.1.1 General Policies

6.1.2 Board Organization

- 6.1.3 Board Operations
- 6.1.4 Meeting Protocol
- 6.1.5 Presidential Relations

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 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.

SECTION 8. CANCELLATION

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of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines of the Board of Governors as approved October 18, 2007.

SECTION 9. REVIEW STATEMENT

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 Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

10.1

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-8600.A, 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 Dean (2 members)
 Faculty Senate Chair

Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu

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