



Southern

**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

BOARD OF GOVERNORS

**SEPTEMBER 18, 2007
AGENDA**

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 SEPTEMBER 18, 2007
ROOM 111 — LOGAN CAMPUS**

AGENDA

1. Welcome and Call to Order Mr. Kevin Fowler
Board Chair
2. New Board Members Oath of Office Ms. Patricia Cutlip
Notary
3. Faculty Senate Presentation Ms. Martha Maynard
Faculty Senate Chair
4. President’s Report Ms. Joanne Jaeger Tomblin
President
5. Action Items pp 3-63
 1. Approval of Minutes pp 3-10
 2. Policies Scheduled for Review
 1. SCP-2125, College-wide Employee Personnel Policy pp 11-18
 3. Approval of Policies for 30-day Comment
 1. SCP-2156, Drugs in the Workplace pp 19-28
 2. SCP-3201, Challenging a Course/Credit by Examination pp 29-34
 3. SCP-3401, Independent Study pp 35-42
 4. SCP-8600.A, Board of Governors Operational Guidelines pp 43-61
 4. Flex-E Grant Application Approval pp 62-63
6. Discussion Items pp 64-74
 1. Board of Governors Agenda Book Distribution President Tomblin
 2. SCP-2686, Promotion in Rank and Tenure President Tomblin
 3. October Board of Governors Meeting and Retreat President Tomblin
 4. “Taking Career and Technical Education to the Next Level
in West Virginia” Summary by Nancy Laprade pp 65-74
7. Informational Items pp 75-97
 1. Governor Manchin Appoints New Board Members p 76
 2. Institutional Rulemaking Report pp 77-91
 3. President’s Newsletter pp 92-97
8. Adjournment Chair Fowler

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of September 18, 2007
Agenda Items for Action**

1. Approval of Minutes pp 3-10
2. Policies Scheduled for Review
 1. SCP-2125, College-wide Employee Personnel Policy pp 11-18
3. Approval of Policies for 30-day Comment
 1. SCP-2156, Drugs in the Workplace pp 19-28
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4. Flex-E Grant Application Approval pp 62-63

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
WYOMING CAMPUS — STUDENT COMMONS
JUNE 19, 2007**

DRAFT

Board Members Present: Linda Akers, Jada Hunter, James Sheatsley, George Kostas, Shelley Huffman, Michael Baldwin, George Morrison

Board Members Absent: Kevin Fowler, Elston Johnson, David Pierce, Anne Seaver

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Cathy Smith-Cox, Sam Litteral, James Owens, Pam Alderman, Cindy McCoy, Ron Lemon, Cindy Crigger, Carl Baisden, David Lord, Emma Baisden

1. Call to Order:

Chair, Linda Akers, declared a quorum present and convened the meeting at 6:05 p.m.

2. Welcome / Update Wyoming/McDowell Campus:

Director of Campus Operations, David Lord, welcomed the group to the Wyoming/McDowell Campus. He provided a brief history of the campus and gave an update on activities he has been engaged in since accepting the director's position in January 2007. He informed the group that President Tomblin's High School visits have impacted enrollment at the Wyoming Campus for Fall 2007. Current campus enrollment reports show an increase of 55 in the student headcount (HC) and 30 in full-time equivalent (FTE).

3. Academy for Mine Training and Energy Technologies Presentation:

Mr. Carl Baisden, Director for Southern's Academy for Mine Training and Energy Technologies, presented a PowerPoint Presentation to the Board focused on safety, technology, and training a new generation of workers for the modern coal industry. Mr. Baisden, who has more than 20 years of experience in the coal industry, said the Academy was using equipment simulators and providing hands-on training to students in preparing a safer, more knowledgeable work force. Since Southern opened its mining academy in October 2006, more than 1,000 students have enrolled in the program. Of those 1,000 students, 47% were hired at coal mines, 2% were promoted in the industry, 16% are still at the Academy, 18% were hired in the industry, and 17% are job searching. The Academy is planning to hold an open house at its new facility in downtown Logan on September 18.

4. Special Presentation:

Chair Akers honored outgoing Board of Governors member, Jada Hunter, with a *Commitment to Excellence Award*. The elegant functional full lead crystal vase, depicting an indomitable eagle with wings outstretched, was etched into the crystal in meticulous detail. Chair Akers expressed the Board's gratitude to Ms. Hunter for a job well done.

MOTION: James Sheatsley moved adoption of the following resolution:

BE IT RESOLVED that the Southern West Virginia Community and Technical College Board of Governors wishes to express its thanks and appreciation to Jada Hunter for her faithful service and contributions to the Board and Southern West Virginia Community and Technical College.

ACTION: Shelley Huffman seconded the motion that unanimously carried.

5. President's Report:

1. President Tomblin praised the leadership of David Lord and Carl Baisden.
2. Southern's newly hired academic deans, Ms. Pamela Alderman, Dean for Career and Technical Programs, and Dr. Cindy McCoy, Dean for University Transfer Programs, were introduced to the Board.
3. On May 13, 2007, Southern conducted its annual Commencement Ceremony at the Earl Ray Tomblin Convention Center in Chapmanville, WV. During the ceremony, forty-nine Board of Governors degrees and 368 Associate degrees and certificates were conferred.
4. The Vision 2020 Major Gifts Campaign is averaging \$100,000 monthly in contributions. The Logan County Commission plans to donate some medical equipment from the old Man Hospital, and Verizon – West Virginia, Inc., has pledged \$100,000 for equipment and fiber for the newly constructed Allied Health and Technology Center.
5. Southern will continue to provide oversight for Eastern West Virginia Community and Technical College as the contract for services has been extended for another year as they progress toward independent accreditation. Eastern is scheduled for a visit by the Higher Learning Commission in Spring 2008. Southern's Nursing Program provided at Eastern has been placed on hold because of the difficulty Dean Alderman has encountered in locating a qualified individual for the vacant coordinator position.
6. Mr. Ted Williams, a 26-year employee and Student Services Specialist at the Williamson Campus, was named the 2007 Employee of the Year at Southern's Annual Employee Recognition Reception held May 4, 2007 at the Logan Campus.
7. The President' Annual Administrative Retreat was held June 1, 2007 at the Earl Ray Tomblin Convention Center in Chapmanville, WV.
8. President Joanne Tomblin, alongside First Lady Gayle Manchin, participated in a roundtable discussion on digital education during an education workshop at The Council of State Governments Spring National Committee and Task Force Meeting held June 12, 2007 in Fajardo, Puerto Rico. As representatives of West Virginia, they spoke to approximately 200 legislators from across the country. West Virginia is one of only two states identified as a Partnership of 21st Century Skills state. The state has created unique partnerships between the Governor's Office, the Department of Education, and others to form an economic development strategy with education at the center of the conversation and is one of the country's most exciting initiatives.
9. Early enrollment statistics show an increase in student enrollment for Fall 2007 in Southern's 2+2 program with Lindsey Wilson College. During a recent meeting with

President Tomblin, Lindsey Wilson's Logan Campus Coordinator for the School of Counseling, Melissa Coleman, informed the president that the program currently has 45 students and anticipates 40 additional students this fall.

10. A new web site for the College will be launched in August 2007.
11. President Tomblin was appointed to the Legislative Committee of the West Virginia Council for Community and Technical College Education.
12. The Allied Health and Technology Center is near completion. A schedule for the moving process into the new facility is included in the Board's Agenda Book. President Tomblin does not anticipate holding classes in the facility until Spring 2008.
13. Ms. Pauline Sturgill, Community Development Director, will coordinate the General Robert Foglesong Leadership Academy at the Williamson Campus in Fall 2007. The COTIGA Development Company donated \$15,000 in scholarships for the pilot project to provide participants with books and supplies.
14. Southern's Academy for Mine Training and Energy Technologies is planning an Open House and Press Conference for September 18, 2007.

6. Action Items:

1. Approval of April 24, 2007, Minutes

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

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

2. Nominating Committee Report and Election of Officers

Ms. Linda Akers, Nominating Committee Chair, presented the committee's report and proposed recommendation of officers for fiscal year 2007-2008. Chair Akers opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Shelley Huffman moved to close nominations. Jada Hunter seconded the motion. Chair Akers declared nominations closed.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the following slate of Board officers for fiscal year 2007-2008 as proposed by the Nominating Committee: Kevin Fowler, Chair; James Sheatsley, Vice Chair; and George Kostas, Secretary.

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

3. Board of Governors Committee on Self Assessment Report

Vice Chair, James Sheatsley, presented the committee's report and proposed self-evaluation instrument to be used by the Board for 2007. The finalized instrument

is being presented to the Board for consideration for approval.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the revised self-assessment instrument.

BE IT FURTHER RESOLVED, That members of the Board of Governors complete the same instrument and return it to Board Counsel during July for use at the annual Board of Governors Retreat in October 2007.

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

4. Approval of 2007-2008 Board Meeting Schedule

MOTION: James Sheatsley moved the adoption of the following resolution with the understanding that additional meetings may be necessary for emergency or time-sensitive issues:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors adopt the recommended schedule of meetings for fiscal year 2007-2008 as presented.

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

5. Modification of Capital Expenditure Projects for 2008-2009

Mr. Samuel Litteral, Chief Financial Officer, presented a prioritized list of capital projects with related costs for FY 2008-2009 to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.2.1, annually, each institution through its Governing Board is to submit a capital budget plan to the West Virginia Higher Education Policy Commission. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Policy Commission reports and priorities. Listing a project in the annual capital budget plan establishes an institution's intent to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification of the prioritization ranking of Capital Expenditure Projects funding request for FY 2009 as reported in the priority list.

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

6. Approval of Capital Expenditure Projects for 2009-2013

Chief Financial Officer, Samuel Litteral, presented a prioritized list of capital projects

with related costs for a five-year period to the Board for review and consideration for approval. In compliance with Title 133, Procedural Rule of the West Virginia Higher Education Policy Commission, Series 12, *Capital Project Management*, 3.2.1.1, each institution through its Governing Board is to submit to the West Virginia Higher Education Policy Commission for approval its five-year capital implementation plan identifying the projects it intends to undertake during this five-year period. This plan is based on the long term development objectives and recommendations in its approved campus development plan.

MOTION: Jada Hunter moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the prioritization ranking of the Capital Expenditure Projects funding request FY 2009—FY 2013 as reported in the priority list.

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

7. Appointment of 2007-2008 Presidential Comprehensive Evaluation Review Committee

In compliance with West Virginia Code §18B-1B-6c and Title 135, Procedural Rule of the West Virginia Council for Community and Technical College Education, Series 5, *Guidelines for Governing Boards in Employing and Evaluating Presidents*, a formal written performance evaluation is to be conducted every fourth year of the institution's President. The governing board's evaluation will be reported to the President and Chair of the Council for Community and Technical College Education. To that end, Chair Akers appointed the following Board members to serve on the 2007-2008 Presidential Review Committee: Present Board Chair, Linda Akers; Past Board Chairs, George Kostas and Shelley Huffman; Classified Staff Representative, Mike Baldwin; Faculty Representative, George Morrison; and Student Representative, Elston Johnson. The committee will develop a time-line for the review process in Fall 2007.

7. Discussion Items:

1. Board of Governors Retreat Agenda

Southern's Board of Governors will hold its annual planning retreat on October 19, 2007, at Stonewall Resort and Conference Center in Roanoke, West Virginia. The Board plans to draft an overall Strategic Plan for the institution during the retreat.

8. Executive Session

Chair Akers moved that the Board of Governors enter an executive session pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues. Chair Akers requested that Emma Baisden, Assistant to the Governing Board, attend the meeting. James Sheatsley seconded the motion that carried unanimously, and the Board then met in an executive session. At the conclusion of discussions, Chair Akers moved that the Board rise from executive session.

Further Action:

Based upon discussions in the executive session, the Board reconvened in an open session

and the following action was taken:

1. Approval of Annual Presidential Evaluation

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the submission of the written annual presidential evaluation for the President of Southern West Virginia Community and Technical College for the 2007-2008 review period to the Chancellor of the West Virginia Council for Community and Technical College Education.

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

2. Approval of 2007-2008 Presidential Goals

MOTION: Shelley Huffman moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as presented for 2007-2008.

ACTION: George Kostas seconded the motion. The motion carried unanimously. The goals are attached and made a part of the minutes. (See Addendum 1).

3. Approval for Presidential Salary Increase

MOTION: Jada Hunter moved to adopt the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve a salary increase in the amount of \$1,200.00 for Southern West Virginia Community and Technical College's President, effective July 1, 2007. This increase is comparable to the salary increases for faculty, classified and non-classified employees recently passed by the legislature and approved by the Board.

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

4. Other

Chair Akers noted for the record that the President of Southern West Virginia Community and Technical College had reported to the Board of Governors with regard to a change in executive personnel (including the chief financial officer) which had occurred during the academic and fiscal year. This report explained the determination of prior personnel's misunderstanding of certain components evaluated in preparing reports and projections to the Board of Governors. Over the course of executive session meetings it has further been determined that President Tomblin's evaluation and handling of these matters had been fully disclosed to the Southern West Virginia Community and Technical College Board of Governors and appropriate under all circumstances.

9. Adjournment:

There being no further business, Chair Akers declared the meeting adjourned at 8:20 p.m. The next Board meeting is scheduled for September 18, 2007 at the Logan Campus.

_____ Linda Q. Akers	Chair
_____ James R. Sheatsley	Vice Chair
_____ George Kostas for Jada Hunter	Secretary
_____ Emma L. Baisden	Assistant to the Governing Board

ADDENDUM 1

Joanne Jaeger Tomblin
President
Southern West Virginia Community and Technical College
Goals for 2007-2008

1. Continue the Major Gifts Campaign efforts in friend-raising and fund-raising. Reach 80 percent of the five-year goal or \$5,6000.000.
2. Develop strategies and plans college-wide to assist in maintaining current enrollment and/or increasing enrollment where possible.
3. Review and revise Emergency and Crisis Management Plan.
4. Review and monitor overall college budget and finances regularly.
5. Begin the implementation of the plan presented by the President's Task Force on Recruitment, Retention and Graduation.
6. Continue to plan for the purchase and renovation of the Williamson National Guard Armory in 2009, including funding opportunities.
7. Encourage the development of new programs, both credit and non-credit, based on industry need and available funding.
8. Monitor activities and success of new sites in Lincoln and Raleigh counties.
9. Adopt creative marketing strategies including increased utilization of the College's television facilities.
10. Conduct community roundtables (focus groups) in order to attain how well the College is serving its community. One roundtable will be conducted on each of Southern's campuses during the academic year.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 18, 2007**

ITEM: SCP-2125, College-wide Employee Personnel Policy

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

STAFF MEMBER: Patricia Clay

BACKGROUND:

This policy, originally issued in July 1984, was intended to provide basic information and guidance for personnel administration at Southern West Virginia Community and Technical College. Revisions to the policy through the years have been very minor and have included only changes in titles and format.

The information in the policy is still current, applicable and correct. However, all sections of the policy will be included in the new Employee Handbook currently being drafted. It is anticipated that the Employee Handbook will be completed by the Spring 2008. At that time several policies in the Human Resources series of policies will be submitted to the Board for rescision. These policies will be replaced by the Employee Handbook under a formal "Manual" issuance authorized under SCP-1000, Manuals, Announcement, and Policies (MAP) Development System.



SUBJECT: College-wide Employee/Personnel Policy

REFERENCE:

1. PURPOSE

This master policy serves as a general guide and personnel are referred to other policies and procedures which address specific issues.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

Southern West Virginia Community and Technical College is committed to fair and equitable employment practices. The employed personnel of the college are critical to carrying out our educational mission successfully. All employed personnel are expected to understand and support the philosophy and mission of the College.

New employees are welcomed to join and participate in the progress of a uniquely American institution -- a college located in, and serving many southern West Virginia communities.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

A. Assignment of Personnel to Job Location

1. Employees are assigned job responsibilities at a particular job location. Since the College is administratively organized into a one-college concept, serving multiple counties at multiple locations, the College administration may find it necessary to reassign personnel to another location. Such assignment will be made after assessing the needs of the College and in consultation with the employee(s) to be affected.
2. It may also be necessary for personnel based at one location to work temporarily at another location. If such is the case, the individual will be eligible for travel reimbursement/state vehicle and travel will be included in the work schedule.



B. Designation of Personnel

The West Virginia Higher Education Policy Commission (HEPC) and West Virginia State Code designate three categories of employees in public colleges and universities.

1. Executive - Primary duty is management or administrative, holds position solely by appointment of the College president.
2. Faculty - Professional as designated by the College president in compliance with State College System Board of Directors Series 36. Faculty receive a specific faculty appointment letter.
3. Classified - Personnel assigned job responsibilities in a pay grade system approved by Board of Directors.
4. Full/Part-Time - All employees are further designated as either full-time or part-time as defined by policies of the HEPC Board of Directors.
5. Exempt and Non-Exempt Employees
 - a. These terms “exempt” and non-exempt” refer to categories of employees who either are, or are not, eligible for overtime pay (or compensatory time off) for hours worked in excess of 40 per week. Southern follows requirements of the Fair Labor Standards Act (and related WV State law) regarding employee eligibility for overtime pay.
 - b. Southern West Virginia Community and Technical College follows federal and state laws regarding wage payments. See Higher Education Policy Commission, State College System Board of Directors, Legislative Rule Series 62 and Series 31 for information regarding workweek, overtime pay, compensatory and/or holiday premium time off.
 - c. Additional information is available from the Human Resources Department regarding eligibility for overtime pay.

C. Personnel Section

1. General

The College is committed to following all laws and regulations in force related to affirmative action and personnel selection.

2. Posting of Vacancies

The posting of vacancies will follow the procedures developed by the Human Resources



Department.

3. Screening Committee

For every position vacancy a screening committee will be used to select candidates for interview. Committees are established in accordance with Southern's Affirmative Action Plan/Equal Employment Opportunity Policy Manual.

4. Appointment of Full-Time Personnel

Full time personnel are considered to be employed only upon action of the College President. Employees are expected to understand that no one is authorized to commit the institution regarding employment, promotion, or employment status, without express written and signed approval of the President.

D. Evaluation of Personnel

1. Procedure

Personnel shall be evaluated according to the procedures/instruments established for them. Evaluated personnel are required to sign and date the evaluation form and attendant documentation where or not he/she agrees with the evaluation. The supervisor is required to sign and date the evaluation also.

2. Response

The evaluated employee has a right to file a response related to the evaluation. The response to the evaluation must be filed with the Human Resources Department within fifteen (15) days of the date the original evaluation was signed.

E. Resignations

1. Exempt Executive, Faculty, and Classified Personnel

Exempt executive and classified personnel are to provide a minimum of thirty (30) calendar days notice of resignation. Faculty are to complete an academic term and provide forty-five (45) calendar days written notice before the beginning of an academic term.

2. Non-exempt Classified Personnel

Non-exempt classified personnel are to provide a minimum of ten (10) work days notice. The supervisor may elect to require up to ten (10) days of service after receiving the resignation notice after which accumulated annual leave may be taken. The date of termination will be



recorded as the last day the employee was physically at work.

3. Resignation Procedure

All resignations are to be in writing to the College President with copies to the supervisor, department head, and Human Resources Department. Any violation of the above will be included in the permanent record unless a request is received at the time of the incident and granted by the President for extenuating circumstances.

F. Personnel Files

Personnel files are maintained in a central location in the Human Resources Department.

1. File Review

All personnel are expected to review their files annually for completeness. All personnel material except that noted in "Records Exempt From Review" can be hand or photo-copied but must be immediately returned to the file. Unless written permission is granted by the College President, no material may be permanently removed from the file. The Human Resources Administrator is responsible for enforcement of this section.

2. Records Exempt from Review

Pre-employment reference information including letters, telephone notes, and memoranda secured from the employee's prior employers or persons who are not current employees of the College; the report of the search committee; medical records created or received by the College that an employee can obtain directly from his/her physician or directly from a health care provider; or other records required to be kept confidential by law or policy or deemed unlawful to copy are regarded as the property of the College and confidential. These records are to be maintained in a separate confidential file in the Human Resources office and are not available to the employee.

G. Physical and Mental Health

1. It is incumbent on all personnel to voluntarily seek appropriate care for physical and mental/emotional problems.

2. Procedure for Seeking Compliance

All supervisors and department heads must contact the Human Resource Office regarding employee situations involving physical and/or mental health. If the supervisor and/or department head believes the physical or mental/emotional health of an employee is such that professional assistance and/or evaluation is needed, voluntary compliance should be sought by the supervisor.



If the employee does not respond and the department head agrees with the supervisor that assistance and/or evaluation is needed, again voluntary compliance should be sought by the department head. If the employee does not respond affirmatively, the department head may request of the President that an employee be required to submit to a physical examination or that mental health assistance, or treatment be sought for that employee. In such cases, the President will confer with the Human Resources Administrator and, if possible, with the employee before acting upon the department head's request.

3. Expense

The College will bear the expense of the first such examination if the employee's health coverage does not provide coverage.

H. Profit Enterprises on College Premises

No employee may conduct personal for-profit business on College premises. This restriction includes telephone calls, developing or answering correspondence, or receiving personal business guests on College property or time.

7. **RESPONSIBILITIES AND PROCEDURES**

A. Knowledge of Policies

College personnel are responsible for knowing and following College policy. Institutional and governing board policy and procedure manuals are available in the Human Resources office, President's office, Campus Manager/Director's office at all locations, and the Logan and Williamson Campus Libraries. Policies will be available on Southern's WEB Page as they are revised and finalized. Questions about policies are to be referred to the Human Resources Administrator.

B. Grievance

A specific grievance procedure is contained in WV Code Chapter 18, Article 29. The grievance procedure is provided to employees of the governing boards of higher education (and other state education employees) so they may reach solutions to problems which arise between them within the scope of their respective employment relationships to the end that good morale may be maintained, effective job performance may be enhanced, and the citizens of the community may be better served.

The grievance procedure is intended to provide a simple, expeditious and fair process for resolving problems at the lowest possible administrative level and shall be construed to effectuate this purpose.

For more information about the grievance procedure, contact the Human Resources Office.

C. Requests for Leave and Overtime



Unless specified otherwise in policy, annual leave requests and overtime requests must be signed in advance by the supervisor and employee. Proper planning should ensure high morale and accommodation.

D. Policy Obtainment

It is the responsibility of the immediate supervisor to supply their employees with a copy of this policy and others related to the employees' duties, which includes any employee handbooks.

8. CANCELLATION

9. SIGNATURE

President

Date

Attachments

Acknowledgment Signature Page

Distribution

Revision Date

September 1, 2000

ACKNOWLEDGMENTS

The following acknowledgments are required of the employee:



1. I have received orientation on College benefits, payroll procedures, etc.

Signature

Date

2. I understand and have received a copy of the “College-wide Employee/Personnel Policy”. I have had an opportunity to ask questions regarding the policy and understand that future questions are to be referred to the Human Resources Department.

Signature

Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 18, 2007**

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

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

STAFF MEMBER: Patricia Clay

BACKGROUND:

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

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

Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review. The attorney addressed the concern voiced in the comment regarding reporting employee convictions to Human Resources, stating: “Drug Free Workplace requirements are applicable to entities that are recipients of Federal grants. Because most institutions of higher education fall into this category, it is common for Drug-Free Workplace policies to be in place. **The provision that employees report drug related convictions is included with Drug-Free Workplace requirements, but not the Drug-Free Schools and Communities Act.**”

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

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

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

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



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

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

SUBJECT: Drugs in the Workplace and Alcohol Policy

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

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

1. PURPOSE

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

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

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

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

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

4. POLICY

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

5. BACKGROUND OR EXCLUSIONS

None

(Move this information to Section 6.B)

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

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

_____ (304) 792-7130 Logan Co.

_____ (304) 23502954 Mingo Co.

_____ **Family Service of Kanawha County**

_____ 922 Quarrier Street

_____ Charleston, WV 25301

_____ (304) 340-3676

_____ **Shawnee Hills Mental Health**

_____ 511 Morris Street

_____ Charleston, WV 25301

_____ (304) 345-4800

_____ **Disclaimer:** Southern West Virginia Community and Technical College, in providing the list of counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. Southern cannot accept liability for any services, treatment, or counseling provided by these agencies or their

employees or any acts of misfeasance, nonfeasance, or malfeasance by same. The individual and his/her parents or guardian should conduct checks or reviews of these agencies to determine if they will meet the needs of the individual.

6. GENERAL PROVISIONS

A. Criminal Sanctions:

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

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

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

1. Drug Abuse in the Workplace

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

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

2. Individual Health Risks:

- a. Alcoholism and other drug dependencies are diseases with identifiable symptoms. These symptoms include changes in alcohol/drug tolerance, blackouts (permanent, chemically induced memory loss), denial (refusal to admit that chemical use is a problem), mood swings, behavior changes, and loss of control (inability to stop and/or limit chemical consumption). The disease injures the person economically, socially, physically,

psychologically, and spiritually; relationships break down, work performance is impaired, depression often occurs, and behavior often goes against values.

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

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

3. Impact on Family/Friends

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

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

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

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

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

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

3. **Disclaimer:** Southern West Virginia Community and Technical College, in providing any the list of counseling, treatment, and rehabilitation programs, is in no way affiliated with these agencies. Southern cannot accept liability for any services, treatment, or counseling provided

by these agencies or their employees or any acts of misfeasance, nonfeasance, or malfeasance by same. The individual and his/her parents or guardian should conduct checks or reviews of these agencies to determine if they will meet the needs of the individual.

7. RESPONSIBILITIES AND PROCEDURES

- A. Because work sites provide day-to-day supervision for persons at the College, supervisors and unit administrators will be required to assume primary responsibility for the enforcement of this policy and to take appropriate personnel action.
- B. As a condition of employment, college employees agree to abide by the terms of this policy and to notify the Human Resources Administrator or designee of any criminal drug or alcohol related conviction no later than five (5) working days after the conviction. All employees must notify the HR Unit in writing of any criminal drug or alcohol conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- C. Any student must notify the VP of Student Services of any criminal drug or alcohol conviction for a violation occurring in the workplace on college campus or during college functions no later than five (5) days after such conviction. The VP of Student Services will notify the HR Unit immediately upon notification.
After review of the reported incidents and determination of reporting requirements, the appropriate unit administrator will notify the federal granting agency within ten (10) days after receiving notice of a conviction from an employee or student or otherwise receiving actual notice of such conviction.
- D. The Human Resources Administrator is responsible for development and communication of drug and alcohol prevention programs for employees in compliance with the Anti-Drug Abuse Act of 1988, which includes:
1. Annual distribution of this policy to each employee and collection of signed "Drug Awareness Certification Form." The distribution may be in writing or electronically.
 2. Maintaining a copy of this policy in an accessible location and posting the information in central locations at each campus.
 3. Inclusion of a copy of this policy in every orientation packet for new employees.
- E. The Vice President of Student Services is responsible for development and communication of a drug and alcohol awareness program for students, in compliance with the Drug Free Schools and Communities Act, which includes:
1. Annual distribution of this policy or information contained herein, to every student taking one or more classes for credit. The distribution may be accomplished by publication of this policy in electronic or printed format in the Student Handbook section of the College Catalog, the Student Planning Calendar, and/or the Schedule of Classes.
 2. A biennial review of the program's effectiveness and the consistency of the enforcement of sanctions. The Department of Education recommends that the biennial review be conducted in even-numbered years, focusing on the two preceding academic years. Records used for review and report preparation will be retained for a period of three years after the fiscal year in which the record was created. If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before expiration of the three-year period, the records will

Revision Notes:

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



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

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

**EMPLOYEE DRUG AWARENESS
CERTIFICATION FORM**

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

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

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

Name (Print)

Signature

Date

RETURN THIS FORM TO HUMAN RESOURCES



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

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

SUBJECT: Challenging a Course/Credit By Examination

REFERENCE: SCP-3201.A, Challenge Examination Form

1. PURPOSE

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

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

None.

4. POLICY

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

as it applies to the financial aid program of Southern.

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

5. BACKGROUND OR EXCLUSIONS

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

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

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

8. CANCELLATION

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

9. REVIEW STATEMENT

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

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-3201.A, Challenge Examination Form

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

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



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

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

SUBJECT: Challenge Examination Form

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

Challenge Examination Form

Student _____ SSN: _____

Request credit in: _____ for _____ credit hours.

If taken previously, so indicate: YES ___ NO ___ If yes, when? _____

Recommended for credit: YES ___ NO ___ If yes, number of credit hours: _____

Evaluation by: _____
Faculty Member Date

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

Minimum Score Required for Passing: _____

Supervised by: _____
Department Chair Date

Approved by: _____
Dean Date

Approved by: _____
Vice President for Academic Affairs Date

*Recorded by: _____
Registrar Date

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

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

FOR OFFICE USE ONLY

\$ _____ Fee Received

G Cash G Check

Card: G VISA G M/C

G Other: _____

Card #: _____

Expiration Date: _____

SIGNATURE

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 Deans
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Directors of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwvt.edu

Revision Notes:

Form was revised to include signature line for the dean.

Revision Date: August 7, 2007



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

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

SUBJECT: **Independent Study**

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

1. PURPOSE

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

2. SCOPE AND APPLICABILITY

This policy is applicable to all employees and students.

3. DEFINITIONS

None.

4. POLICY

Independent studies shall be allowed under specified circumstances.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

~~Independent Study is primarily designed for students with specialized interests which cannot be serviced through the normal academic offerings. Independent Study is an avenue for supplemental, more advanced, or more detailed study of a particular subject by students who have demonstrated an ability to benefit academically from this program.~~

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

7. RESPONSIBILITIES AND PROCEDURES

Faculty may be periodically assigned to work with students on Independent Study projects. A contract arrangement among the student, faculty member, and the appropriate ~~Division~~ Department Chairperson will be developed that outlines specific assignments and completion dates required to receive credit. Inquiries for

Independent Study should be directed to the ~~Division~~ Department Chairperson. Final approval must be given by the ~~Vice President Academic Affairs~~ appropriate Dean. Independent Study contract forms may be obtained from the ~~Division~~ Department Chairperson and/or the ~~Vice President Academic Affairs~~ Dean's office.

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

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

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

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

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

8. CANCELLATION

None.

9. REVIEW STATEMENT

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

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

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

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

Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

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



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

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

INDEPENDENT STUDY REQUEST FORM

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

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

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

Part B: For Administrative Office Use Only

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

Please see reverse side for Procedures for Independent Study.

PHILOSOPHY AND PURPOSE OF INDEPENDENT STUDY

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

PROCEDURES FOR INDEPENDENT STUDY

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

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

MINIMUM GUIDELINES

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

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

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

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

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

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

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

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

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 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 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.

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.”

As of the date of this meeting of the Board, the Governor has not signed this bill into law. It is therefore recommended that the Board adopt the resolution as stated above and further stipulate that this policy be brought back before the Board for review and possible revision at the next regularly scheduled meeting.



SUBJECT: Board of Governors Operational Guidelines

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

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 and Policy Statements as adopted. The Operational Guidelines are hereby attached and are forthwith a part of this policy statement.

5. BACKGROUND OR EXCLUSIONS

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.

- General Policies Meeting Protocol
Board Organization Presidential Relations
Board Operations 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



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

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SECTION 1. GENERAL POLICIES

1.1 Purpose

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

1.2 Role of the Board of Governors

The role of the Board of Governors is to:

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

1.3 Role of Individual Board Members

The role of the individual board member is to:

1. Know the community and represent its best interests.
2. Support the college in its mission.
3. Understand the college and represent it in a positive manner to all constituent groups.
4. Adhere to Board of Governors policies and Code of Ethics.

5. Work as a member of the Board as unit.
6. Adhere to the Board's policy making role and recognize the President's role as Chief Executive Officer.
7. Avoid conflicts of interest.
8. Maintain confidentiality.
9. Speak for the Board only when delegated to do so by the Board.
10. Refer complaints and problems regarding the college to the President.
11. Attend and actively participate in board meetings and work sessions.
12. Refuse to participate in any action which is not in accordance with board policy.

1.4 Duties and Responsibilities of the Board of Governors

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

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

1. Determine, control, supervise and manage the financial, business and education polices of Southern West Virginia Community and Technical College.
2. Establish and amend campus Master Plan for the college including an Institutional Compact.
3. Prescribe specific functions for the college to meet the higher education needs of the service area without unnecessary duplication.
4. Develop and submit a budget for the college to the 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.

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.



Number: SCP-8600.A
Effective: June 24, 2002
Revised: June 10, 2002

SECTION 6. INSERT INSTITUTIONAL COMPACT HERE



Number: SCP-8600.A
Effective: June 24, 2002
Revised: June 10, 2002

References:

Article 2A Institutional Board of Governors. SB703.

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 18, 2007**

ITEM: Approval of Resolution Supporting Submission of a Flex-E Grant Application

RECOMMENDED 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.

STAFF MEMBER: Allyn Sue Barker

BACKGROUND:

Southern West Virginia Community and Technical College seeks approval to apply for \$10,000 in Flex-E Grant funds to continue its community capacity building initiative "Rural Leaders." Southern proposes to utilize this existing community development program as the foundation from which to build new leaders and increase opportunities for the regions' rural population to become civically engaged. Special emphasis will be placed on local capacity building, through leadership training activities and assistance with community strategic planning process.

For the past three years Southern has utilized Flex-E Grant funds to provide nontraditional adults, primarily women, with leadership skills and community capacity building experiences. Past participants have represented some of the most inaccessible communities in southern West Virginia. The *Rural Leaders Initiative* will serve residents and communities in Boone, Lincoln, Logan, McDowell, Mingo, and Wyoming Counties. The Appalachian Regional Commission has identified each of these counties as either distressed or at-risk. Southern will target nontraditional women and youth for inclusion in the program. The College's existing partnerships with Head Start programs, local schools, and community-based organizations will facilitate this process as strong candidates for inclusion can be identified and recruited from these sources. We anticipate that because of the *Rural Leaders Initiative* new partnerships will

be established between community members, stakeholders, and the College. Southern's long-term goal is to create opportunities for a population that has few occasions to become civically engaged, thus creating a synergy around community development. Southern's Rural Leaders Initiative has proven to be an effective tool for addressing both the leadership development and social conditions of our region. West Virginia's future is dependent on individual and institutions willing to invest their resources to ensure that a greater number of our citizens are equipped to take on leadership roles. Southern West Virginia Community and Technical College *Rural Leaders Initiative* is the foundation from which to foster new leaders and increase opportunities for the region's rural population to become civically engaged. We, therefore, request approval of the above resolution.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of September 18, 2007
Agenda Items for Discussion**

1. Board of Governors Agenda Book Distribution President Tomblin
2. SCP-2686, Promotion in Rank and Tenure President Tomblin
3. October Board of Governors Meeting and Retreat President Tomblin
4. "Taking Career and Technical Education to the Next Level
in West Virginia" Summary by Nancy Laprade pp 65-74

***TAKING CAREER AND
TECHNICAL EDUCATION
TO THE NEXT LEVEL IN
WEST VIRGINIA***

***A REPORT ON 2006 SENATE
CONCURRENT RESOLUTION 42***

***PREPARED BY
NANCY LAPRADE
THE PAWLEYS GROUP
MAY 2007***

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Executive Summary

From my point of view, technical education could be the key to West Virginia's future. We have abundant energy sources and a reputation for doing the hard work, but we need a more skilled workforce.

West Virginia business association leader

West Virginia is at an important crossroads in the development of its career and technical education system. Within the context of the current and future economic and educational challenges facing the nation, and more specifically West Virginia, the consultant strongly believes that West Virginia must make some critical decisions to reform its career and technical education system and develop a world-class workforce. Accepting the status quo or making small, incremental changes will fall far short of preparing West Virginia and its citizens to compete effectively in the global marketplace. Bold and focused action—disruptive and transformative changes—will be required if the state wants to make significant progress in the career and technical education arena and better equip its citizens and businesses to compete in the global economy.

It is clear that, for both financial and political reasons, the transformation of the system cannot happen overnight. This report will establish a bold vision of what the West Virginia system should aspire to and will recommend steps that should be developed in a business plan to reach that vision. It is important to understand, however, that new and/or reallocated resources will be a critical ingredient to a successful transformation, and that a sense of urgency is necessary to catapult and sustain this system change. There are no “magic bullets” to transform the system, and West Virginians must ultimately make the critical decisions regarding the direction of this transformation.

One of the overriding findings of this study was that many West Virginians—educators, government officials and business leaders—believe that West Virginia does not have a “system” of career and technical education, at all. Rather, there are disconnected educational and economic development units with communication problems, funding formulas that encourage competition, institutional mission blur, a lack of clear goals, and complicated alignment processes. Although the consultant visited or identified numerous outstanding West Virginia career and technical education programs and promising practices, West Virginia must move from “random acts of progress” to a *system* based on the 4Ss – strategic, synergistic, sustainable, and scalable.

Additionally, this new system, which will require investments, must be built on a culture of evidence that documents its value—lawmakers and citizens deserve to know what the return on investment (ROI) is for their commitment to a transformed system. Garnering new resources and re-allocating existing resources will require an understanding of the importance of career and technical education, public policy support, and support from the business community—and with that support must come accountability. The following recommendations are presented as a guide and framework for taking career and technical education to the next level in West Virginia.

How do we help our children do better? How do we help our state's economy to embrace the future?

Steve Roberts, WV Chamber of Commerce President

RECOMMENDATION 1

Establish a “system” vision and clarify partner roles/missions.

Legislative Leadership Response

1. Reiterate the legislature’s commitment to SB 653 and maintain the community and technical colleges’ independent accreditation and the comprehensive community and technical college mission.
2. Utilize an existing group such as the West Virginia Workforce Planning Council (consider adding Senate and House education chairs and a business leader) to clearly articulate a career and technical education system vision for West Virginia (within the broader framework of a comprehensive education and economic and workforce development vision), along with the clarification of partner roles and missions.

Public Policy Leadership Response

1. Develop an inclusive process to solicit input from constituencies regarding the clarified roles and system vision to be defined by the vision articulation group above.
2. Reinvent the secondary career and technical education model/plan.

Business Leadership Response

1. Provide clear direction to the Legislative Vision Articulation Group on the current and future workforce needs of business and industry.

RECOMMENDATION 2

Prepare all students for work and postsecondary education with the same rigorous curriculum.

Legislative Leadership Response

1. Consider adopting legislation similar to Kentucky’s (SB 130-2006) that supports the premise that all K-12 students should be prepared for work and postsecondary education.
2. Use leadership ability and influence to make it known to all West Virginians that schools must prepare all students for work and postsecondary.

Public Policy Leadership Response

1. Define the “core or foundational competencies” that should be mastered in P-20 and a related plan for instruction, assessment and evaluation.
2. Develop Career Pathways that provide a strong foundation in “core skills” and flexible options for students/workers to pursue postsecondary education and life long learning opportunities.
3. Provide ongoing professional development to help teachers and administrators understand that virtually all students can learn at high levels, and to provide the skills and tools necessary to improve student achievement.

4. Fully integrate the Partnership for 21st Century Skills initiative into career and technical education at both the secondary and postsecondary level.
5. Develop a plan to create a “talent pool” in West Virginia by focusing on the “core skills”.

Business Leadership Response

1. Use leadership ability and influence to make it known to all West Virginians that schools must prepare all students for work and postsecondary.

RECOMMENDATION 3

Strategically align economic development with workforce development by targeting five to six primary statewide industry clusters and promoting the National Career Readiness Certificate™.

Legislative Leadership Response

1. Utilize an existing group such as the West Virginia Workforce Planning Council to identify five to six primary statewide industry clusters. From this list of statewide clusters, each region should then choose the 3-4 that would be most relevant for its regional economy.
2. Institute the National Career Readiness Certificate™ as a required outcome for secondary education, WVCTC students, and workforce development (one-stop system) participants.

Public Policy Leadership Response

1. Establish a business steering or advisory committee for each identified cluster.
2. Establish a career pathways team for each identified cluster.
3. Develop a business plan to expand and promote the National Career Readiness Certificate™ that is currently in a pilot stage in West Virginia.

Business Leadership Response

1. Participate in industry cluster steering committees and career pathways teams.
2. Endorse and promote the National Career Readiness Certificate™ in the business community. Businesses could give hiring preference to applicants who have earned a certificate.

RECOMMENDATION 4

Provide more effective, responsive workforce training services to business and industry and higher level technical skills to students/workers.

Legislative Leadership Response

1. Continue to provide financial support for West Virginia Advance and HB 3009 which have given the WVCTC system flexible resources to respond to business and industry needs.
2. Develop a strategic plan for bonding/funding the construction of applied technology centers in regions around the state in order to meet the needs of business and industry.

Public Policy Leadership Response

1. Establish more higher level, in-depth technical training opportunities at the WVCTC level to meet the needs of the business community and provide more career pathways options for students.
2. Develop more certificate program options, focusing on industry recognized credentials to the extent possible.
3. Develop and implement a comprehensive staff training program for workforce development professionals within the WVCTC system, including a plan to more effectively market the West Virginia Advance and HB 3009 funds.
4. Using the Kentucky model as a guide, convert non-credit business and industry courses to academic credit bearing courses, as appropriate.

Business Leadership Response

1. Convene education, economic development and business leaders for high level policy discussions around Steve Roberts' questions: 1. *How do we [work together to] help our children do better?* 2. *How do we help our state's economy to embrace the future?*
2. Work with the career and technical education system (both secondary and postsecondary) to develop substantive business partnerships and engagement.

RECOMMENDATION 5

Strategically invest in bricks and mortar and technology infrastructure—through the construction of regional advanced technology centers (ATC) and the expansion of on-line learning opportunities.

Legislative Leadership Response

1. Fund and/or provide bonding authority for the construction of several collaborative Advanced Technology Centers (ATC) around the state (with flexible space for program changes as needs change) to give the WV Community and Technical College System (and the career and technical education system as a whole) the facilities needed to respond to changing technologies and business and industry needs.
2. In some locations of the WVCTC system where current classroom facilities are very inadequate, either the ATC should include other multi-purpose classroom space, or additional classroom/lab buildings should be built as a part of a master plan.
3. Provide incentives for collaborative use of facilities, particularly the CTE centers.
4. Provide resources to increase access to on-line and blended learning classes/programs, including simulation based learning (SBL) and virtual learning.

Public Policy Leadership Response

1. Develop a 10 year WVCTC strategic facilities plan (with a focus on Advanced Technology Centers) to present to the WV Council on Community and Technical College Education and the legislature for funding or bonding authority.
2. Develop a business plan to expand career and technical on-line course offerings and other e-learning and blended learning opportunities through WVCTC, by partnering with other systems and developing the capacity for designing on line courses within the WVCTC system.

Business Leadership Response

1. Provide evidence/testimony to the legislature that strategically located Advanced Technology Centers are critical to the competitiveness of West Virginia.
2. Provide input regarding the design of the Advanced Technology Centers.
3. Provide input to WVCTC system on the types of courses that should be provided on-line to meet the needs of incumbent full-time workers and workforce training.

RECOMMENDATION 6

Enhance seamlessness, alignment and rigor by developing Career Pathways as a framework for systemic change.

Legislative Leadership Response

1. As discussed in recommendation 1, strongly consider giving primary responsibility to the WVCTC system for all adult technical and workforce training.

Public Policy Leadership Response

1. Transition over a period of two to five years to a system where CTC is responsible for all adult and workforce training—enabling students to receive rigorous postsecondary coursework and postsecondary credentials (certificates, diplomas and degrees).
2. Formally adopt a Career Pathways model as a structured framework for system alignment and effectiveness.
3. Build Career Pathways into the Carl Perkins Plan and utilize a portion of the Perkins funds to develop the Career Pathways.
4. As discussed in recommendation 4, establish more “higher level”, in-depth technical training opportunities at the WVCTC level to meet the needs of the business community and provide more Career Pathways options for students.
5. Accelerate work on the modularization of curriculum; accelerated learning for part-time students; blended learning and open-entry, open exit program options to support the Career Pathways strategy and better meet the needs of working adults.
6. Consider changing the secondary career cluster designations to be consistent with the national clusters. This would provide greater opportunity to do comparative studies with benchmark states.
7. Implement a policy initiative to award high school graduation credit for embedded academic content in selected career/technical courses and programs, while still ensuring rigorous standards.
8. Require each CTC Planning Consortium to develop and implement a plan to increase the college going rate for EDGE eligible students.

Business Leadership Response

1. Partner in the development of Career Pathways to strengthen the model and ensure that the pathways meet the needs of business and industry.

RECOMMENDATION 7

Develop a new model for career counseling, student support and academic advising.

Legislative Leadership Response

1. Consider appointing a task force to conduct an in-depth review and analysis of current transition, student support and career counseling programs/models, and develop a comprehensive plan (including a funding plan) for the future.

Public Policy Leadership Response

1. The task force mentioned in legislative response (1) above should include teachers/faculty/counselors from both secondary and postsecondary, student and parent representatives, and other community or agency personnel as appropriate. The consultant recommends strong consideration of redesigning the secondary career and academic counseling model by moving away from a reliance on traditional guidance counselors toward the development of teachers as career mentors and advisors in classroom and small group settings and the use of online resources such as WestVirginiaMentor.
2. Deliver a College 101 type course for all students.
3. Design a student support model in the WVCTC system that includes more financial aid counseling assistance, stronger supports for the 25-44 year old returning to school, and more labor market information.

Business Leadership Response

1. Partner with K-12 institutions (particularly middle and high schools) to help teachers and students better understand the requirements of the workplace, specific occupational areas and career pathway opportunities.

RECOMMENDATION 8

Eliminate competitive funding models and provide incentives and resources (both new and reallocated) for collaboration and new program development. Require accountability and return on investment reporting to document the effective use of the resources.

Legislative Leadership Response

1. Appoint a study commission to conduct an in-depth study of the current use of funds in career and technical education at the secondary and postsecondary level with the primary purpose of identifying funding gaps and programs that have outlived their usefulness and ways of allocating and reallocating funds to areas of greatest need and impact in economic development. This should be done only after the system mission and roles have been clarified and articulated.
2. Provide incentives for collaboration; consider distributing funds to Community and Technical College Planning Consortia for joint program development.
3. Redesign funding mechanisms to eliminate disincentives (new role clarification may help here as well) and support desired collaborative behavior.
4. Provide incentives for the development of Career Pathways models.
5. Continue to fund HB3009 and West Virginia Advance which provide a flexible source of funding for the WVCTC system to meet the workforce training needs of business and industry.

6. Increase funds for new program development (and ongoing operational costs) and equipment updates with the requirement for regular accountability and return on investment reports.

Public Policy Leadership Response

1. Design a return on investment model for analysis and reporting to the legislature and West Virginia citizens.

Business Leadership Response

1. Engage in a discussion with the education community regarding the need for greater accountability and a better prepared workforce, in return for additional funding.
2. Provide input regarding the accountability and return on investment model.
3. Engage in a substantive discussion to identify what is important to business in terms of outcome competencies for students.

RECOMMENDATION 9

Develop a comprehensive relational data base and data analysis system for student tracking and workforce information.

Legislative Leadership Response

1. Utilize an existing group such as the West Virginia Workforce Planning Council (possibly adding some labor market information specialists and database specialists) to define and develop a data architecture for student tracking and labor market information. The Lumina Foundation could be a good resource for this work..

Public Policy Leadership Response

1. Implement a policy that requires strong demand data (and census data) for new program development or new facilities construction.
2. Establish a workforce information steering committee made up of cross-departmental researchers, practitioners, demographers, and others to compile, review, and analyze workforce information on an ongoing basis and present to decision-makers in an easily accessible format. (UI data, LED data, LMI data, program completion data, etc.)

Business Leadership Response

1. Provide industry workforce demand data to the workforce information steering committee as available (association surveys, etc.)

RECOMMENDATION 10

Enhance training services to 25-44 year olds and rural populations.

Legislative Leadership Response

1. Appoint a study commission/task force to conduct a comprehensive Adult Basic Education (ABE) study (such as those done in Washington State and Kentucky).

Public Policy Leadership Response

1. Develop a comprehensive plan to increase adult basic education and technical training services to 25-44 year olds.

Business Leadership Response

1. Encourage and incent employees to continue their education.

RECOMMENDATION 11

Develop a promotional campaign to help West Virginians understand the value of career and technical education and the importance of postsecondary education and lifelong learning in the global economy.

Legislative Leadership Response

1. Provide resources and leadership for a public relations campaign.

Public Policy Leadership Response

1. Develop a comprehensive public relations campaign to help West Virginians understand the value of career and technical education and the importance of postsecondary education and lifelong learning.

Business Leadership Response

1. Provide support for a public relations campaign, including utilizing business leaders to “get the message out.”

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of September 18, 2007
Agenda Items for Information**

1. Governor Manchin Appoints New Board Members p 76
2. Institutional Rulemaking Report pp 77-91
3. President's Newsletter pp 92-97



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PRESIDENT'S OFFICE

State of West Virginia
Joe Manchin III
Governor

Office of the Governor
State Capitol
1900 Kanawha Blvd., East
Charleston. WV 25305

Telephone: (304) 558-2000
Toll Free: 1-888-438-2731
FAX: (304) 342-7025
www.wvgov.org

August 30, 2007

The Honorable Betty Ireland
Secretary of State
State Capitol
Charleston, West Virginia 25305

Dear Secretary Ireland:

I have this day made the following appointments to the Southern West Virginia Community and Technical College Board of Governors pursuant to the provisions of W.Va. Code § 18B-2A-1:

Wilma J. Zigmond, Superintendent of Logan County Schools, 103 Central Avenue, Logan, Logan County, West Virginia 25601, to a term ending June 30, 2010. She succeeds Ann Seaver who resigned due to her retirement as a Superintendent. Her telephone number is (304) 752-9420, and her fax number is (304) 752-6315. She is a Democrat and is from the Seventh Senatorial District.

Glenn Yost, 87 Hidden Valley, Chapmanville, County, West Virginia 25508, to a term ending June 30, 2008. He succeeds Rory Perry and is from the Seventh Senatorial District. His telephone number is (304) 855-8294 and his fax number is (304) 752-7261. He is a Democrat.

Terry Sammons, Post Office Box 1747, Gilbert, Mingo County, West Virginia, 25621, to a term ending June 30, 2011. He succeeds Jada Hunter and is a Republican. His telephone number is (304) 664-2078 and his fax number is (304) 664-8586. He is from the Sixth Senatorial District.

The appropriate commission is being issued accordingly. These appointments require the advice and consent of the Senate.

Sincerely,

Joe Manchin III
Governor

JM: ebc

cc: President of the Senate
Speaker of the House of Delegates
Clerk of the Senate
Assistant Clerk of the Senate
Clerk of the House of Delegates
Senate Confirmations Chairman
Ethics Commission
Southern WV Community & Technical College Board of Governors
Governor's Press Office

Board of Governors

September 4, 2007

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Mr. George Kostas
Secretary

Ms. Linda Q. Akers

Ms. Shelley T. Huffman

Dr. David R. Pierce

Mr. Terry R. Sammons

Mr. Glenn T. Yost

Ms. Wilma J. Zigmund

Mr. R. Michael Baldwin
Classified Staff Representative

Mr. George Morrison
Faculty Representative

Mr. Elston Johnson
Student Representative

Ms. Joanne Jaeger Tomblin
President

Mr. James Skidmore, Chancellor
West Virginia Council for Community
and Technical College Education
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301

Dear Chancellor Skidmore:

As Chair of the Southern West Virginia Community and Technical College Board of Governors, I hereby certify, pursuant to the requirements of W. Va. Code § 18B-1-6, that the attached list contains all the institutional rules of Southern West Virginia Community and Technical College in effect on July 1 of this year, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors. I further certify that for all rules adopted, amended, or repealed since July 1, 2005 that:

1. Public notice was given of the proposed rulemaking and interested parties were given a fair and adequate opportunity to respond to the proposed rulemaking;
2. That a minimum 30-day comment period prior to final adoption of the rule was provided;
3. That a single location was designated where all proposed rules could be posted and accessed; and
4. That Internet access to all proposed and adopted rules was maximized. All rules can be found at the following web address:
<http://southernwv.edu/administration/policies>



Kevin N. Fowler, Chair

Southern West Virginia Community and
Technical College Board of Governors

September 4, 2007
Date

KNF:elb

cc: Joanne Jaeger Tomblin, President
Merle Dempsey, Executive Vice President

**Southern West Virginia Community and Technical College
Board of Governors
Institutional Rulemaking Report
Southern College Policies (SCP) Effective as of July 1, 2007**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1000	GENERAL		
1000	Manuals, Announcements, and Polices (MAP) Development System	06/24/02	02/21/06. Replaced SCP-1467.
1000.A	Attachment A — Classification Table	04/06/99	02/21/06. Technical revisions.
1000.B	Attachment B — Format for Southern College Policy (SCP)	04/06/99	02/21/06. Technical revisions.
1000.C	Attachment C — Format for Southern Administrative Announcements (SAA)	04/06/99	02/21/06. Technical revisions.
1000.D	Attachment D — Format for Southern Administrative Manuals (SAMs)	04/06/99	02/21/06. Technical revisions.
1010	Use of Alcoholic Beverages on Campus	02/21/03	Reviewed 09/20/2005
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	02/01/05	Amended 07/27/00
1091	Classified Staff Council Constitution	11/18/03	12/13/06 Technical revisions. Amended 09/01/00
1153	Consumer Complaint Procedures	04/03/95	Amended 09/01/00
1160	Diversity Philosophy	08/20/98	Amended 09/01/00
1167	Emergency Procedures	01/01/85	Amended 08/20/00
1180	Equipment Loans	07/01/84	Amended 09/01/00
1215	Use of Institutional Facilities	05/01/85	Amended 09/01/00
1233	First Aid	03/01/85	Amended 08/20/00
1375	Reports of Incidents	01/28/91	Amended 09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
1435	Inclement Weather and Emergency Situation Policy	01/21/03	Amended 11/02 - Replaced SCI-1370, Inclement Weather and Emergency Situation, Effective 12/12/96; and SCI-1435, Inclement Weather and Emergency Situation, Effective 10/94.
1435.A	Inclement Weather and Emergency Situation Policy—Media Notification	01/21/03	Amended 11/02
1467	MAP Development System	06/24/02	Repealed 02/21/06. Assigned a new classification number, SCP-1000. Reviewed 10/20/05 – Major revisions required to comply with Series 4. Reassigned classification number of SCP-1000. Comment Period Expires 11/22/05 Amended 04/05/02
1481	Naming of Facilities or Organizational Units	02/15/05	Reviewed 12/09/04 Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.
1500	Philosophy, Vision and Mission of Southern West Virginia Community and Technical College	07/01/84	Amended 07/27/00 Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84
1625	Publications and Productions	07/01/84	Amended 09/01/00
1725	Private Scholarships	07/01/84	Amended 09/01/00
1735	Solicitation Policy	06/15/04	04/24/2007 BOG granted final approval. 01/2007 – Revised the policy to include clarification and develop a more formalized method for solicitation requests. SCP-1735.A, On Campus Solicitation Request Form developed. Originated 05/20/04

SCP Number	Policy Name	Effective Date	Date of Latest Action
1735.A	On Campus Solicitation Request Form	04/24/2007	Originated 01/02/2007
1750	Tobacco Usage	01/01/88	Amended 09/01/00 Repealed SCI-1375
2000	HUMAN RESOURCES		
2005	Catastrophic Leave	04/19/05	Originated 02/15/05
2005.A	Catastrophic Leave Employee Request Form	04/19/05	Originated 02/15/05
2005.B	Catastrophic Leave Employee Donation Form	04/19/05	Originated 02/15/05
2125	College-wide Employee/Personnel Policy	07/01/84	Amended 09/01/00
2156	Drugs in the Workplace	03/18/89	04/24/2007 - Currently under revision. Amended 09/01/00
2165	Educational Release Time Policy	02/17/04	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received. 08/31/06 – Clarifications made to policy. 2 nd 30-day comment period expired 11/22/03
2165.A	Educational Release Time Request	02/17/04	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received. 08/31/06 – Technical revision of form. 2 nd 30-day Comment Period Expired 11/22/03
2171	Professional and Educational Requirements for Faculty and Instructional Staff	12/09/04	Amended 05/04 Repealed SCI-2122
2171.A	Faculty/Instructional Staff Credential Certification Form	12/09/04	Amended 05/04 Repealed SCI-2122
2202	Personnel Assessment, Philosophy, and Practice Statement	07/01/87	Amended 08/21/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
2218	Evaluation Process for Full-Time Faculty	08/17/84	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 – Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2218.A	Supervisor's Evaluation of Faculty Member	08/17/84	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 – Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2220	Course Feedback Policy	06/17/03	Amended 04/03
2220.A	Course Feedback Form	06/17/03	Amended 04/03
2226	Faculty Incentive Pay Plan	10/16/01	09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01 Originated 04/01/01
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	10/16/01	09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01 Originated 08/01
2234	Flex Work Schedule	06/01/87	Amended 09/01/00
2250	Hiring Adjunct Faculty	11/01/84	01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. Amended 09/01/00 Originated 11/01/1984.

SCP Number	Policy Name	Effective Date	Date of Latest Action
2254	Hiring Process	09/01/00	04/24/2007 - Policy repealed by BOG. Amended 09/01/00 Repealed WV Administrative Regulations, SWVCTC: Procedures for Hiring Full-time Employees Effective 01/15/85
2360	Holidays	01/21/03	Comment Period Expired 12/20/02 Originated 11/02
2375	Home Campus Assignment and Campus Requirements for Faculty	07/01/85	12/00/05 Technical Revision Amended 09/01/00
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	01/01/85	Amended 09/01/00
2484	Medical Leave of Absence	09/01/00	
2484.A	Request for Medical Leave of Absence	09/01/00	Revised 01/03/06
2562	Faculty Outside Employment or Non-college Related Activities	11/01/84	Amended 09/01/00
2575	Overtime and Compensatory Time Policy	02/17/04	2 nd Comment Period Expired 11/22/03 Originated 10/03
2575.A	Request to Work Additional Hours	02/17/04	2 nd Comment Period Expired 11/22/03 Originated 10/03
2580	Part-time Employees: Classified Staff and Adjunct Faculty	06/15/04	Comment Period Expired 05/20/04 Originated 04/04
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	04/22/98	Amended 09/01/00
2624	Professional Development	01/28/91	Amended 09/01/00 Repealed SCI-1623, Personnel Development, Effective 01/28/91
2686	Promotion-in-Rank and Tenure Policy	11/27/01	Amended 10/01/01 Repealed SCI-2321

SCP Number	Policy Name	Effective Date	Date of Latest Action
2686.A	Promotion-in-Rank and Tenure Criteria and Forms	11/27/01	Amended 10/01/01 Repealed SCI-2321
2700	Reduction in Workforce—Classified Personnel	04/20/04	2 nd Comment Period Expired 03/23/04 Originated 10/03
2701	Reduction in Workforce—Faculty Personnel	04/20/04	2 nd Comment Period Expired 03/23/04 Originated 10/03
2748	Request for Release Time for Full-time Faculty	12/09/04	11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; no adjustment was made based on comment. 08/06 – Revisions provide clarity and reflect changes in management responsibilities. Amended 09/01/00 Amended 04/2004; Repealed SCI-2420
2748.A	Release Time Request Form for Full-time Faculty	12/09/04	Form streamlined 06/2006 Amended 04/2004
2810	Sabbatical Leave for Full-Time Faculty	10/15/02	04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment--expires 03/24/06. 02/06 Amended to clarify responsibilities and application requirements. Amended 09/02 - Repealed SCP-2810, Sabbatical Leave for Full-time Faculty, Effective 08/92 and SCI-2411
2810.A	Sabbatical Leave Request Form	10/15/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment--expires 03/24/06. Amended 02/06. Amended 09/02

SCP Number	Policy Name	Effective Date	Date of Latest Action
2810.B	Sabbatical Leave Promissory Note	10/15/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Revised Form. Originated 10/02
2825	Salary Administration	04/19/05	Comment Period Expired 03/18/05 Originated 12/04
2843	Sexual Harassment Policy	09/12/02	04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day Comment-expires 03/24/06. 01/20/06 Amended Amended 05/17/02; Repealed College-wide Employee Personnel Policy Series II, 1984, Section 12; Sexual Harassment of Students Series VI, 1987, Section 1-2; SCP-2843, Harassment Policy, 09/01/00
2875	Workload Requirements for Full-time Faculty	01/28/1991	Amended 09/01/00
3000	ACADEMIC AFFAIRS		
3100	Faculty Responsibilities for Academic Advising of Students	04/18/1985	01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 – Policy amended,
3160	Course Syllabus	07/01/84	11/29/05 - BOG granted final approval of amended policy. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. Repealed Chapter 29A-2 Series I, Course Syllabus, Effective 07/01/81; References to course syllabi in SM-1275.1c, Faculty Handbook, Effective 08/20/90, Revised 07/93; Adjunct Faculty Handbook, Effective 01/97, pp. 13-14.

SCP Number	Policy Name	Effective Date	Date of Latest Action
3165	Adding Courses to the Curriculum and Revising Existing Courses	07/01/84	Amended 09/01/00 Repealed WV Administrative Regulations, SWVCTC, Chapter 29A-2, Series I, Revising Courses, Effective 07/01/84.
3170	Deleting Courses from the Curriculum	07/01/84	Amended 09/01/00
3188	College Level Exam Program (CLEP)	11/01/85	11/29/05 - BOG granted final approval of amended policy. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3201	Challenging a Course/Credit by Examination	02/15/05	Amended 10/27/04 Replaces SCP-3201, Challenge Exam For Credit, Effective 07/01/86, Revised 09/01/00; Effective 06/24/02, Revised 02/15/02.
3201.A	Challenge Examination Form	02/15/05	Amended 10/27/04
3214	College Board Advanced Placement Credit	09/13/93	Amended 09/01/00
3227	Credit Based on Experience	01/01/85	Comment Period Expired 10/21/05 Amended 09/20/05
3240	Assignment of Credit/Non-Credit Courses	07/01/86	Amended 09/01/00
3245	Faculty and Administrative Productivity	02/21/06	Originated 10/20/05
3250	Final Examinations	07/01/84	Amended 09/01/00
3401	Independent Study	07/01/84	Amended 09/01/00
3479	Mid-Term Grade Reports	09/23/91	Amended 09/01/00
3551	Meeting Scheduled Classes	01/1985	Amended 01/2007 - Revisions reflect no substantial changes in procedure or documentation requirements; provide clarity and reflect current practice. Amended 04/28/2005
3600	Faculty Office and Class Schedule	07/01/84	Amended 09/01/00
3620	Policy Regarding Program Review	11/27/01	Comment Period Expired 11/16/02 Originated 10/08/01

SCP Number	Policy Name	Effective Date	Date of Latest Action
3625	General Studies (University Parallel) Program Evaluation Model	09/01/85	09/01/00
3637	General Education Philosophy and Goals	04/19/05	Amended 01/05
3650	Program Reduction or Elimination	09/01/85	Amended 09/01/00 Repealed SCI-1542
3670	Public School Service Program	11/29/05	Originated 09/20/05
3670.A	Public School Service Form	11/29/05	Originated 09/20/05
3693	Instructional Schedule Development	07/01/84	11/28/06 - BOG granted final approval. 10/19/06 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Technical revision 09/23/2005. Amended 09/01/00 Repealed SCI-1271 Effective 08/30/93
3705	Student Academic Rights	04/15/02	04/18/06 BOG Repealed policy. 02/21/06 Released for 30-day comment-expires 03/24/06. Technical revision 03/06/03 Originated 02/02
3736	Student Standards of Academic Progress	11/01/84	09/01/00
3780	Textbook Selection Policy	06/24/02	Amended 11/16/02 Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.
4000	STUDENT SERVICES		
4110	Institutional Policy Regarding ACT Requirements	12/01/84	09/01/00

SCP Number	Policy Name	Effective Date	Date of Latest Action
4151	Academic Expectations from Students	07/01/97	04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Amended to incorporate relevant information from SCP-3705, Student Academic Rights (cancelled 04/18/05) into SCP-4151 and revised this policy to meet the needs of the institution and its students. 09/01/00
4192	Administrative Withdrawal of Students	12/09/04	11/28/2006 - BOG granted final approval. 10/19/2006 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Grammatical and technical revisions 10/2006. Policy amended 05/19/2004.
4233	Deans's List of Students; Graduation with Honors Status	07/01/85	Revised 09/01/2000
4274	Standards of Progress for Federal Financial Aid Recipients	01/01/84	11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment--expired 11/21/2006 - One comment received; policy adjusted based on comment. 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000

SCP Number	Policy Name	Effective Date	Date of Latest Action
4356	Financial Aid Recipient - Change in Enrollment Status	01/01/85	<p>11/28/2006 - BOG granted final approval.</p> <p>10/19/2006 Released for 30-day comment--expired</p> <p>11/21/2006 - No substantive comments received.</p> <p>10/2006 – Revisions provide clarity and reflect grammar and technical changes.</p> <p>Revised 09/01/2000</p>
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	<p>Repealed 02/21/06.</p> <p>Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051.</p> <p>Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.</p> <p>Comment Period Expired 01/10/05</p> <p>Originated 12/02/04</p>
4398	Student Grades and Grade Point Average Requirements for Graduation	01/21/03	<p>Comment Period Expired 10/21/05; Amended 09/20/05; Repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00; SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, Effective 09/01/00; SCP-4520.A, Final Grade Report Form, Effective 09/01/00.</p>

SCP Number	Policy Name	Effective Date	Date of Latest Action
4558	Administration of Credit Course Registration Procedures	11/01/84	11/28/2006 - BOG rescinded SCP-4558. 10/19/2006 - BOG reviewed policy and approved for 30-day comment period expiring 11/21/2006 – No comments were received. 10/2006 – Policy reviewed by Academic Affairs and Student Services Units. Group deemed the document does not meet the criteria for a policy, but is a statement of procedures and rules. Recommended cancellation. Amended policy 09/01/2000
4634	Student Activities	07/01/84	09/01/2000
4672	Student Class Attendance	07/01/84	09/01/2000
4710	Academic Dishonesty	07/01/84	05/06 Technical Revision 09/01/2000
4748	Southern West Virginia Community and Technical College Student Government Constitution	07/01/85	09/01/2000
4770	Student Rights and Responsibilities	04/16/02	Reviewed 09/20/05
4786	Transcript Evaluation	07/01/84	09/01/2000
4825	Transfer of Student Credit Hours from Another Institution	03/01/85	Comment Period Expired 10/21/05 Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.
5000	FINANCE		
5050	Assessment, Payment and Refund of Fees	02/19/02	Comment Period Expired 02/15/02 Originated 01/02

SCP Number	Policy Name	Effective Date	Date of Latest Action
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	Amended 12/09/05. Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
5065	Awarding of Fee Waivers	02/19/02	02/21/06. Revised policy to comply with WV Code §18B-10-5, -7, 7b. Comment Period Expired 02/15/02 Originated 01/02
5075	Bookstore Textbook Procedures	07/01/84	09/01/00 Replaced <i>Textbook Policy Procedures</i> , Effective 01/17/97
5100	Disposition of Sale of Surplus/Excess Property	04/19/05	Comment Period Expired 03/18/05 Originated 02/05
5260	Meeting Financial Exigencies	02/17/04	11/06 Policy Reviewed-No changes were made. Comment Period Expired 11/22/03 Amended 10/03 Originated 05/27/88
5525	Maintenance Work Order Request System	07/01/84	Amended 09/01/00 Replaced the <i>Maintenance Work Order Request System</i> , Effective 07/01/84, in Chapter 29A-2, Series I of Southern's <i>Administrative Regulations</i>
5620	Parking Regulations	02/01/89	Amended 09/01/00 Replaced Parking Policy, Effective 02/01/89 and Parking Policy, Effective 09/02/97.

SCP Number	Policy Name	Effective Date	Date of Latest Action
5780	Travel Regulations Policy	10/15/02	11/2006 Policy Review–No changes were made. Comment Period Expired 05/20/04 Amended 02/25/04 Originated 09/02
5830	Use of Southern West Virginia Community and Technical College System Vehicles	01/28/91	Amended 09/01/00 Repealed SCI-1381, Use of Southern System Vehicles, Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.
6000	ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT		
6125	Contractual Training for Workforce Development	07/01/99	Amended 07/01
7000	TECHNOLOGY		
7125	Computer Usage	07/07/97	Amended 09/01/00
7680	Reports for External Use	05/01/85	Amended 07/27/00
7688	Reports for Internal Use	05/01/85	Amended 07/27/00
7712	Requests for Media Service and Television Agreements	05/01/85	Amended 09/01/00
7720	Security of Management Information Systems	05/01/88	Amended 09/01/00
8000	BOARD OF GOVERNORS		
8600	Board of Governors Operational Guidelines Policy	08/21/01	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 (SCP-8600.A) of the Board of Governors approved 08/21/01.
8600.A	Board of Governors Operational Guidelines	06/24/02	Amended 06/10/02



Welcome Back!

The 2007-2008 Academic Year Begins

Joanne Jaeger Tomblin, President

It's hard to believe the summer is coming to a close and we're already into the first few weeks of this academic year. I trust all of you have had a wonderful summer and are now in full swing.

This semester will be another busy one with several changes and challenges. Our new governance structure is now in place and we need to be mindful of the new meeting schedule. Most of the meetings will take place in the Interactive Classroom. I am asking that those of you who serve on

committees to please make every effort to attend meetings. This is not only important for the College, but also extremely important for the purpose of accreditation. If you find that you are unable to meet the meeting schedule, I ask that you contact the committee chair so that we can locate a replacement. It is also very important for the recorders for each of the committees to complete meeting minutes as quickly as possible.

I have asked each department and unit of the College to develop two recruit-

ment activities for this academic year. The plans were to be submitted by September 4 to my office. I will be sharing some of the information and ideas with you in the upcoming newsletters as well as the results of many of these efforts during the year. As I have said many times, recruitment is something each one of us should do both on and off the job. All of these efforts will ultimately pay off for us all.

If you are not aware, the Community and Technical College System has two new

(Continued on page 2)

Enrollment

In recent months I have expressed the importance of enrollment and how this might affect the future of the institution. As other community and technical colleges around the state continue to increase their enrollment there will be a move, already underway, to create new funding models. This could seriously affect our budget

and our operations in the future.

Many of you have worked very hard recruiting students for the fall. Our enrollment to date looks good. We are showing a slight increase in FTE, and I am hoping that after all the figures are in, our enrollment will show a slight increase in both headcount and FTE.

Enrollment and managing our enrollment will be an important factor regarding our future plans, including the implementation of our Recruitment, Retention and Graduation Task Force recommendations and how we organize Student Services and other areas of the College in the future.

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August 15, Verizon Press Conference, Danville, WV, U. S. Senator Jay Rockefeller and President Tomblin

The 2007-2008 Academic Year Begins (continued)

(Continued from page 1)

presidents. Dr. Keith Petrino was recently appointed as the new president of Marshall Community and Technical College, and Mr. Bob Sisk as the new president of Eastern West Virginia Community and Technical College. We will be working very closely with President Sisk as Eastern continues to seek full accreditation from the Higher Learning Commission.

As we move through the semester, I will hopefully have the opportunity to visit each of our campuses on several occasions. Emma Baisden will be scheduling several meetings with Student Services personnel, administrators, students, community members, and members of the Recruitment, Retention and Graduation Implementation Team as we look for ways to reorganize

the institution to better serve our students, particularly adults. I look forward to all of the meetings and to being on our campuses.

We will soon be working on our high school visit schedule. Christine Browning will provide the schedule via e-mail when it is complete. I invite your participation, so please review the schedule and let Christine know if you will be able to attend with us. I believe the high school visits to be very effective in recruiting potential students.

I want to thank Pauline Sturgill for taking the lead on the Appalachian Leadership program which will be initiated at the Williamson Campus. She is in the process of developing an advisory committee that will meet during September. Many of you will be asked to take part in the program as we move

through the year. We thank Cotiga Development Company for its support of these efforts. We will be scheduling a public announcement regarding the program later this fall at the campus.

Last but not least, I want to invite each of you to attend an important press conference on Tuesday, September 18, 2007, at 11:00 a.m. in the Savas-Kostas Theater on the Logan Campus. Southern will be making a "big announcement" in regard to the Academy for Mine Training and Energy Technologies. It will be an exciting time for the College. We anticipate many dignitaries to be on hand for the event. We will be sending out additional information prior to the date. I encourage supervisors, unit and department heads to permit their employees to attend.

West Virginia Money Conference

I encourage as many of you as possible to attend the *West Virginia Money Conference*, organized by West Virginia State Treasurer, John Perdue, on Tuesday, September 25, 2007 beginning at 8:00 a.m. at the Chief Logan Conference Center. Southern is a co-sponsor of this event which is designed to help you get a better handle on managing your personal finances.

Ms. Dee Lee, a Certified Financial Planner and author, will be the featured speaker for the conference. She is the author of several books on personal finance and conducts hundreds of workshops across the country.



Ms. Dee Lee
Certified Financial Planner

The event is free and made possible by sponsorships provided through the West Virginia Financial Education Foundation. Whether your needs are planning for retirement, getting out of debt, saving for college, building a

household budget, or all of the above, the *Money Conference* can help. This would be a great opportunity for you to find out how to make the most of your money.



Southern West Virginia Community and Technical College Board of Governors



*Kevin N. Fowler
Chair*



*James R. Sheatsley
Vice Chair*



*George Kostas
Secretary*

Southern's Board of Governors will hold its next business meeting on Tuesday, September 18, 2007 beginning at 6:00 p.m. in Room 111 at the Logan Campus.

Officers of the Board for the 2007-2008 year are Mr. Kevin Fowler, CEO of Logan Regional Medical Center serving as

Chair; Mr. James Sheatsley, Attorney, Gorman, Sheatsley and Company, LC serving as Vice Chair; and Reverend George Kostas serving as Secretary. Board agendas and information are posted on Southern's website.

The Board of Governors will welcome three new members at its September 18 meeting who were recently appointed to the Board by Governor Joe Manchin. They are

- Mr. Terry Sammons of Gilbert who succeeds Ms. Jada Hunter,
- Mr. Glenn Yost of Chapmanville who will fulfill the unexpired term of Mr. Rory Perry, and
- Ms. Wilma Zigmund of Logan who succeeds Dr. Anne Seaver who resigned due to her retirement as Superintendent of Lincoln County Schools.

Senate Concurrent Resolution 42

In 2006, the West Virginia legislature requested that a study be conducted to ensure that the state has a coordinated, effective delivery system of career-technical education, and to determine if a need exists for policy change and/or new policy implementation. The legislature hired Ms. Nancy Laprade, President of The Pawley's Group to conduct the study. The following are the ten recommendations that were made:

1. Establish a "system" vision and clarify partner roles/missions.
2. Prepare all students for work and post secondary education with the same rigorous curriculum.
3. Strategically align economic development with workforce development by targeting five to six primary statewide industry clusters and promoting the National Career Readiness Certificate.
4. Provide more effective, responsive workforce training services to business and industry and higher level technical skills to students/workers.
5. Strategically invest in bricks and mortar and technology infrastructure-through the construction of regional advanced technology centers and the expansion of on-line learning opportunities.
6. Enhance seamless, alignment and rigor by developing Career Pathways as a framework for systematic change.
7. Develop and new model for career counseling, students support and academic advising.
8. Eliminate competitive funding models and provide incentives and resources (both new and reallocated) for collaboration and new program development. Require accountability and return on investment reporting to document the effective use of the resources.
9. Develop a comprehensive relational data base and data analysis system for student tracking and workforce information.
10. Enhance training services to 25-44 year-olds and rural populations.

As we develop our future plans and ideas, we want to incorporate many of them into what we do or are already doing.

Dental Hygiene Program

We received written notification from the Commission on Dental Accreditation (CODA) that our Dental Hygiene program will receive "approved accreditation status with reporting requirements." This has been a long process for all of those involved. My thanks to Merle Dempsey, Pamela Alderman, Katie Smith-Cox, Lisa Haddox-Heston, and Andrea Brown for their toil and tribulation.

Southern's New Website

As of August 13, 2007, Southern's new website has been up and running. It will continue to be a work in progress throughout the year. I want to thank Marcus Gibbs for his work in the design and development of the new site. We are monitoring visitors to the new site, which will give us an accurate number of visits, page views, new visits and time spent on our site. I believe this will be very valuable information for the future. If you have questions or comments regarding the new web page, please contact Marcus via e-mail.

Recent Events at Southern

Academic Deans and Department Chairs Announced



President Joanne Jaeger Tomblin introduced the newly appointed academic deans and department chairs during All College Day on August 13. Pictured I-r are: Assistant Professor/Chair of Natural Sciences, Mr. Guy Lowes; Professor/Chair of Mathematics, Ms. Mindy Saunders; Professor/Chair of Humanities, Mr. George Morrison; Professor/Chair of Nursing and EKG, Ms. Barbara "Polly" Donahue; Dean for University Transfer Division, Dr. Cindy McCoy; Vice President for Academic Affairs, Ms. Cathy Smith-Cox; Dean for Career and Technical Division, Ms. Pamela Alderman; Instructor/Chair of Transitional Studies, Ms. Calisa Pierce; Professor/Chair of Business, Dr. Gail Hall; Associate Professor/Chair of Social Sciences, Dr. Charles Wood; and Associate Professor/Chair of Criminal Justice, Mr. Donnie Summers. Not pictured, Professor/Chair of Technology, Ms. Carol Howerton.

Vice President for Academic Affairs Hosts Chair Academy



Ms. Cathy Smith-Cox, Vice President for Academic Affairs, in conjunction with Academic Deans, Pamela Alderman and Cindy McCoy, held a *Chair Academy* August 1-3 at the Logan Campus. The Academy focused on providing leadership development for the Department Chairs as they transition into their new managerial roles. Dr. Cindy McCoy is pictured above with Mindy Saunders, George Morrison, and Rita Pruitt. Ms. Pamela Alderman is pictured below with Dr. Gail Hall, Donnie Summers, Calisa Pierce, Carol Howerton, and Sue Wolford.



Recent Events at Southern

Dominion Resources Contribute to Vision 2020 Major Gifts Campaign



Pictured l-r: Nicholas "Corky" DeMarco, Executive Director for West Virginia Oil and Natural Gas Association; Dr. Kathy D'Antoni, Vice Chancellor, West Virginia Community and Technical College System; David Harris, Senior Production Coordinator for Dominion Resources; Robert C. Orndorff, Jr., Director for State and Local Government Affairs for Dominion Resources; President Tomblin; Wendell Hill, Supervisor Gas Transmission Operations for Dominion Resources; and Ronald E. Lemon, Vice President for Development at Southern.

Dignity Hospice of Southern WV, Inc. Opens Williamson Office



President Joanne Jaeger Tomblin joins Governor Joe Manchin on August 8, 2007, for the ribbon-cutting ceremony marking the grand opening of Dignity Hospice of Southern West Virginia's new office located at 81 East Third Avenue in Williamson.

The Lil' Rascals Day Care Opens at the Williamson Campus

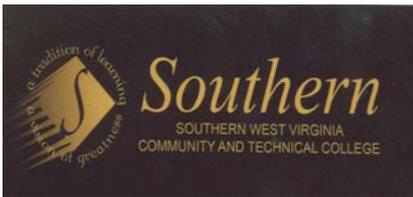


On August 20, 2007, *The Lil' Rascals Day Care* opened its door for business inside Room 143 at the Williamson Campus. Privately operated by Vickie Copley, the center is open five days a week from 7:30 a.m. until 6:00 p.m., and accepts children from infants to the age of 12. This new addition is expected to be an asset for our students. Many thanks to Professor Vinnie Kudva for coordinating this endeavor.

Kimberly Pierce Memorial Scholarship Fund Receives Donation



The Kimberly Pierce Memorial Scholarship Fund recently received a financial gift from *The Dance Studios, Inc.* Owner Dena Wigal presented a check to President Joanne Jaeger Tomblin. Pictured l-r are Vice President for Development, Ronald E. Lemon, Southern Foundation Member, Phyllis Osenton, Dena Wigal, President Tomblin, Jim and Calisa Pierce, and Randy Skeens, Director of Logan Campus Operations.



Joanne Jaeger Tomblin, President
Southern West Virginia Community and Technical College
P. O. Box 2900, Mount Gay, WV 25637

Phone: 304-792-7040
Fax: 304-792-7046
E-mail: Joannet@southern.wvnet.edu

Questions about the *President's Newsletter* should be directed to Emma Baisden, Assistant to the President, at 304-792-7160, extension 117, or by e-mail: Emmab@southern.wvnet.edu

Welcome New Employees



Stephanie L. Daniel
Respiratory Therapy Instructor
Williamson Campus

Rosemary Farrar
Assistant Professor of Math
Logan Campus

Curtis A. Houchins
Maintenance Worker
Wyoming Campus

John F. Kovach
Survey Technology Instructor
Logan Campus

Upcoming Events

- September 7 Chapmanville Regional High School Dedication, 1:00 PM
- September 12 Student Services Staff Only Meeting, Guyandotte Rm.—Logan Campus, 10:00 AM
- September 13 Student Services Staff Only Meeting, Rm. 334—Williamson Campus, 10:00 AM
- September 16 Community Appreciation Day, Williamson Campus, 1:00 - 3:00 PM
- September 18 Academy for Mine Training and Energy Technologies Press Conference, Savas-Kostas Theater, 11:00 AM
Board of Governors Meeting, Room 111—Logan Campus, 6:00 – 8:00 PM
- September 26 West Virginia Money Conference, Chief Logan Conference Center, 8:00 AM



Employee Spotlight

- Congratulations to Patricia Clay and Therasa Webb for attaining the IPMA-CP credential from the International Public Management Association for Human Resources.
- Congratulations and a BIG "pat on the back" to Cindy Whitlock, Glenna Layne, Brian Carter, Sharon Browning and Stella Estep. They worked diligently while the BANNER system was unavailable and manually notified more than 1,000 students of either an award, ineligibility, or documents and/or signatures required to complete the financial aid process. This was a monumental task, but they completed it *without* complaint prior to the start of the fall semester.