



Southern

**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

BOARD OF GOVERNORS

**DECEMBER 9, 2008
MEETING AGENDA**

Members

Kevin N. Fowler, Chair
Terry R. Sammons, Vice Chair
George Kostas, Secretary
Linda Q. Akers
Thomas A. Heywood
Shelley T. Huffman

Jada C. Hunter
Glenn T. Yost
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Michael Baldwin
Robert Jude
George Morrison

Joanne Jaeger Tomblin
President

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 BOARD OF GOVERNORS
 MEETING OF DECEMBER 9, 2008
 CENTER FOR ALLIED HEALTH AND TECHNOLOGY, ROOM 428
 2900 DEMPSEY BRANCH ROAD, MOUNT GAY, WV**

AGENDA

1. Call to Order Mr. Kevin Fowler
Board Chair
2. Classified Staff Council Presentation Ms. Debbie Dingess
Chair
3. Board of Governors Committee on Tuition and Fees Report . . Mr. Tom Heywood
Chair
4. Chancellor's Report Mr. James Skidmore, Chancellor
Community College System of West Virginia
5. President's Report Ms. Joanne Jaeger Tomblin
President
6. Financial Audit Presentation Mr. Chris Deweese
Suttle and Stalnaker PLLC
7. Action Items pp. 74-194
 1. Approval of Audited Financial Report p. 74
 2. Approval of October 2008 Minutes p. 75
 3. Institutional Policies for Final Approval pp. 79-175
 1. SCP-1153, Consumer Complaint Procedures p. 79
 2. SCP-5065, Awarding of Undergraduate Tuition
and Fee Waivers p. 86
 3. SCP-2226, Faculty Incentive Pay Plan p. 91
 4. SCP-2562, External Professional Activities of Faculty
and Other Professional Staff p. 100
 5. SCP-2624, Employee Development p. 106
 6. SCP-2220, Course Feedback Policy p. 112
 7. SCP-3160, Course Syllabus p. 119
 8. SCP-3165, Adding Courses to the Curriculum and
Revising Existing Courses p. 126
 9. SCP-3170, Deleting Courses from the Curriculum p. 128
 10. SCP-3240, Assignment of Credit/Non-Credit Courses p. 130
 11. SCP-3250, Final Examinations p. 133
 12. SCP-3401, Independent Study p. 135
 13. SCP-3620, Policy Regarding Program Review p. 146
 14. SCP-4398, Student Grades and Grade Point Average
Requirements for Graduation p. 152
 15. SCP-1040, Use of College Bulletin Boards, Directories
and Information Dispensing p. 157

16.	SCP-1180, Equipment Loans	p. 160
17.	SCP-5051, Reduced Tuition and Fee Program for State Residents 65-years and Older	p. 164
18.	SCP-1625, Publications and Productions	p. 168
19.	SCP-7712, Requests for Media Service and Television Agreements	p. 173
20.	SCP-6125, Contractual Training for Workforce Development	p. 176
4.	Approval of Institutional Policies for 30-day Comment	pp. 179-194
1.	SCP-1167, Emergency Procedures	p. 179
2.	SCP-1233, First Aid	p. 183
3.	SCP-1375, Reports of Accidents/Incidents	p. 186
8.	Executive Session Pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues	Chair Fowler
9.	Adjournment	Chair Fowler

Classified Staff Council Board of Governors' Presentation

December 9, 2008



Southern West Virginia Community and Technical College

Thank You!

The Classified Staff would like to say **Thank You** to President Tomblin, the Administration and the Board of Governors for:

- Pay Raises
- Four-Day Workweek



Classified Staff Council

- WV State Code 18B-6-6 mandates that each state institution of higher education establish a classified staff council
- Board of Governors must meet with the Classified Staff Council at least annually per 18B-6-6(g)
- The President of the institution must meet at least quarterly with the Classified Staff Council per 18B-6-6(f)
- The Council meets the first Wednesday of each month at 10:30 a.m. in the Interactive Classrooms at each campus location.

Board of Governors Representative

- Per WV Code 18B-2A-1(c2), classified employees at each state institution of higher education elects a member of staff to their institutional Board of Governors
- The classified staff member to the Board represents the classified employees in governing matters for the institution

Advisory Council of Classified Employees (ACCE)

- WV State Code 18B-6-5 provides for a statewide Advisory Council for Classified Employees
- Each institution elects a member of Classified Staff to represent the institution on the statewide Advisory Council
- The ACCE's main focus is to voice concerns for all higher education classified employees to the HEPC, WVCCTCE, Legislature, and Governor

ACCE Legislative Agenda Top Priorities

- **Overall increase of funding for Higher Education**
- **Establish benchmarks to be used for merit based increases**
- **Retirement Contribution Equalization of contribution with other state employees**
- **Salary increases from state general revenue funds to cover all employees**

**We Ask for Your Support and Help
in Achieving these Agenda Items**

Total Classified Employees

Southern currently has a total of
105
classified employees!

Classified Employees are... Cashiers



Classified Employees are ... Secretaries



Classified employees are... Managers and Professionals



Classified employees are... Student Service Specialists



All Classified Employees are ... Customer Service Representatives

We are critically involved with:

- Recruitment
- Retention
- Graduation
- Enrollment
- Advising
- Counseling
- Motivation
- Teaching
- Instructional Delivery
- Facilities



Major Issues/Concerns of Classified Staff

1. Compensation and Classification (Series 8)
2. Professional Development for Staff

Compensation and Classification Issues

- Continue to work to fully fund the 2001 Salary Schedule for Classified Employees
 - The Faculty Salary Schedule represents 2007 average salaries.
- Support the Series 8 Personnel Study concerning classification and compensation
 - Proposed Compensation Plan will include new salary schedules, new structure, and a new progression system
 - According to preliminary reports, the current 2001 Salary Schedule must be fully funded by each institution prior to implementing the new Salary Schedule as proposed by the Compensation Plan.

Salary Schedule Funding

- The average salary for classified employees at Southern is **\$29,172**
- The cost to fully fund the salary schedule is **\$294,362**

Professional Development

- Over the past few years, professional development funding for classified employees has been inadequate.
 - **We would like your support in funding focused professional development programs:**
 - To support re-certification for professional employees
 - To support training programs for employees working in administrative support, service craft/maintenance, and management/supervision

In Conclusion

- Classified Employees are dedicated, professional supporters of this institution!
- **We would like your support:**
 - In fully funding the 2001 Salary Schedule
 - In funding professional development programs
- We appreciate the opportunity to present our concerns regarding issues that impact classified staff

Southern West Virginia
Community and Technical College
Financial Statements

Years Ended June 30, 2008 and 2007
and
Independent Auditors' Reports

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
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INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying financial statements of the business-type activities and the discretely presented component unit of the Southern West Virginia Community and Technical College (the College), as of June 30, 2008 and 2007, and for the years ended which collectively comprise the College's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on the respective financial statements based on our audits. We did not audit the discretely presented financial statements of the Southern West Virginia Community College Foundation, Inc. (a component unit of the College). Those statements were audited by other auditors whose report has been furnished to us, and our opinions, insofar as it relates to the discretely presented financial statements of The Southern West Virginia Community College Foundation, Inc., is based solely on the report of the other auditors.

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

In our opinion, based on our audits and report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College as of June 30, 2008 and 2007, and the respective changes in net assets and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note 2 to the financial statements, during the year ended June 30, 2008, the College adopted Governmental Accounting Standards Board Statement No. 45, *Accounting and Financial Reporting by Employers for Post Employment Benefits Other Than Pensions*.

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

In accordance with *Government Auditing Standards*, we have also issued a report dated October 18, 2008, on our consideration of the College's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.



Charleston, West Virginia
October 18, 2008

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION & ANALYSIS
JUNE 30, 2008

Overview of the Financial Statements and Financial Analysis

Southern West Virginia Community & Technical College (“the College”) presents its financial statements for the fiscal years ended June 30, 2008, and June 30, 2007. The emphasis of discussions about these statements will be on current year data. There are three financial statements presented: the Statement of Net Assets; the Statement of Revenues, Expenses, and Changes in Net Assets; and the Statement of Cash Flows. This discussion and analysis of the College’s financial statements provides an overview of its financial activities for the year and is required supplemental information. Since this analysis is designed to focus on current activities, resulting change and currently known facts, please read it in conjunction with the College’s basic financial statements and the footnotes to these financial statements. Responsibility for the completeness and fairness of this information rests with the College.

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

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

Statements of Net Assets

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

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

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION & ANALYSIS
JUNE 30, 2008

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

Statements of Net Assets
June 30
(in thousands)

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Assets			
Current assets	\$ 3,259	\$ 3,442	\$ 4,754
Other non-current assets	108	111	279
Capital assets, net	<u>26,442</u>	<u>25,668</u>	<u>18,262</u>
Total assets	<u>29,809</u>	<u>29,221</u>	<u>23,295</u>
Liabilities			
Current liabilities	2,685	2,992	1,657
Noncurrent liabilities	<u>405</u>	<u>1,328</u>	<u>1,278</u>
Total liabilities	<u>3,090</u>	<u>4,320</u>	<u>2,935</u>
Net assets (deficit)			
Invested in capital assets, net	26,643	25,668	18,262
Restricted – expendable	1	7	1,335
Unrestricted (deficiency)	<u>75</u>	<u>(774)</u>	<u>763</u>
Total net assets	<u>\$ 26,719</u>	<u>\$ 24,901</u>	<u>\$ 20,360</u>

Total net assets of the College increased by \$1.82 million from June 30, 2007 to June 30, 2008. Total net assets increased by \$4.54 million from June 30, 2006 to June 30, 2007. These changes are related to a number of changes as described below:

- June 30, 2008 current assets decreased by \$183 thousand. This decrease is primarily due to a decrease in cash and bonds proceeds from the Commission.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION & ANALYSIS
JUNE 30, 2008

- The fiscal year 2008 increase of \$774 thousand of net assets invested in capital is comprised of several components. Gross capital assets increased by \$1.93 million. This increase was primarily due to the construction of the Allied Health/Technology building and various grants purchasing equipment. Offsetting the \$1.93 million gross capital assets increase is depreciation in the amount of approximately \$1.16 million.
- The unrestricted net assets increased to \$75 thousand as of June 30, 2008. This increase was primarily the result of prudent spending.
- The current ratio for fiscal year 2008 and 2007 is 1.2 times. The current ratio measures the ability to meet short-term obligations. The current ratio is the most widely-used measure of liquidity. Typically, current ratios range from about 1 to almost 4 to 1.

Capital Assets, Net
June 30,
(in thousands)

	<u>2008</u>	<u>2007</u>	<u>2006</u>	(2007 to 2008) Increase (Decrease)	(2007 to 2008) Percent Change
Capital Assets					
Land and Improvements	\$ 1,288	\$ 1,288	\$ 1,288	\$ -	0.00%
Construction in Progress	-	-	1,442	-	0.00%
Buildings	30,080	28,889	19,960	1,191	4.12%
Equipment	6,087	5,369	4,576	718	13.37%
Library Holdings	<u>3,798</u>	<u>3,778</u>	<u>3,775</u>	<u>20</u>	0.53%
Total	41,253	39,324	31,041	1,929	4.91%
Less: Accum Depreciation	<u>(14,811)</u>	<u>(13,656)</u>	<u>(12,779)</u>	<u>(1,155)</u>	-8.46%
Net Capital Assets	<u>\$ 26,442</u>	<u>\$ 25,668</u>	<u>\$ 18,262</u>	<u>\$ 774</u>	3.02%

Statements of Revenues, Expenses and Changes in Net Assets

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

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

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION & ANALYSIS
JUNE 30, 2008

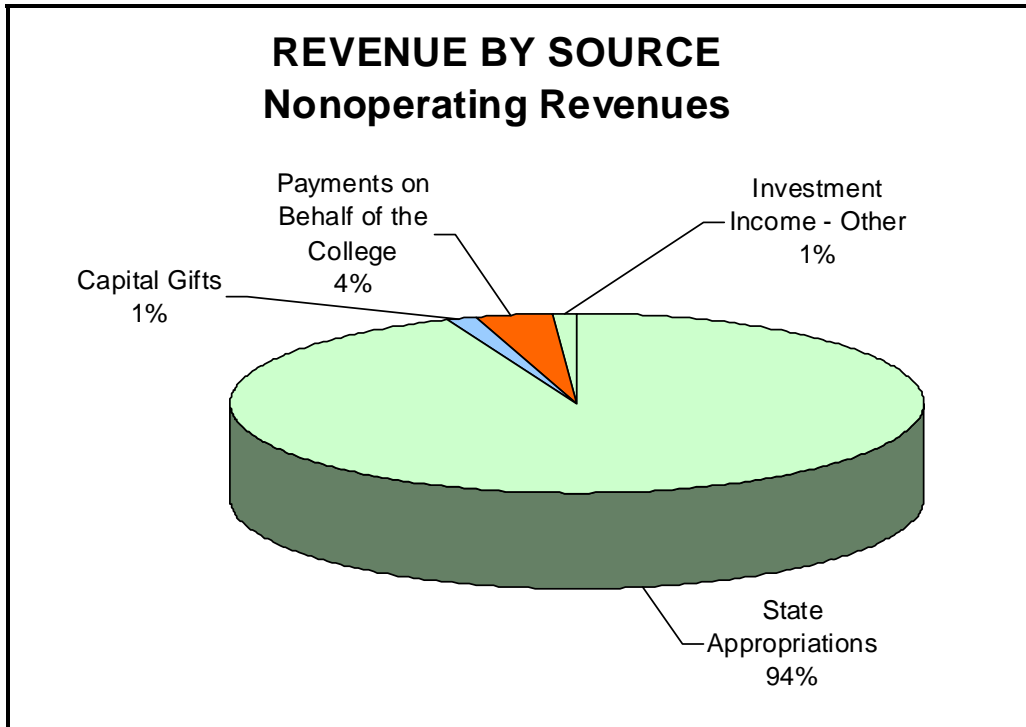
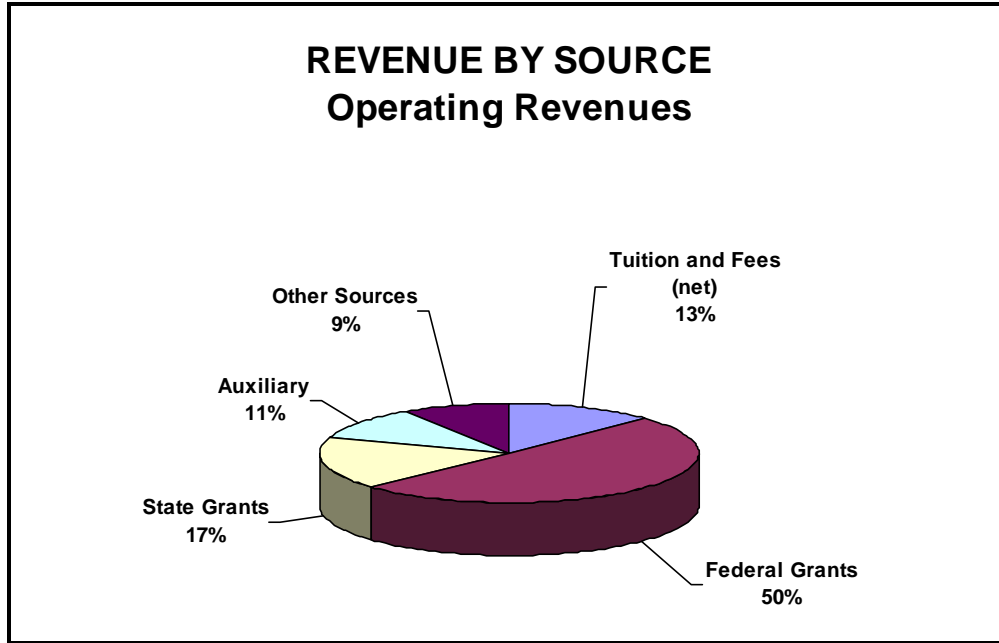
Statements of Revenues, Expenses, and Changes in Net Assets
Years Ended June 30,
(in thousands)

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Operating revenues	\$ 9,937	\$ 9,657	\$ 9,878
Operating expenses	<u>19,695</u>	<u>19,747</u>	<u>19,031</u>
Operating loss	(9,758)	(10,090)	(9,153)
Nonoperating revenues	9,986	8,201	8,097
Bond Proceeds from Commission	339	6,430	2,885
Capital Project Proceeds from Commission	<u>-</u>	<u>-</u>	<u>31</u>
Increase in Net Assets	<u>\$ 567</u>	<u>\$ 4,541</u>	<u>\$ 1,860</u>

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

- For fiscal year 2008, tuition and fees contributed approximately 13% of the total operating revenues for the year. In fiscal year 2007, tuition and fees accounted for approximately 11% of the total operating revenues.
- For fiscal year 2008 grant and contract revenues decreased by \$331 thousand for a 5% decrease. As a percentage of operating revenue, grant and contract revenue accounted for nearly 68% in fiscal year 2008, and 73% for fiscal year 2007. From year to year, the number of grants awarded can vary significantly.
- In fiscal year 2008 other revenues increased by \$381 thousand.
- The total cost of benefits increased by 17% for fiscal year 2008 over fiscal year 2007 reflecting the expense for Other Post Employment Benefits (OPEB) by the Public Employees Insurance Agency (PEIA).
- In fiscal year 2008 non-operating revenues increased by \$1.79 million or approximately 22%. Investment income decreased by \$41 thousand or 32%. The College participates in the investment pool managed by the state.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION & ANALYSIS
JUNE 30, 2008

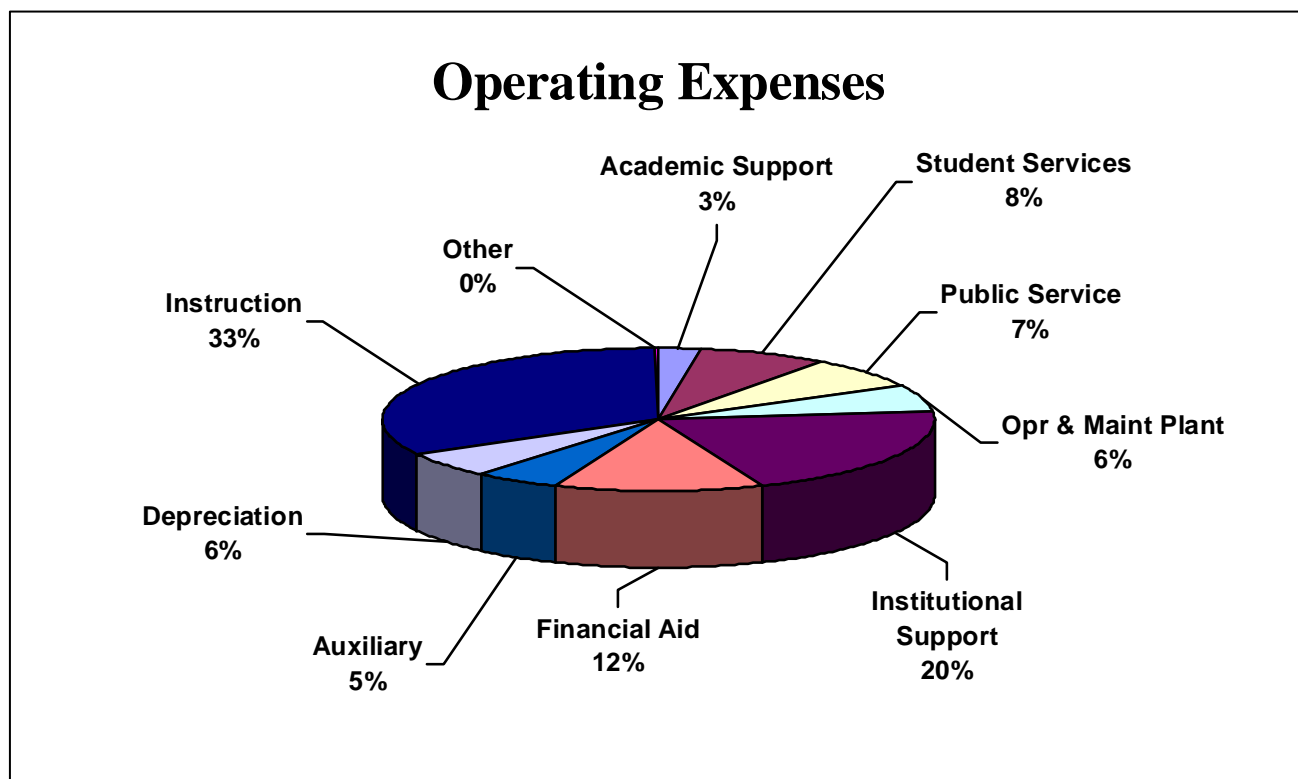


SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION & ANALYSIS
JUNE 30, 2008

Operating Expenses
Years Ended June 30,
(in thousands)

	<u>2008</u>	<u>2007</u>	<u>2006</u>	(2007 to 2008) Increase (Decrease)	(2007 to 2008) Percent Change
Operating expense					
Instruction	\$ 6,523	\$ 7,366	\$ 5,508	\$ (843)	(11.44)%
Academic support	517	527	498	(10)	(1.90)%
Student services	1,500	1,503	1,335	(3)	(.20)%
Public service	1,420	1,449	1,916	(29)	(2.00)%
Operations& maintenance plant	1,210	785	1,797	425	54.14%
Institutional support	3,897	3,942	3,737	(45)	(1.14)%
Financial aid	2,403	2,293	2,356	110	4.80%
Auxiliary	1,029	920	925	109	11.85%
Depreciation	1,155	920	915	235	25.54%
Other	41	42	44	(1)	(2.38)%
Total	<u>\$ 19,695</u>	<u>\$ 19,747</u>	<u>\$ 19,031</u>	<u>\$ (52)</u>	(0.26)%

The following is a graphic illustration of fiscal year 2008 operating expenses:



Operating expenses for fiscal year 2008 decreased approximately \$52 thousand.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION & ANALYSIS
JUNE 30, 2008

Statements of Cash Flows

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

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

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Cash provided (used) by:			
Operating activities	\$ (8,455)	\$ (7,369)	\$ (8,200)
Noncapital financing activities	9,386	8,053	7,933
Capital and related financing Activities	(1,264)	(1,721)	(735)
Investing activities	<u>88</u>	<u>129</u>	<u>146</u>
Net change in cash	(245)	(908)	(856)
Cash, beginning of year	<u>2,416</u>	<u>3,324</u>	<u>4,180</u>
 Cash, end of year	 <u>\$ 2,171</u>	 <u>\$ 2,416</u>	 <u>\$ 3,324</u>

Capital Asset and Debt Administration

Capital assets net increase of \$774 thousand was predominantly a result of the Allied Health/Technology Building construction offset by depreciation. The College has \$160 thousand in long term debt for telephone equipment.

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

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION & ANALYSIS
JUNE 30, 2008

Economic Outlook

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

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

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

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

Requests for Information

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

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF NET ASSETS
JUNE 30, 2008 AND 2007

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	<u>2008</u>	<u>2007</u>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 2,171,340	\$ 2,416,369
Accounts receivable - net	626,906	516,525
Due from the Commission	3,601	8,550
Due from Federal Government	33,770	34,880
Inventories	<u>423,851</u>	<u>465,468</u>
Total current assets	<u>3,259,468</u>	<u>3,441,792</u>
Noncurrent assets		
Cash and cash equivalents	108,199	111,551
Investment in capital assets-net	<u>26,441,567</u>	<u>25,667,866</u>
Total noncurrent assets	<u>26,549,766</u>	<u>25,779,417</u>
 Total assets	 <u>29,809,234</u>	 <u>29,221,209</u>
LIABILITIES		
Current liabilities		
Accounts payable	681,352	887,005
Due to the Commission	72,414	112,968
Due to other State Agencies	-	30,450
Due to other governments	95,505	5,105
Accrued liabilities	782,186	607,169
Compensated absences-current portion	337,232	400,176
Current portion of long-term capital lease	22,993	-
Deferred revenue	<u>692,773</u>	<u>948,805</u>
Total current liabilities	<u>2,684,455</u>	<u>2,991,678</u>
Noncurrent liabilities		
Long-term portion of capital lease	136,520	-
Compensated absences	157,593	1,328,355
Other Post Employment Benefit liability	<u>111,233</u>	<u>-</u>
Total noncurrent liabilities	<u>405,346</u>	<u>1,328,355</u>
 Total liabilities	 <u>3,089,801</u>	 <u>4,320,033</u>
NET ASSETS (DEFICIT)		
Invested in capital assets-net of related debt	<u>26,643,429</u>	<u>25,667,866</u>
Restricted for expendable:		
Loans	<u>1,432</u>	<u>7,285</u>
Total restricted net assets	<u>1,432</u>	<u>7,285</u>
Unrestricted (deficiency)	<u>74,572</u>	<u>(773,975)</u>
 Total net assets	 <u>\$ 26,719,433</u>	 <u>\$ 24,901,176</u>

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2007 AND 2006

ASSETS	<u>2007</u>	<u>2006</u>
Cash and cash equivalents	\$ 1,200,166	\$ 912,897
Certificates of deposit	25,717	15,778
Investments at estimated market value	1,340,401	1,140,283
Miscellaneous receivable	9,716	16,191
Interest receivable	8,931	1,579
Prepaid insurance	1,632	12,803
Unconditional promises to give, less allowance for uncollectible promises	869,528	1,007,628
Fixed assets, net	21,273	27,735
Other assets	67,445	5,000
Total assets	<u><u>\$ 3,544,809</u></u>	<u><u>\$ 3,139,894</u></u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	\$ 4,936	\$ 1,000
Payable to related party	526,000	544,315
Obligations under capital leases	17,457	30,352
Total liabilities	<u>548,393</u>	<u>575,667</u>
NET ASSETS		
Unrestricted	95,965	37,982
Temporarily restricted	2,885,451	2,511,245
Permanently restricted	15,000	15,000
Total net assets	<u>2,996,416</u>	<u>2,564,227</u>
Total liabilities and net assets	<u><u>\$ 3,544,809</u></u>	<u><u>\$ 3,139,894</u></u>

The Accompanying Notes Are An Integral
Part Of These Financial Statements

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
YEARS ENDED JUNE 30, 2008 AND 2007

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	<u>2008</u>	<u>2007</u>
Operating revenues		
Student tuition and fees (net of scholarship allowance of \$2,109,136 and \$2,011,432)	\$ 1,259,441	\$ 1,071,527
Contracts and grants:		
Federal	5,003,358	3,887,767
State	1,719,095	3,185,197
Private	19,226	-
Auxiliary enterprise revenue (net of scholarship allowance of \$119,558 and \$161,976)	1,057,604	1,016,348
Miscellaneous-net	<u>878,059</u>	<u>496,618</u>
Total operating revenues	<u>9,936,783</u>	<u>9,657,457</u>
Operating expenses		
Salaries and wages	9,657,102	9,093,674
Benefits	3,113,236	2,662,216
Supplies and other services	2,813,619	4,329,443
Utilities	462,367	423,583
Student financial aid-scholarships and fellowships	2,453,737	2,275,886
Depreciation	1,154,835	920,347
Fees assessed by the Commission for operations	<u>40,620</u>	<u>41,924</u>
Total operating expenses	<u>19,695,516</u>	<u>19,747,073</u>
Operating loss	<u>(9,758,733)</u>	<u>(10,089,616)</u>
Nonoperating revenues (expenses)		
State appropriations	9,386,234	8,053,214
Payment on behalf of Southern West Virginia Community & Technical College	349,634	-
Gifts	139,000	-
Investment income	88,228	129,498
Other non-operating	<u>22,970</u>	<u>18,179</u>
Net nonoperating revenues	<u>9,986,066</u>	<u>8,200,891</u>
Income (loss) before other revenues, expenses, gains or losses	<u>227,333</u>	<u>(1,888,725)</u>
Bond/capital proceeds from the Commission	<u>339,340</u>	<u>6,429,627</u>
Total other revenues	<u>339,340</u>	<u>6,429,627</u>
Increase in net assets	<u>566,673</u>	<u>4,540,902</u>
Net assets, beginning of year	24,901,176	20,360,274
Cumulative effect of adoption of accounting principle	<u>1,251,584</u>	<u>-</u>
Net assets, beginning of year as adjusted	<u>26,152,760</u>	<u>20,360,274</u>
Net assets, end of year	<u>\$ 26,719,433</u>	<u>\$ 24,901,176</u>

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS
YEAR ENDED DECEMBER 31, 2007

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
REVENUES, INVESTMENT INCOME, AND OTHER SUPPORT				
Contributions	\$ -	\$ 735,984	\$ -	\$ 735,984
Interest and dividend income	1,158	101,663	-	102,821
Gain (loss) on investment	(1,958)	(34,711)	-	(36,669)
Net assets released from restriction	428,730	(428,730)	-	-
Total revenues, investment income, and other support	<u>427,930</u>	<u>374,206</u>	<u>-</u>	<u>802,136</u>
EXPENSES				
Program services:				
Scholarships	131,673	-	-	131,673
Educational development	144,211	-	-	144,211
Total program services	<u>275,884</u>	<u>-</u>	<u>-</u>	<u>275,884</u>
Administrative and general	73,800	-	-	73,800
Fundraising	20,263	-	-	20,263
Total expenses	<u>369,947</u>	<u>-</u>	<u>-</u>	<u>369,947</u>
CHANGE IN NET ASSETS	57,983	374,206	-	432,189
NET ASSETS, BEGINNING OF YEAR, AS RESTATED	<u>37,982</u>	<u>2,511,245</u>	<u>15,000</u>	<u>2,564,227</u>
NET ASSETS, END OF YEAR	<u>\$ 95,965</u>	<u>\$ 2,885,451</u>	<u>\$ 15,000</u>	<u>\$ 2,996,416</u>

The Accompanying Notes Are An Integral
Part Of These Financial Statements

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

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

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2008 AND 2007

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	<u>2008</u>	<u>2007</u>
Cash flows from operating activities		
Cash received from student tuition and fees	\$ 1,146,358	\$ 1,135,711
Cash received from contracts and grants	6,513,804	8,403,315
Payments to and on behalf of employees	(12,259,689)	(11,704,948)
Payments to suppliers	(2,854,768)	(3,929,767)
Payments to utilities	(442,141)	(450,570)
Payments for scholarships and fellowships	(2,453,737)	(2,275,886)
Auxiliary enterprise charges-net	1,057,604	1,016,347
Fees assessed by Commission	(40,620)	(41,924)
Other receipts (payments)-net	<u>878,059</u>	<u>478,440</u>
Net cash used in operating activities	<u>(8,455,130)</u>	<u>(7,369,282)</u>
Cash flows from noncapital financing activities		
State appropriations	<u>9,386,234</u>	<u>8,053,214</u>
Net cash provided by noncapital financing activities	<u>9,386,234</u>	<u>8,053,214</u>
Cash flows from capital financing activities		
Bond Proceeds from the Commission	339,340	6,429,627
Purchases of capital assets	(1,898,862)	(7,983,188)
Capital gifts	139,000	-
Proceeds from long-term borrowings from financial institutions	176,180	-
Payments on long-term borrowings from financial institutions	(16,667)	-
Increase (decrease) in noncurrent cash and cash equivalents	<u>(3,352)</u>	<u>(167,557)</u>
Net cash used in capital financing activities	<u>(1,264,361)</u>	<u>(1,721,118)</u>
Cash flows from investing activities		
Interest on investments	<u>88,228</u>	<u>129,498</u>
Net cash provided by investing activities	<u>88,228</u>	<u>129,498</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(245,029)	(907,688)
Cash and cash equivalents - beginning of year	<u>2,416,369</u>	<u>3,324,057</u>
Cash and cash equivalents - end of year	<u>\$ 2,171,340</u>	<u>\$ 2,416,369</u>
Reconciliation of net operating loss to net cash used in operating activities		
Operating loss	\$ (9,758,733)	\$ (10,089,616)
Adjustments to reconcile net operating loss to net cash used in operating activities		
Depreciation expense	1,154,835	920,347
Payments paid on behalf of the College	349,634	-
Changes in assets and liabilities		
Accounts receivable-net	(110,381)	94,646
Inventories	41,617	(12,726)
Accounts payable	(205,653)	345,931
Due from Commission	4,949	2,316
Due from other State Agencies	-	337,730
Due to Commission	(40,554)	56,058
Due to other State Agencies	(30,450)	30,450
Due to other governments	90,400	5,105
Due from Federal Government	1,110	(6,537)
Accrued liabilities	286,250	7,915
Compensated absences	17,878	43,027
Deferred revenue	<u>(256,032)</u>	<u>896,072</u>
Net cash used in operating activities	<u>\$ (8,455,130)</u>	<u>\$ (7,369,282)</u>
Significant noncash transactions:		
Cumulative effect of adoption of accounting principle	<u>\$ 1,251,584</u>	<u>\$ -</u>
Payments received on behalf of Southern	<u>\$ 349,634</u>	<u>\$ -</u>

The Accompanying Notes Are An Integral
Part Of These Financial Statements

NOTE 1 - ORGANIZATION

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

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

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

As of July 1, 2003, the College adopted GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units*, an amendment to GASB Statement No. 14. As a result, the Southern West Virginia Community College Foundation, Inc. (Foundation) was originally not included because the economic resources held by the Foundation was not significant to that inclusion. Beginning with the year ended June 30, 2007, the resources held by the Foundation became significant and are now included. As a result, the audited financial statements of the Foundation are presented here as a discrete component unit with the College financial statements for the fiscal years ended June 30, 2008 and 2007. The Foundation's audited financial statements were as of and for the year ended December 31, 2007 and 2006. The Foundation is a private nonprofit organization that reports under FASB standards, including FASB Statement No. 117, *Financial Reporting for Not-for-Profit Organization*. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's audited financial information as it is presented herein as required by GASB No. 39.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

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

- *Restricted net assets, nonexpendable* - This includes endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal. The College does not have any restricted nonexpendable net assets at June 30, 2008 or 2007.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

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

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

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

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

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

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets - Capital assets include property, plant and equipment and books and materials that are part of a catalogued library. Capital assets are stated at cost at the date of acquisition or construction, or fair market value at the date of donation in the case of gifts. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, generally 50 years for buildings and infrastructure, 20 years for land improvements, 7 years for library holdings, and 5 to 10 years for furniture and equipment. The College's capitalization threshold is \$5,000. There was no interest capitalized during 2008 and 2007.

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

Compensated Absences and Other Post Employment Benefits - The College accounts for compensated absences in accordance with the provisions of GASB Statement No. 16, *Accounting for Compensated Absences*.

Effective July 1, 2007, the College adopted GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions*. This statement provided standards for the measurement, recognition, and display of other postemployment benefit ("OPEB") expenditures, assets, and liabilities, including applicable note disclosures and required supplementary information. During fiscal year 2006, House Bill No. 4654 was established to create a trust fund for postemployment benefits for the State of West Virginia (the "State"). Effective July 1, 2007, the College was required to participate in this multiple employer cost-sharing plan, the West Virginia Retiree Health Benefit Trust Fund, sponsored by the State of West Virginia. The Plan provides the following retiree group insurance coverage to participants: medical and prescription drug coverage through a self-insured preferred provider benefit (PPB) plan and through external managed care organizations (MCOs), basic group life, accidental death, and prescription drug coverage for retired employees of the State and various related State and non-State agencies and their dependents. Details regarding this plan can be obtained by contacting Public Employees Insurance Agency ("PEIA"), State Capitol Complex, Building 5, Room 1001, 1900 Kanawha Boulevard, East, Charleston WV 25305-0710 or <http://www.wvpeia.com>.

These statements require entities to accrue for employees' rights to receive compensation for vacation leave or payments in lieu of accrued vacation or sick leave as such benefits are earned and payment becomes probable.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

For the year ended June 30, 2007, the estimate of the liability for the extended health or life insurance benefit has been calculated using the vesting method in accordance with the provisions of GASB Statement No. 16. Under that method, the College identified the accrued sick leave benefit earned to date by each employee, determined the cost of that benefit by reference to the benefit provisions and the current cost experienced by the College for such coverage, and estimated the probability of the payment of that benefit to employees upon retirement.

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

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

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

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

- *Operating revenues* - Operating revenues include activities that have the characteristics of exchange transactions, such as (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, net of scholarship discounts and allowances, (3) most federal, state, local, and nongovernmental grants and contracts, and (4) sales and services of educational activities.
- *Nonoperating revenues* - Nonoperating revenues include activities that have the characteristics of non-exchange transactions, such as gifts and contributions, and other revenues that are defined as nonoperating revenues by GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting* and GASB Statement No. 34, such as state appropriations and investment income.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

Federal Financial Assistance Programs - The College distributes student financial assistance funds on behalf of the federal government to students under the federal Pell Grant, Supplemental Educational Opportunity Grant and College Work Study programs. The activity of these programs is recorded in the accompanying financial statements. In 2008 and 2007, the College received and disbursed \$3,505,000 and \$3,231,000 respectively, under these federal student aid programs.

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

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

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

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

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

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

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

The GASB has issued Statement No. 52, *Land and Other Real Estate Held as Investments by Endowments*, effective for fiscal years beginning after June 15, 2008. This statement requires endowments to report their land and other real estate investments at fair value. It also requires changes in fair value to be reported as investment income, disclosure of the methods and significant assumptions employed to determine fair value, and disclosure of other information that is currently presented for other investments reported at fair value. The College has not yet determined the effect that the adoption of GASB Statement No. 52 may have on its financial statements.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The GASB has issued Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, effective for fiscal years beginning after June 15, 2009. This statement requires governmental entities to measure most derivative instruments at fair value as assets or liabilities. It also improves disclosure requirements surrounding the entity's derivative instrument activity, its objectives for entering into the derivative instrument, and the instrument's significant terms and risks. The College has not yet determined the effect that the adoption of GASB Statement No. 53 may have on its financial statements.

NOTE 3 - CASH AND CASH EQUIVALENTS

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

	<u>2008</u>	<u>2007</u>
Cash on deposit with the State Treasurer/BTI	\$ 2,128,549	\$ 2,368,062
Cash in bank	146,190	155,158
Cash on hand	<u>4,800</u>	<u>4,700</u>
	<u>\$ 2,279,539</u>	<u>\$ 2,527,920</u>

Cash held by the State Treasurer includes \$801,778 and \$920,685 of restricted cash primarily for operating grants as of June 30, 2008 and 2007, respectively.

The combined carrying amount of cash in the bank at June 30, 2008 and 2007 was \$146,190 and \$155,158 respectively, as compared with the combined bank balance of \$182,623 and \$183,152, respectively. The difference is primarily caused by items in transit and outstanding checks. The bank balances were covered by federal depository insurance or were collateralized by securities held by the State's agent.

Amounts with the State Treasurer and the Municipal Bond Commission as of June 30, 2008 and 2007, are comprised of the following investment pools which are subject to the following BTI policies.

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

The BTI has adopted an investment policy in accordance with the “Uniform Prudent Investor Act.” The “prudent investor rule” guides those with responsibility for investing the money for others. Such fiduciaries must act as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments. The BTI’s investment policy to invest assets in a manner that strives for maximum safety, provides adequate liquidity to meet all operating requirements, and achieves the highest possible investment return consistent with the primary objectives of safety and liquidity. The BTI recognizes that risk, volatility, and the possibility of loss in purchasing power are present to some degree in all types of investments. Due to the short-term nature of BTI’s Consolidated Fund, the BTI believes that it is imperative to review and adjust the investment policy in reaction to interest rate market fluctuations/trends on a regular basis and has adopted a formal review schedule. Investment policies have been established for each investment pool and account of the BTI’s Consolidated Fund. Of the BTI’s Consolidated Fund pools and accounts which the College may invest in, three are subject to credit risk: WV Money Market Pool (formerly Cash Liquidity Pool), WV Government Money Market Pool (formerly Government Money Market Pool), and WV Short Term Bond Pool (formerly Enhanced Yield Pool).

WV Money Market (Formerly Cash Liquidity Pool)

Credit Risk - Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. For the year ended June 30, 2008, the WV Money Market Pool has been rated AAAM by Standard & Poor’s. A Fund rated “AAAM” has extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks. “AAAM” is the highest principal stability fund rating assigned by Standard & Poor’s. As this pool has been rated in the current year, specific information on the credit ratings of the underlying investments of the pool have not been provided for the year ended June 30, 2008, although the underlying investments are similar securities with similar ratings as 2007. For the year ended June 30, 2007, this pool was not rated for credit risk by any organization.

The BTI limits the exposure to credit risk in the WV Money Market Pool by requiring all corporate bonds to be rated AA- by Standard & Poor’s (or its equivalent) or higher. Commercial paper must be rated at least A-1 by Standard & Poor’s and P1 by Moody’s. The pool must have at least 15% of its assets in U.S. Treasury issues.

At June 30, 2008, the WV Money Market Pool investments had a total carrying value of \$2,358,470,000, of which the College’s ownership represents 0.06%.

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 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2008 AND 2007

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

The following table provides information on the credit ratings of the WV Money Market Pool's investments (in thousands) at June 30, 2007:

Security Type	Credit Rating *		2007	
	Moody's	S&P	Carrying Value	Percent of Pool Assets
Investments:				
Commercial paper	P1	A-1	\$ 1,015,926	48.89%
Corporate bonds and notes	Aaa	AAA	98,999	4.76
	Aa3	AA	20,001	0.96
	Aa3	A	23,002	1.11
	Aa2	AA	15,000	0.72
	Aa2	A	27,000	1.30
	Aa1	AA	77,023	3.71
			<u>261,025</u>	<u>12.56</u>
U.S. agency bonds	Aaa	AAA	46,994	2.26
U.S. Treasury bills	Aaa	AAA	358,725	17.27
Negotiable certificates of deposit	P1	A-1	76,500	3.68
U.S. agency discount notes	P1	A-1	21,655	1.04
Money market funds	Aaa	AAA	185	0.01
Repurchase agreements (underlying securities):				
U.S. agency notes	Aaa	AAA	246,821	11.88
Deposits -				
nonnegotiable certificates of deposit	NR	NR	50,000	2.41
			<u>\$ 2,077,831</u>	<u>100.00%</u>

* NR = Not Rated. See "Deposits" note at the conclusion of this footnote.

At June 30, 2007, the College's ownership 0.09% of these amounts held by the BTI.

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

WV Government Money Market Pool (formerly Government Money Market Pool)

Credit Risk - For the year ended June 30, 2008, the WV Government Market Pool has been rated AAAM by Standard & Poor's. A Fund rated "AAAM" has extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks. "AAAM" is the highest principal stability fund rating assigned by Standard & Poor's. As this pool has been rated in the current year, specific information on the credit ratings of the underlying investments of the pool have not been provided for the year ended June 30, 2008, although the underlying investments are similar securities with similar ratings as 2007. For the year ended June 30, 2007, this pool was not rated for credit risk by any organization.

The BTI limits the exposure to credit risk in the WV Government Money Market Pool by limiting the pool to U.S. Treasury issues, U.S. government agency issues, money market funds investing in U.S. Treasury issues and U.S. government agency issues, and repurchase agreements collateralized by U.S. Treasury issues and U.S. government agency issues. The pool must have at least 15% of its assets in U.S. Treasury issues.

At June 30, 2008, the WV Government Money Market Pool investments had a total carrying value of \$187,064,000, of which the College's ownership represents 0.01%.

The following table provides information on the credit ratings of the WV Government Money Market Pool's investments (in thousands) at June 30, 2007:

Security Type	Credit Rating		2007	
	Moody's	S&P	Carrying Value	Percent of Pool Assets
U.S. agency bonds	Aaa	AAA	\$ 67,620	29.46%
U.S. Treasury bills	Aaa	AAA	36,379	15.85
U.S. agency discount notes	P1	A-1	74,143	32.30
Money market funds	Aaa	AAA	9	
Repurchase agreements (underlying securities):				
U.S. Treasury notes	Aaa	AAA	<u>51,400</u>	<u>22.39</u>
			<u>51,400</u>	<u>22.39</u>
			<u>\$ 229,551</u>	<u>100.00%</u>

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE 33
 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2008 AND 2007

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

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

WV Short Term Bond Pool (formerly Enhanced Yield Pool)

Credit Risk - The BTI limits the exposure to credit risk in the WV Short Term Bond Pool by requiring all corporate bonds to be rated A (A- in 2007) by Standards & Poor's (or its equivalent) or higher. Commercial paper must be rated at least A-1 by Standards & Poor's and P1 by Moody's. The following table provides information on the credit ratings of the WV Short Term Bond Pool's investments (in thousands):

Security Type	Credit Rating*		2008		2007	
	Moody's	S&P	Carrying Value	Percent of Pool Assets	Carrying Value	Percent of Pool Assets
Corporate asset backed securities	P1	A-1	\$ -	0.00%	\$ 42,122	18.40%
	Aaa	AAA	48,663	13.75	-	0.00
	Aaa	NR	2,179	0.62	-	0.00
	NR	AAA	1,135	0.32	-	0.00
	AA3	AA	<u>192</u>	<u>0.06</u>	<u>-</u>	<u>0.00</u>
		<u>52,169</u>	<u>14.75</u>	<u>42,122</u>	<u>18.40</u>	
Commercial Paper	P1	A-1	7,971	2.25	-	0.00
Corporate bonds and notes	Aaa	AAA	13,146	3.72	1,667	0.73
	Aa1	AA	12,613	3.56	6,431	2.81
	Aa2	AA	20,860	5.89	950	0.41
	Aa2	A	1,061	0.30	2,177	0.95
	Aa3	AA	11,488	3.25	7,857	3.43
	Aa3	A	4,548	1.28	3,905	1.70
	A1	AA	4,305	1.22	3,034	1.32
	A1	A	8,361	2.36	10,706	4.68
	A2	AA	847	0.24	747	0.33
	A2	A	26,585	7.51	8,188	3.58
	A3	A	10,917	3.08	6,958	3.04
	Baa1	AA-	593	0.17	-	0.00
	Baa1	A-	2,028	0.57	-	0.00
Baa3	BB+	<u>645</u>	<u>0.18</u>	<u>-</u>	<u>0.00</u>	
		<u>117,997</u>	<u>33.33</u>	<u>52,620</u>	<u>22.98</u>	
U.S. agency bonds	Aaa	AAA	71,840	20.29	46,075	20.13
U.S. Treasury notes**	Aaa	AAA	81,875	23.13	55,877	24.41
U.S. agency mortgage backed securities***	Aaa	AAA	5,345	1.51	11,741	5.13
Repurchase agreements (underlying securities):						
U.S. agency notes	Aaa	AAA	<u>16,782</u>	<u>4.74</u>	<u>20,485</u>	<u>8.95</u>
			<u>\$ 353,979</u>	<u>100.00%</u>	<u>\$ 228,920</u>	<u>100.00%</u>

* NR = Not Rated

** U.S. Treasury issues are explicitly guaranteed by the United States government and are not subject to credit risk.

*** U.S. agency mortgage backed securities are issued by the Government National Mortgage Association and are explicitly guaranteed by the United States government and are not subject to credit risk.

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

At June 30, 2008 and 2007, the College's ownership represents 0.03% and 0.05%, respectively, of these amounts held by the BTI.

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

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

Security Type	2008		2007	
	Carrying Value (In thousands)	WAM (Days)	Carrying Value (In thousands)	WAM (Days)
Repurchase agreements	\$ 371,163	1	\$ 246,821	2
U.S. Treasury bills	406,426	31	358,725	30
Commercial paper	658,879	29	1,015,926	52
Certificates of deposit	147,001	95	126,500	76
U.S. agency discount notes	212,924	84	21,655	113
Corporate notes	158,000	21	261,025	58
U.S. agency bonds/notes	254,019	111	46,994	156
Money market funds	<u>150,058</u>	1	<u>185</u>	1
	<u>\$ 2,358,470</u>	40	<u>\$ 2,077,831</u>	48

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

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Security Type	2008		2007	
	Carrying Value (In thousands)	WAM (Days)	Carrying Value (In thousands)	WAM (Days)
Repurchase agreements	\$ 53,400	1	\$ 51,400	2
U.S. Treasury bills	29,929	58	36,379	29
U.S. agency discount notes	43,249	77	74,143	106
U.S. agency bonds/notes	60,420	84	67,620	60
Money market funds	<u>66</u>	1	<u>9</u>	1
	<u>\$ 187,064</u>	54	<u>\$ 229,551</u>	49

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

Security Type	2008		2007	
	Carrying Value (In thousands)	WAM (Days)	Carrying Value (In thousands)	WAM (Days)
Repurchase agreements	\$ 16,782	1	\$ 20,485	2
U.S. Treasury bonds/notes	81,875	744	55,877	1,092
Corporate notes	117,997	675	52,620	557
Corporate asset backed securities	52,169	341	42,122	421
U.S. agency bonds/notes	71,840	1,231	46,075	927
U.S. agency mortgage backed securities	5,345	570	11,741	814
Commercial Paper	<u>7,971</u>	50	<u>-</u>	
	<u>\$ 353,979</u>	707	<u>\$ 228,920</u>	700

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

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

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

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

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

Deposits - Custodial credit risk of deposits is the risk that in the event of failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. Deposits include nonnegotiable certificates of deposit. None of the above pools contain nonnegotiable certificates of deposit. The BTI does not have a deposit policy for custodial credit risk.

NOTE 4 - ACCOUNTS RECEIVABLE

Accounts receivable were as follows at June 30:

	<u>2008</u>	<u>2007</u>
Student tuition and fees - net of allowance for doubtful accounts of \$272,247 and \$249,074	\$ 155,078	\$ 189,602
Due from Foundation	395,805	250,305
Grants and contracts receivable:		
Due from the Commission	3,601	8,550
Due from Federal Government	33,770	34,880
Other accounts receivable	<u>76,023</u>	<u>76,618</u>
	<u>\$ 664,277</u>	<u>\$ 559,955</u>

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 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2008 AND 2007

NOTE 5 - CAPITAL ASSETS

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

	2008			
	Beginning Balance	Additions	Reductions	Ending Balance
Capital assets not being depreciated				
Land	\$ 1,288,470	\$ -	\$ -	\$ 1,288,470
Total capital assets not being depreciated	<u>\$ 1,288,470</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,288,470</u>
Other capital assets				
Buildings	\$ 28,888,943	\$ 1,190,348	\$ -	\$ 30,079,291
Equipment	5,369,060	718,023	-	6,087,083
Library holdings	<u>3,778,128</u>	<u>20,797</u>	<u>(1,571)</u>	<u>3,797,354</u>
Total other capital assets	<u>38,036,131</u>	<u>1,929,168</u>	<u>(1,571)</u>	<u>39,963,728</u>
Less accumulated depreciation for				
Buildings	(6,548,530)	(621,214)	-	(7,169,744)
Equipment	(3,535,794)	(462,108)	-	(3,997,902)
Library holdings	<u>(3,572,411)</u>	<u>(72,145)</u>	<u>1,571</u>	<u>(3,642,985)</u>
Total accumulated depreciation	<u>(13,656,735)</u>	<u>(1,155,467)</u>	<u>1,571</u>	<u>(14,810,631)</u>
Other capital assets-net	<u>\$ 24,379,396</u>	<u>\$ 773,701</u>	<u>\$ -</u>	<u>\$ 25,153,097</u>
Capital asset summary				
Capital assets not being depreciated	\$ 1,288,470	\$ -	\$ -	\$ 1,288,470
Other capital assets	<u>38,036,131</u>	<u>1,929,168</u>	<u>(1,571)</u>	<u>39,963,728</u>
Total cost of capital assets	39,324,601	1,929,168	(1,571)	41,252,198
Less accumulated depreciation	<u>(13,656,735)</u>	<u>(1,155,467)</u>	<u>1,571</u>	<u>(14,810,631)</u>
Capital assets-net	<u>\$ 25,667,866</u>	<u>\$ 773,701</u>	<u>\$ -</u>	<u>\$ 26,441,567</u>

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE 38
 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2008 AND 2007

NOTE 5 - CAPITAL ASSETS (Continued)

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

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

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE 39
 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2008 AND 2007

NOTE 6 - LONG-TERM LIABILITIES

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

	2008					
	Beginning			Ending	Current	Noncurrent
	<u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u>	<u>Portion</u>	<u>Portion</u>
Capital Leases	\$ -	\$ 176,180	\$ 16,667	\$ 159,513	\$ 22,993	\$ 136,520
Other post employment benefits	-	111,233	-	111,233	-	111,233
Compensated absences	<u>1,728,531</u>	<u>-</u>	<u>1,233,706</u>	<u>494,825</u>	<u>337,232</u>	<u>157,593</u>
Total noncurrent liabilities	<u>\$ 1,728,531</u>	<u>\$ 287,413</u>	<u>\$ 1,250,373</u>	<u>\$ 765,571</u>	<u>\$ 360,225</u>	<u>\$ 405,346</u>
	2007					
	Beginning			Ending	Current	Noncurrent
	<u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u>	<u>Portion</u>	<u>Portion</u>
Compensated absences	<u>\$ 1,685,504</u>	<u>\$ 43,027</u>	<u>\$ -</u>	<u>\$ 1,728,531</u>	<u>\$ 400,176</u>	<u>\$ 1,328,355</u>
Total noncurrent liabilities	<u>\$ 1,685,504</u>	<u>\$ 43,027</u>	<u>\$ -</u>	<u>\$ 1,728,531</u>	<u>\$ 400,176</u>	<u>\$ 1,328,355</u>

On August 22, 2007 the College entered into a capital lease for equipment with SunTrust Leasing Corporation. The lease is payable in monthly installments of \$2,399 over 84 months at an interest rate of 3.89%. The total amount outstanding on the lease at June 30, 2008 was \$159,513.

The cost of equipment under capital leases is included in the Statement of Net Assets as investment in capital assets and was \$218,760 at June 30, 2008. Accumulated depreciation of the leased equipment at June 30, 2008 was approximately \$25,437. Depreciation of assets under capital leases is included in depreciation expense.

NOTE 6 - LONG-TERM LIABILITIES (Continued)

The future minimum lease payments required under the capital lease and the present value of the net minimum lease payments as of June 30, 2008, are as follows:

	<u>Year Ending</u> <u>June 30</u>	<u>Amount</u>
	2009	\$ 28,791
	2010	28,791
	2011	28,791
	2012	28,791
	2013	28,791
	Thereafter	<u>35,990</u>
Total minimum lease payments		179,945
Less: Amount representing interest		<u>(20,432)</u>
Present value of net minimum lease payments		<u>\$ 159,513</u>

NOTE 7 - OPERATING LEASE OBLIGATIONS

The College leases various equipment, automobiles, and buildings, under operating lease agreements. Aggregate payment for operating leases amounted to \$98,303 and \$50,743 for the years ended June 30, 2008 and 2007, respectively. Future minimum rental commitments are as follows as of June 30, 2008:

	<u>Year Ending June 30</u>	<u>Operating</u> <u>Leases</u>
2009		\$ 75,819
2010		45,559
2011		<u>2,319</u>
Total		<u>\$ 123,697</u>

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE 41
 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2008 AND 2007

NOTE 8 - COMPENSATED ABSENCES LIABILITY AND OTHER POST EMPLOYMENT BENEFITS

Compensated absences liability at June 30, 2008 and 2007, is as follows:

	2008			2007		
	Current	Noncurrent	Total	Current	Noncurrent	Total
Health or life insurance benefits	\$ -	\$ -	\$ -	\$ 74,834	\$1,176,750	\$1,251,584
Accrued vacation leave	<u>337,232</u>	<u>157,593</u>	<u>496,825</u>	<u>325,342</u>	<u>151,605</u>	<u>476,947</u>
Total	<u>\$337,232</u>	<u>\$ 157,593</u>	<u>\$496,825</u>	<u>\$400,176</u>	<u>\$1,328,355</u>	<u>\$1,728,531</u>

For the year ended June 30, 2007, the cost of health and life insurance benefits paid by the College was based on a combination of years of service and age in accordance with GASB Statement No. 16. For the year ended June 30, 2007, the amount paid by the College for extended health or life insurance coverage retirement benefits totaled \$59,618. As of the year ended June 30, 2007, there were 24 retirees receiving these benefits.

For the year ended June 30, 2008, with the adoption of GASB Statement No. 45, OPEB costs are accrued based upon invoices received from PEIA based upon actuarial determined amounts. At June 30, 2008, the noncurrent liability related to OPEB costs was \$111,233. For the year ended June 30, 2008, the College recorded a cumulative effect of the adoption of this accounting principle of \$1,251,584 an amount equal to the June 30, 2007, liability for the extended health or life insurance benefit previously recorded in accordance with GASB Statement No. 16. The total OPEB expense incurred and the amount of OPEB expense that relates to retirees was \$912,438 and \$451,571 during 2008. As of the year ended June 30, 2008, there were 22 retirees receiving these benefits.

NOTE 9 - STATE SYSTEM OF HIGHER EDUCATION INDEBTEDNESS

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

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

NOTE 10 - UNRESTRICTED NET ASSETS

The College did not have any designated net assets as of June 30, 2008 or 2007.

NOTE 11 - RETIREMENT PLANS

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

Effective January 1, 2003, higher education employees enrolled in the basic 401(a) retirement plan with TIAA-CREF have an option to switch to the Educators Money 401(a) basic retirement plan (Educators Money). New hires have the choice of either plan. As of June 30, 2008, there were no employees enrolled in the Educators Money 401(a) basic retirement plan.

The STRS is a cost sharing, public employee retirement system. Employer and employee contribution rates are established annually by the State Legislature. The contractual maximum contribution rate is 15%. The College accrued and paid its contribution to the STRS at the rate of 15% of each enrolled employee's total annual salary for years ended June 30, 2008, 2007, and 2006. Required employee contributions were at the rate of 6% of total annual salary for years ended June 30, 2008, 2007, and 2006. Participants in the STRS may retire with full benefits upon reaching age 60 with 5 years of service, age 55 with 30 years of service, or any age with 35 years of service. Lump-sum withdrawal of employee contributions is available upon termination of employment. Pension benefits are based upon 2% of final average salary (the highest 5 years' salary out of the last 15 years) multiplied by the number of years of service.

Total contributions to the STRS for the years ended June 30, 2008, 2007 and 2006 were \$316,770, \$340,233 and \$337,475, respectively, which consisted of \$226,265 \$243,024 and \$239,211 from the College in 2008, 2007 and 2006, respectively, and \$90,505, \$97,209 and \$96,648 from the covered employees in 2008, 2007 and 2006, respectively.

NOTE 11 - RETIREMENT PLANS (Continued)

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

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

Total contributions to the TIAA-CREF for the years ended June 30, 2008, 2007 and 2006 were \$816,734, \$804,853 and \$751,336, respectively, which consisted of equal contributions from the College and covered employees in 2008, 2007 and 2006 of \$408,367, \$402,427 and \$375,668, respectively.

The College's total payroll for the years ended June 30, 2008, 2007, and 2006 were \$9,311,903, \$9,093,674 and \$8,789,365, respectively; total covered employees' salaries in the STRS and TIAA-CREF were \$1,508,429 and \$6,806,119 in 2008, respectively; \$1,607,013 and \$6,437,996 in 2007, respectively; and \$1,594,735 and \$6,261,134 in 2006, respectively.

NOTE 12 - FOUNDATION

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

NOTE 12 - FOUNDATION (Continued)

The Foundation's net assets totaled \$2,996,416 and \$2,564,227 at December 31, 2007 and 2006, respectively. The net assets include amounts which are restricted by donors to use for specific projects or departments of the College. During the years ended June 30, 2008 and 2007, the Foundation made \$225,582 and \$177,892, respectively, in contributions to the College. As of June 30, 2008 and 2007, the College had accounts receivable of \$395,805 and \$250,305 due from the Foundation. Complete financial statements for the Foundation can be obtained from the Southern West Virginia Community College Foundation.

NOTE 13 - AFFILIATED ORGANIZATION

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

NOTE 14 - CONTINGENCIES

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

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

The Internal Revenue Code of 1986 establishes rules and regulations for arbitrage rebates. There are no arbitrage rebate liabilities that have been recorded in the financial statements as of June 30, 2008 or 2007.

NOTE 14 - CONTINGENCIES (Continued)

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

NOTE 15 - COMMITMENTS

During the year ended June 30, 2005, the West Virginia Higher Education Policy Commission issued \$167,260,000 of 2004 Series B Revenue Bonds (Higher Education Facilities). The College has been approved for \$9,600,000 of the bond proceeds for construction of the new Technology and Allied Health Building, a wing on the new Lincoln County Consolidated High School, and renovation of other existing buildings throughout the College. As of June 30, 2008, the College has drawn \$9,600,000 of these bonds to pay for capital projects. State Lottery funds will be used to repay the debt, although College revenues are pledged if Lottery funds prove insufficient.

NOTE 16 COMPONENT UNIT DISCLOSURES

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

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2007 AND 2006

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

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

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

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

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

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

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2007 AND 2006

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

Investments – Investments are reported at fair value.

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

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

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

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

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2007 AND 2006

NOTE 2 - INVESTMENTS

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

	<u>2007</u>		<u>2006</u>	
	<u>Estimated Fair Value</u>	<u>Cost</u>	<u>Estimated Fair Value</u>	<u>Cost</u>
U.S. government obligations	\$ 1,031,002	\$ 998,895	\$ 1,006,752	\$ 998,896
Equity securities	<u>309,399</u>	<u>352,142</u>	<u>133,531</u>	<u>114,562</u>
Total	<u>\$ 1,340,401</u>	<u>\$1,351,037</u>	<u>\$ 1,140,283</u>	<u>\$ 1,113,458</u>

NOTE 3 – PROMISES TO GIVE

Unconditional promises to give at December 31 are as follows:

	<u>2007</u>	<u>2006</u>
Receivable in less than one year	\$ 322,221	\$ 293,541
Receivable in one to five years	<u>616,250</u>	<u>843,700</u>
Total unconditional promises to give	938,471	1,137,241
Less discounts to net present value	(68,943)	(129,613)
Less allowance for uncollectible promises	<u>-</u>	<u>-</u>
Net unconditional promises to give	<u>\$ 869,528</u>	<u>\$ 1,007,628</u>

The discount rates used on long-term promises to give was 7.25% and 8.25% percent in 2007 and 2006, respectively.

NOTE 4 – RELATED PARTY TRANSACTIONS

The Foundation scholarships are awarded by the College. The College awarded \$131,673 and \$67,388 in scholarships to students on behalf of the Foundation in 2007 and 2006, respectively. The College also presented the faculty of the College with educational awards totaling \$3,000 and \$3,000 in 2007 and 2006, respectively.

Each of these transactions was recorded as a payable on the Foundation's financial statements. At December 31, 2007 and 2006, the Foundation's total related party payable to the College for scholarships and faculty educational awards was \$300,500 and \$318,815, respectively.

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2007 AND 2006

NOTE 4 – RELATED PARTY TRANSACTIONS (CONTINUED)

The Foundation also received a non-interest bearing advance from the College to aid in the payment of a contractor that specializes in fundraising. At December 31, 2007 and 2006, the aggregate amount received by the Foundation and owed to the College was \$225,500 and \$225,500, respectively.

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

NOTE 5 – LONG-TERM LIABILITIES

The College and the Foundation have agreed upon a repayment schedule for the amounts owed to the College for scholarships and educational awards as described in Note 4. The \$300,500 balance due as of December 31, 2007, is to be repaid in annual installments of \$40,000 per year until liquidated. No interest is to be charged on the unpaid balance.

No repayment schedule has been established for the amounts owed to the College for the non-interest bearing advance. The full amount will be considered long-term.

NOTE 6 – NET ASSETS

Temporary and permanent restrictions on net assets at December 31, 2007 and 2006, are for scholarships and educational development.

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

	<u>2007</u>	<u>2006</u>
Scholarships	\$ 131,673	\$ 67,388
Educational development	144,211	4,688
Fundraising	20,263	89,799
Other	<u>132,583</u>	<u>57,408</u>
Total	<u>\$ 428,730</u>	<u>\$ 219,283</u>

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2007 AND 2006

NOTE 7 – CAPITAL LEASE OBLIGATION

The Foundation is the lessee of computer software under a capital lease expiring in the fiscal year ending December 31, 2008. The assets and liabilities under capital leases are recorded at the lower of the present value of the minimum lease payments or the fair value of the asset. The assets are depreciated over the lower of their related lease terms or their estimated productive lives. Depreciation of assets under capital leases is shown as depreciation expense in the fiscal years ended December 31, 2007 and 2006.

Depreciation on assets under capital leases charged to expense in 2007 and 2006 was \$13,867 and \$13,867, respectively.

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

	<u>2007</u>	<u>2006</u>
Software	\$ 41,602	\$ 41,602
Less accumulated depreciation	<u>(27,734)</u>	<u>(13,867)</u>
Net	<u>\$ 13,868</u>	<u>\$ 27,735</u>

Minimum future lease payments under capital leases as of December 31, 2007, are as follows:

<u>Year Ended</u>	<u>Amount</u>
2008	<u>\$ 18,150</u>
Total minimum lease payments	18,150
Less amount representing interest	<u>(693)</u>
Present value of net minimum lease payment	<u>\$ 17,457</u>

Implied interest rate on capitalized lease is 8.25% percent and is imputed based on the Foundation's borrowing rate at the inception of the lease. Interest expense recognized on this implied rate is \$2,976 and \$1,834 in 2007 and 2006, respectively.

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2007 AND 2006

NOTE 8 – FIXED ASSETS

At December 31, 2007, fixed assets consist of the following:

Software	\$ 48,627
Equipment	1,723
Less accumulated depreciation	<u>(29,077)</u>
Fixed assets, net	<u>\$ 21,273</u>

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2008 AND 2007

NOTE 17 - NATURAL CLASSIFICATIONS WITH FUNCTIONAL CLASSIFICATIONS

These tables represent operating expenses within both natural and functional classifications for the years

	2008							
	Salaries and <u>Wages</u>	<u>Benefits</u>	Supplies and Other <u>Services</u>	<u>Utilities</u>	Scholarships and <u>Fellowships</u>	<u>Depreciation</u>	Fees Assessed by the <u>Commission</u>	<u>Total</u>
Instruction	\$ 4,546,615	\$ 1,312,510	\$ 633,636	\$ 3,541	\$ 26,582	\$ -	\$ -	\$ 6,522,884
Public service	863,654	240,882	293,332	2,323	20,621	-	-	1,420,812
Academic support	311,820	158,994	46,342	-	-	-	-	517,156
Student services	916,239	358,758	225,535	-	-	-	-	1,500,532
General institutional support	2,405,507	795,121	687,415	5,189	3,703	-	-	3,896,935
Operations and maintenance of plant	508,483	200,356	49,749	451,314	-	-	-	1,209,902
Student financial aid	-	-	-	-	2,402,831	-	-	2,402,831
Auxiliary enterprises	104,784	46,615	877,610	-	-	-	-	1,029,009
Depreciation	-	-	-	-	-	1,154,835	-	1,154,835
Other	-	-	-	-	-	-	40,620	40,620
Total	<u>\$ 9,657,102</u>	<u>\$ 3,113,236</u>	<u>\$ 2,813,619</u>	<u>\$ 462,367</u>	<u>\$ 2,453,737</u>	<u>\$ 1,154,835</u>	<u>\$ 40,620</u>	<u>\$ 19,695,516</u>

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



CERTIFIED PUBLIC ACCOUNTANTS

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

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

We have audited the financial statements of Southern West Virginia Community and Technical College (the College) as of and for the year ended June 30, 2008, and have issued our report thereon dated October 18, 2008, which states reliance on other auditors for the discretely presented component unit. Our report was modified to include a reference to other auditors. As discussed in Note 2 to the financial statements, during the year ended June 30, 2008, the College adopted Governmental Accounting Standards Board Statement No. 45, *Accounting and Financial Reporting by Employers for Post Employment Benefits Other Than Pensions*. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Other auditors audited the financial statements of The Southern West Virginia Community College Foundation, Inc., as described in our report on the College's financial statements. This report does not include results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

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

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

The Virginia Center • 1411 Virginia Street, East • Suite 100 • Charleston, WV 25301
Phone (304)-343-4126 or 1-(800)-788-3844 • Fax (304)-343-8008

Towne Square • 201 Third Street • PO Box 149 • Parkersburg, WV 26102
Phone (304)-485-6584 • Fax (304)-485-0971

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

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

Compliance and Other Matters

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

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



Charleston, West Virginia
October 18, 2008

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEM: Financial Statements for Years Ended June 30, 2008 and 2007, and Independent Auditors' Reports

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors accept the filing of the audited financial report for the fiscal year ended June 30, 2008.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The accounting firm of Suttle and Stalnaker, PLLC, has conducted the financial audit for Southern West Virginia Community and Technical College for fiscal year ended June 30, 2008. Mr. Chris Deweese, Suttle and Stalnaker Certified Public Accountants, will make a brief presentation regarding their findings. Copies of the audited financial statements are included with this agenda item.

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

**Southern West Virginia Community and Technical College Board of Governors
Stonewall Resort and Conference Center, Maple Room, Roanoke, WV
Meeting of October 16, 2008**

DRAFT

Board Members Present: Kevin Fowler, Terry Sammons, George Kostas, Linda Akers, Jada Hunter, Glenn Yost, Michael Baldwin, George Morrison

Board Members Absent: Tom Heywood, Shelley Huffman, Robert Jude, Wilma Zigmond

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Allyn Sue Barker, Cathy Smith-Cox, Cindy Crigger, Ron Lemon, Ron Hamilton, Patricia Clay, Pam Alderman, Cindy McCoy, Prudence Barker, Darrell Taylor, Emma Baisden

1. Call to Order:

Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:15 p.m.

2. Community College Survey of Student Engagement Report

Ms. Cathy Smith-Cox, Vice President for Academic Affairs, reported to the Board that the Community College Survey of Student Engagement Report (CCSSE) provides information about effective educational practice in community colleges and assists institutions in using that information to promote improvements in student learning and persistence. CCSSE's goal is to give member college's results that can be used to inform decision making and target institutional improvements. Ms. Cox provided an overview of the 2008 survey results for Southern West Virginia Community and Technical College for members of the Board.

3. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated September 30, 2008 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures reflected the budgeted amount with actual year-to-date totals. To bring new Board members up-to-date, Mr. Litteral provided the 2008-2009 budget as approved by the Board at its April 15, 2008 meeting. He informed the group that no one expects revenues from the state to increase and reiterated President Tomblin's continual statement that "we must get out of our borders to generate revenue."

4. President's Report:

1. Currently the State of West Virginia is in good financial shape. Other states have serious problems. Pikeville College in Pike County, Kentucky announced recently they would be restructuring based on endowments. They plan to lay off 25 staff and 15 faculty over the next 18 months. Governor Manchin has decided to not sell bonds. The West Virginia Council for Community and Technical College Education plans to move forward with the bond issue. This may cause an issue for our plans to build a technical facility in Williamson.
2. The West Virginia Higher Education Policy Commission has been awarded a six-year 18-million dollar Gear-Up grant from the United States Department of Education. Through this grant, the HEPC will provide Southern with an Outreach Counselor, who will be housed at the College to provide services to students in Boone, Lincoln, and Mingo counties. This grant will provide financial means to promote student achievement and enhance awareness of the need to expand access to postsecondary education. The grant can pay tuition for high school

- students who enroll in dual credit courses.
3. President Tomblin held the first of ten academic department luncheons on October 13. These will continue throughout the academic year. This is an opportunity for the President to connect one-on-one with the faculty to fellowship and discuss issues and concerns.
 4. The legislature has placed a focus on recruitment of the adult population, because the state must depend on an educated adult population if it is to meet the demands of a skilled workforce. Chancellor Skidmore recently hired a group of consultants to help community and technical colleges with the recruitment and retention of adult learners. Five representatives were selected for each higher education institution including the president to develop specific strategies for their colleges. Southern's representatives in addition to its president include Darrell Taylor, Prudence Barker, Cathy Smith-Cox and Cindy Crigger. The team will be working with the consultants through December to develop strategies on how to deal with adult learners. We will share these results and plans when complete.
 5. High school visits are underway by the President's High School Visiting Team. Van, Scott and Sherman high schools are scheduled for visits in October. President Tomblin believes Southern's enrollment numbers continue to be good due to the continuation of visiting high schools within the service district.
 6. President Tomblin plans to begin a new program for the administration at the College beginning in November. The President's Leadership Academy will provide an opportunity to engage our administration in discussions on leadership, and how we all can better lead and move the institution forward to meet the challenges of the next decade. Plans are to review the College's mission, vision and strategic plan during the annual Administrative Retreat in the Spring of 2009. After the completion of the first year, President Tomblin plans to begin scheduling Leadership meetings with all of Southern's employees during the 2009-2010 year. She intends to engage everyone in the discussion of not only leadership, but also seek their advice, concerns and comments on our vision, mission, and strategic direction.
 7. Ms. Joanne Chabot, Technology Consultant, visited Southern October 8-9, 2008 and completed interviews for our technology assessment. She may return to tour our computer labs and equipment. President Tomblin anticipates a draft report will be complete in the near future. When this occurs, she will share Ms. Chabot's recommendations with the Board.
 8. President Tomblin and Sam Litteral have visited with the Student Government Associations college-wide this semester. They seem to be a good group of students.
 9. To date, the Major Gifts Campaign has reached \$6.6 million of its five-year goal of \$7,000,000.

5. Action Items:

1. Approval of Minutes

MOTION: George Kostas moved to accept the September 9, 2008 minutes as presented.

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

2. Approval of Policies for 30-day Comment

1. SCP-2226, Faculty Incentive Pay Plan

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

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

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

2. SCP-3620, Policy Regarding Program Review, and

3. SCP-4398, Student Grades and Grade Point Average Requirements for Graduation

MOTION: Terry Sammons moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned policies, SCP-3620 and SCP-4398, to Southern's constituencies and the Chancellor for the West Virginia Council for Community and Technical College Education for a 30-day comment period.

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

4. SCP-6125, Contractual Training for Workforce Development

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-6125 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

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

3. Appointment of Committee on Tuition and Fees

Chair Fowler, appointed a committee to prepare a proposal for tuition and fee increases for FY 2009-2010. The committee will bring a recommendation forward for the Board's review and consideration at its December 9 meeting. Members appointed include Kevin Fowler, Terry Sammons, Tom Heywood, Robert Jude, Joanne Tomblin, Merle Dempsey, Sam Litteral, Cathy Smith-Cox and Prudence Barker. Mr. Heywood will serve as committee chair. Upon a motion by Terry Sammons and seconded by Jada Hunter, the Board unanimously approved the Committee appointments.

6. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 7:00PM.

Kevin N. Fowler

Chair

Emma L. Baisden

Assistant to the Governing Board

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEM: SCP-1153, Consumer Complaint Procedures
SCP-1153.A, Consumer Complaint Form

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

STAFF MEMBER: Merle Dempsey

BACKGROUND:

This policy is developed in compliance with federal and state guidelines to maintain eligibility for participation in Federal Title IV funding. Its purpose is to describe institutional procedures for receiving and responding to complaints regarding the college's management of federal student financial assistance programs and/or the institution's advertising and promotion of its programs.

This policy applies only to complaints concerning the college's management of federal student financial assistance programs and the way the institution advertises and promotes its programs. All other forms of complaint are to be referred to the appropriate institutional office(s) responsible for the particular program or service.

Revisions reflect no changes in procedure or reporting requirements. The policy and policy attachment have been revised to reflect the institution's current organizational structure. The policy was reformatted using the latest policy template.

At its September 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired October 10, 2008. No comments were received at the end of the comment period, therefore, the staff recommends the policy for approval as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1153**

SUBJECT: Consumer Complaint Procedures

REFERENCE: West Virginia State Postsecondary Review Procedures
Title IV, Part H, Subpart 1, Section 494C (j) of the Higher Education Act of 1965 as amended
by the Higher Education Amendment of 1992

ORIGINATION: April 3, 1995

EFFECTIVE: April 3, 1995

REVIEWED: August 5, 2008

SECTION 1. PURPOSE

- 1.1 This policy is developed in compliance with the above stated federal and state guidelines to maintain eligibility for participation in Federal Title IV funding. Its purpose is to describe institutional procedures for receiving and responding to complaints regarding the college's management of federal student financial assistance programs and/or the institution's advertising and promotion of its programs.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 These procedures apply only to complaints concerning the college's management of federal student financial assistance programs and the way the institution advertises and promotes its programs. All other forms of complaint are to be referred to the appropriate institutional offices(s) responsible for the particular program or service.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 None.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Complaints Concerning Federal Financial Assistance Programs:

- 7.1.1 All complaints or concerns related to student financial assistance programs must be discussed with the Financial Assistance Staff at the campus-level for resolution first. As a second step any complaints must be presented to the Director of Student Financial Assistance. If satisfactory resolution is not achieved at this level, the following procedures are to be used.
- 7.1.2 Complaints concerning the college's management of federal student financial assistance programs must be submitted in writing to the Vice President for Enrollment Management and Student Development or designee on the institutions's Consumer Complaint Form (SCP 1153.A) within 30 calendar days of the alleged violation or incident. Consumer Complaint Forms are available in the Student Services Offices, the Office of Student Financial Assistance, or on the institution's website at <http://southernwv.edu/files/SCP-1153.A%20Complaint%20Form.PDF>.
- 7.1.3 An acknowledgment letter will be forwarded to the complainant within 15 calendar days after receipt of the completed complaint form. The acknowledgment letter will provide information as to the procedures to be followed in handling the complaint and/or any other action taken or planned in response to the complaint.
- 7.1.4 If the complainant is dissatisfied with the actions taken and/or the response of the Vice President for Enrollment Management and Student Development or designee, a written appeal may be filed with the College President within 10 calendar days after receiving the Vice President's response.
- 7.1.5 The College President or his/her designee must respond in writing within 10 calendar days of receiving the written appeal from the complainant as to institutional action regarding the complaint.
- 7.1.6 If the complainant is not satisfied with the response and disposition of the complaint by the institution, he/she may file the complaint with the State Postsecondary Review Entity within six (6) months of the date of the alleged violation or incident or within 60 days of the date the institution reports final action whichever is earlier.
- 7.1.7 A file will be maintained in the Vice President's office concerning each complaint filed in regard to the institution's management of federal student financial assistance programs and/or the way the institution advertises and promotes its programs. This information will be reviewed on an annual basis to assist the college in revising its financial assistance, marketing and recruitment programs.

7.2 Complaints Concerning Program Advertisement or Promotion:

- 7.2.1 All complaints concerning the way the institution advertises and promotes its programs must first be discussed with the Vice President for Academic Affairs, the Dean of Career and Technical Programs, or the Dean of University Transfer Programs. If the complaint cannot be resolved at this level, the following procedures are to be used.
- 7.2.2 All complaints concerning the institution's advertisement and promotional information/practices must be submitted in writing on the institution's Consumer Complaint Form to the Vice President for Academic Affairs within 30 calendar days of the alleged violation or incident. Consumer Complaint Forms are available in the Student Services Offices, the Office of the Academic Division Deans, or on the institution's website at <http://southernwv.edu/files/SCP-1153.A%20Complaint%20Form.PDF>.

- 7.2.3 An acknowledgment letter will be forwarded to the complainant within 15 calendar days after receipt of the completed complaint form. The acknowledgment letter will provide information as to the procedures to be followed in handling the complaint and/or any other action taken or planned in response to the complaint.
- 7.2.4 If the complainant is dissatisfied with the action and/or the response of the Vice President, a written appeal may be filed with the College President within 10 calendar days after receiving the Vice President's response.
- 7.2.5 The President or his/her designee must respond in writing within 10 calendar days of receiving the written appeal from the complainant as to institutional action regarding the complaint.
- 7.2.6 If the complainant is still dissatisfied with the response and disposition of the complaint by the institution, he/she may file the complaint with the State Postsecondary Review Entity within 6 months of the date the alleged violation or incident or within 60 days of the date the institution reports final action whichever is earlier.
- 7.2.7 A file will be maintained in the Vice President's office concerning each complaint filed in regard to the institution's management of federal student financial assistance programs and/or the way the institution advertises and promotes its programs. This information will be reviewed on an annual basis to assist the college in reviewing its financial assistance, marketing and recruitment programs.

SECTION 8. CANCELLATION

8.1 None

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-1153.A, Consumer Complaint Form

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: August 2008 — Revisions reflect no substantial changes in procedure or reporting requirements. The policy has been updated to reflect the institution's current organizational structure and the policy was reformatted using the latest policy template.

PROCEDURES FOR FILING COMPLAINTS

1. Complete all sections of this form.
2. Sign and date.
3. Return the completed form in a sealed envelope marked “**CONFIDENTIAL.**”
4. Complaints pertaining to financial assistance programs are to be returned to:

Vice President for Enrollment Management and Student Development
Southern West Virginia Community and Technical College
P.O. Box 2900
Mount Gay, West Virginia 25637

Complaints pertaining to academic programs are to be returned to:

Vice President for Academic Affairs
Southern West Virginia Community and Technical College
P.O. Box 2900
Mount Gay, West Virginia 25637

5. For student convenience, you may place the envelope in inter-campus mail.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEM: SCP-5065, Awarding of Undergraduate Tuition and Fee Waivers

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

STAFF MEMBER: Merle Dempsey

BACKGROUND:

During the 2008 Session of the West Virginia State Legislature, Senate Bill No. 564 was passed. One of the provisions of this bill allows institutions of higher education to provide tuition waivers for employees, spouses and dependent children. The existing policy was revised to establish the procedures for awarding undergraduate tuition and fee waivers as provided for in West Virginia State Code and Senate Bill No. 564. The policy was reformatted using the latest policy template.

At its September 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired October 10, 2008. The only comment received at the end of the comment period was a correction to the specific section of the West Virginia State Code cited in the definitions section. With that correction made, the staff recommends the policy for approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5065**

SUBJECT: Awarding of Undergraduate Tuition and Fee Waivers

REFERENCE: West Virginia Code §18B-10-5, §18B-10-6, §18B-10-7, §18B-10-7b

ORIGINATION: January 15, 2002

EFFECTIVE: February 19, 2002

REVIEWED: August 5, 2008

SECTION 1. PURPOSE

1.1 To establish policy relating to the awarding of undergraduate tuition and fee waivers as provided for in West Virginia State Code.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to the awarding of all categories of undergraduate tuition and fee waivers as provided for in West Virginia State Code at Southern West Virginia Community and Technical College (College).

SECTION 3. DEFINITIONS

- 3.1 Undergraduate Tuition and Fee Waiver (Initial 5% Cap) – tuition and fee waivers authorized by West Virginia Code §18B-10-5(b)(1). These awards shall be identified by using the name Southern Scholarships.
- 3.2 Undergraduate Tuition and Fee Waiver (Additional 5%) – additional tuition and fee waivers authorized by West Virginia Code §18B-10-1(k)(5)(F) with such waivers restricted to need-based financial aid for undergraduate students and do not count against the cap established in §18B-10-5(b)(1) [see 3.1].
- 3.3 Undergraduate Tuition and Fee Waivers for Employees, Spouses, and Dependent Children – waivers an institution may, but is not required to, grant to eligible employees and covered dependents.
- 3.4 Eligible Employee – includes any regular, benefits eligible member of the classified staff, full-time faculty, and full-time non-classified employees of Southern West Virginia Community and Technical College.
- 3.5 Covered Dependent – includes the employee’s current spouse and children.
- 3.6 Children – the natural or legally adopted child or children of the employee or his/her spouse who **has a high school diploma or GED**, is not married, and is less than 24 years of age on the first day of classes of the term for which he/she wishes to register for which the tuition waiver is provided.
- 3.7 Family of Active Military Personnel Killed Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7 and made available on a space available basis for spouses and children of West Virginia residents on active military duty killed in the line of duty or spouses and children of National Guard and Reserve members killed in the line of duty in a duty status other than federal active duty.

- 3.8 Family of Officers and Firefighters Fee Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7 and made available to the children and spouse of a law-enforcement officer as defined in West Virginia Code §30-29-1, a correctional officer at a state penal institution, a conservation officer, or a registered firefighter where such officer or firefighter was killed in the line of duty while employed by the state or any political subdivision thereof, or such firefighter was killed in the line of duty while acting as a member of a volunteer fire department serving a political subdivision of this state.
- 3.9 Students in Foster Care Waiver – tuition and fee waivers authorized by West Virginia Code §18B-10-7b and made available to any high school graduate or student who passes the GED examination while in the custody of the state department of health and human resources. The student must be in foster care or other residential care for at least one year prior to the waiver award. If the foster care or other residential care is provided in another state, the student must first be returned to West Virginia for waiver award eligibility. To be eligible for a waiver award, a student must first: (1) Apply to and be accepted to the College; and (2) apply for other financial assistance, other than student loans, in compliance with federal financial aid rules, including the federal Pell grant; and (3) the initial tuition and fee waiver must be awarded within two years of graduation from high school or passing the GED examination.

SECTION 4. POLICY

- 4.1 It is the policy of this institution to award any and all undergraduate tuition and fee waivers as authorized by, and in compliance with, the applicable sections of the West Virginia Code and institutional procedures.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Pursuant to statute, the maximum of authorized undergraduate tuition and fee waivers shall be equal to five percent (5%) of the tuition and fees assessed for all the full-time equivalent undergraduate enrollment of the institution for the immediately preceding academic year.
- 5.2 Pursuant to statute, no student may hold an undergraduate tuition and fee waiver for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for purposes of awarding the undergraduate tuition and fee waivers.
- 5.3 The maximum number of semester hours for each waiver that is divided for less than full-time awards is thirty (30) for the full year, or fifteen (15) per semester. Some full-time waiver recipients may elect to take only twelve (12) semester hours during a semester, rather than the fifteen (15) or more they might pursue with a waiver. “Unused hours” from full-time recipients may be used for the purpose of making additional awards until all available hours for each full waiver are utilized. However, this institution may not award portions of hours (e.g., if a student withdraws from school after using 1.6 hours of her waiver award, this institution must consider it as having used two (2) hours of the waiver award unless the student pays the tuition and fees originally covered by the waiver).
- 5.4 Recipients of any and all waivers provided under the terms and conditions stated in this policy must possess the minimum qualifications for attendance as required of all other students.
- 5.5 Awards of statutorily-mandated tuition and fee waivers (West Virginia Code §18B-10-5(b)(6), §18B-10-6(b)(5), §18B-10-6(b)(6), and §18B-10-7) are excluded from the statutory caps described in West Virginia Code §18B-10-5(b)(7) and §18B-10-6(b)(6).

SECTION 6. GENERAL PROVISIONS

- 6.1 Awards made under the undergraduate tuition and fee waiver program shall provide for the waiver of tuition only. This institution shall have discretionary authority to waive one or more of the other component parts of the college fees such as the activity and/or special fees assessed to students in designated academic fields.
- 6.2 This institution shall give priority consideration in the awarding of the undergraduate tuition and fee waivers to students who are West Virginia residents.
- 6.3 This institution may choose to award a substantial portion of its undergraduate tuition and fee waivers to students who possess various kinds of special abilities and aptitudes, including general academic ability and academic ability in a specific field. However, in instances where there are more financially needy applicants than can be assisted through the available need-based student aid programs, the institution shall give strong consideration in the awarding of the undergraduate tuition and fee waivers (Initial 5%) to students with demonstrated financial need.
- 6.4 Recipients of any waivers provided under the Active Military Personnel Killed Waiver, Family of Officers and Firefighters Fee Waiver, and the Students in Foster Care Waiver, may attend undergraduate courses, pending the availability of classroom space, without charge for tuition. The institution shall require the recipient of any waiver to pay any and all special course related fees, including any laboratory fees, if such fees are required of all other students taking the particular course.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The award of all undergraduate tuition and fee waivers authorized by West Virginia State Code or institutional policy shall be determined by this institution's Office of Student Financial Assistance. Eligibility standards for each waiver program shall be documented by the applicant as required by the Office of Student Financial Assistance.
- 7.2 The Office of Student Financial Assistance shall submit a summary report to the Chief Financial Officer on or before May 15 of each academic/fiscal year. The Chief Financial Officer shall present the report to the Board of Governors at the Board's June meeting each year. This report will include the required information for all waivers awarded from July 1 through June 30 of the reporting year and will cover fall semester, spring semester and summer session(s) as appropriate. Pursuant to statute, the report on the awarding of undergraduate tuition and fee waivers shall be entered in the minutes of the meeting of the Board.
- 7.3 Each award recipient shall be listed and a permanent hometown address provided. The number of semesters or semester hours the award is covering in the current year will be listed. Both new and renewal recipients must be included.
- 7.4 A number shall be assigned to each full waiver granted. In instances where two or more students receive help through a single waiver, only one number should be assigned to the waiver with the individual students being designated as A, B, C, etc.
- 7.5 Each waiver recipient shall be listed within the single category which reflects the primary reason that a tuition and fee waiver was awarded to that student. All recipients shall be listed within one of the following categories (including all full and partial waivers awarded in each category):
 - 7.5.1 Demonstrated Financial Need (requires establishment through a recognized needs analysis process that a student's and the family's resources are insufficient to meet college expenses)

- 7.5.2 General Academic Ability
- 7.5.3 Academic Ability in a Specific Field
- 7.5.4 Other (specify): As defined in Section 3.

- 7.6 An “Inventory of Institutional Undergraduate Tuition and Fee Waivers” must accompany each fee waiver report. This inventory is a cumulative summary of the report and must agree with the total number of waiver equivalents awarded.
- 7.7 The Office of Student Financial Assistance is responsible for ensuring institutional compliance with all laws, rules, and regulations applicable to undergraduate tuition and fee waivers.

SECTION 8. CANCELLATION

- 8.1 SAA-2000, C#1-0708, Tuition Waiver Program for Employees, Spouses, and Dependent Children.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: August 2008 — This policy was revised to reflect significant changes in state code pertaining to undergraduate tuition and fee waivers. The policy was reformatted using the latest policy template.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF December 9, 2008**

ITEM: SCP-2226, Faculty Incentive Pay Plan

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2226 *Faculty Incentive Pay Plan* following the 30-day public comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

This policy was originally created in 2001 and was last reviewed in 2005. The Faculty Incentive Pay Plan complies with the requirement in West Virginia Code that our compensation efforts recognize faculty for outstanding performance.

Only minor technical revisions have been made.

This policy was revised by the Human Resources Administrator with advice and input from the Executive Council prior to submission to this Board. At its October 16, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired November 19, 2008. One comment was received during the comment period.

COMMENT:

"I don't understand why the faculty incentive plan excludes department chairs. Despite ten years of supervisory experience here, I make essentially the same salary as my department members. I would like the opportunity to be included in this plan.

Having done most of the course development for OR 110 personally, I have already been working on a proposal for a web-based OR 110 course that is needed for the education and mine management programs and had planned to submit it to Cindy today."

RESPONSE:

"Section II - Scope and Applicability - of the current version of the Faculty Incentive Pay Program (SCP 2226) states, "This policy is applicable to all **non-supervisory** full time faculty. Division chairpersons and faculty coordinators are excluded from provisions of this policy." This is the original

language of the policy and the draft currently out for comment does not provide a recommendation for change to this section. Excluding individuals who have "supervisory" responsibility over faculty from participation was a recommendation of the faculty when the program was initially developed.

The administration has no objection to including all individuals who hold full-time faculty status at Southern in this program. However, the administration will ask the faculty senate to provide a written statement of support for including full-time faculty who have supervisory responsibilities in this program. Absent such written support, the administration will not recommend this change to the Board of Governors.”

To date, the administration has not received a statement of support from the faculty senate. If such recommendation is received, we will revise the policy and bring it back before the Board. However, absent any additional changes, at this time the staff recommends the policy for approval as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2226**

SUBJECT: Faculty Incentive Pay Plan

REFERENCE: West Virginia Code § 18B-8-3a(a)(3)

ORIGINATION: April 1, 2001

EFFECTIVE: October 16, 2001

REVIEWED: November 11, 2008

SECTION 1. PURPOSE

- 1.1 To establish a multi-faceted program to reward faculty for exemplary performance and completion of projects or programs which meet the needs of the institution by achieving or moving toward the goals of the Institutional Compact and Master Plan.
- 1.2 Other benefits of the Faculty Incentive Pay Plan are to improve performance; improve faculty knowledge and abilities; maintain currency in discipline; improve quality of advising; improve student retention; increase enrollment; improve service to the student, institution, and community; promote excellence in learning; provide performance feedback to faculty member; and improve instructional effectiveness.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all non-supervisory full time faculty. Division chairpersons and faculty coordinators are excluded from provisions of this policy.

SECTION 3. DEFINITIONS

- 3.1 Incentive Award: Monetary or other reward earned by exemplary performance/completion of an Incentive Plan approved by the President.
- 3.2 Incentive Plan: Proposal developed by a faculty member which outlines a program or project which achieves or moves toward the goals of the Institutional Compact and Master Plan. The faculty member proposes exemplary completion of the plan in exchange for consideration of a monetary or other reward. An Incentive Plan proposal presents a new, creative, or innovative approach to improving individual, instructional, or institutional effectiveness.
- 3.3 Incentive Plan Cycle: Period of time commencing April 1 and ending March 31 of each year during which Faculty Incentive Plan proposals are submitted, approved, completed, evaluated, and the award is approved for payment.

SECTION 4. POLICY

- 4.1 It is the policy of this institution to make faculty incentive pay awards based upon satisfactory achievement of a pre-approved Incentive Pay Plan in accordance with the criteria and provisions outlined in this policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Faculty who supervise or are responsible for performance evaluations of other faculty are not eligible to apply for incentive pay under this policy.
- 5.2 Activities/responsibilities which will not be included in the Incentive Pay Plan include: participation in governance, longevity, service, faculty rank, or any criteria that is considered for faculty promotion in rank.

SECTION 6. GENERAL PROVISIONS

- 6.1 General provisions and guidelines for the Faculty Incentive Pay Plan include:
- 6.1.1 The institutional budget for faculty incentive pay will be determined by the President.
 - 6.1.2 The number of incentive plans accepted, and therefore incentive pay awards given, each year will be based on the amount of funds available.
 - 6.1.3 A faculty member must apply for participation in the Incentive Pay Plan by developing an Incentive Plan in accordance with provisions and time lines outlined in this policy.
 - 6.1.4 Submission of an Incentive Plan does not guarantee acceptance into the program.
 - 6.1.5 Incentive pay will not become part of the faculty member's base salary.
 - 6.1.6 A range of monetary values for incentive pay awards may be established in order to meet the strategic needs of the institution. For example, plans which meet a targeted need may have an award that is higher than plans which, though meritorious, would not meet the strategic issues, goals, and objectives of the Compact and Master Plan.
 - 6.1.7 Non-monetary reward components may be considered. For example, granting of a multi-year appointment for non-tenure track faculty.
 - 6.1.8 Achievement of an incentive plan does not constitute continuance of incentive pay in succeeding years.
 - 6.1.9 Points of consideration for incentive pay are to be separate and distinct from promotion criteria.
 - 6.1.10 Receipt of faculty promotion in rank and an incentive pay award in the same year is possible, only if the components/criteria of the approved Incentive Plan are different than those considered for promotion.
 - 6.1.11 Successful Incentive Plan applications and reports will be made available for review by other faculty, only with permission of the incentive pay recipient.
 - 6.1.12 Improvement plans which bring faculty performance up to satisfactory levels will not be considered as Incentive Plans.

6.2 Eligibility Criteria:

- 6.2.1 The faculty member must be employed at least one full academic year before submitting an Incentive Plan for consideration.
- 6.2.2 The faculty member must have received a positive (beyond “satisfactory” or “average”) performance evaluation for the year immediately preceding submission of an Incentive Plan for consideration.
- 6.2.3 The faculty member must serve in a non-supervisory capacity to be eligible to apply for participation in the Incentive Pay Plan.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 It is the responsibility of the Department Chair to ensure that all faculty receive an annual performance review according to institutional policy.
- 7.2 It is the responsibility of the faculty member to make application for incentive pay consideration in accordance with the time lines established herein.
- 7.3 The Incentive Plan cycle established by this policy runs from April through March of the following academic year.
- 7.4 Time line and Responsibilities for Faculty Incentive Projects:

1 st Friday in November	Proposals due to Department Chairs
1 st Friday in December	Recommendation due from Department Chair to Vice President for Academic Affairs
3 rd Friday in December	Recommendation due to President from Vice President for Academic Affairs
1st Friday of Spring Semester	Approval/Disapproval Notification for Faculty Incentive Project due from President to Faculty Member with a copy to the Vice President for Academic Affairs
Last Pay Period in January	Initial Payment (if applicable)
January — May	Faculty Member works on Project
1 st Friday in May	Mid-cycle Report/Conference with Department Chair
May — October	Faculty Member works on Project
1 st Friday in November	Final Report/Presentation due to Department Chair
3 rd Friday in November	Recommendation regarding Final Report due from Department Chair to the Vice President for Academic Affairs with a copy to the Faculty Member
1 st Friday in December	Recommendation regarding Final Report due from Vice President for Academic Affairs to the President with a copy to the Faculty Member

3 rd Friday in December	Notification of Final Decision due from President to the Faculty Member with a copy to the Vice President for Academic Affairs
All College Day, Spring Semester	Faculty Presents Project in a Session Devoted to Faculty Incentive Proposals (FIP)
Last Pay Period in January	Final Payment (if applicable)
Note: If release time is granted it begins either in the Spring or Fall Semester. Release time will only be granted if it is truly release time and not paid as overload.	

SECTION 8. CANCELLATION

8.1 None

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP 2226.A, *Faculty Incentive Pay Plan Criteria and Application Guidelines*

Distribution: Board of Governors (12 members)
www.southern.wvnet.edu

Revision Notes: September 16, 2008, policy changed to new SCP format and minor title changes made.
November 11, 2008 — Technical revisions made to this policy.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
Faculty Incentive Pay Plan Criteria and Application Guidelines
SCP-2226.A

1. Incentive Pay Plans Developed under Compact and Master Plan

SCP-2226, *Faculty Incentive Pay Plan*, provides the purpose, provisions, procedures, and time lines for application, approval, completion, and finalization of a Faculty Incentive Pay Plan. This attachment is intended to suggest criteria and provide some guidance for development of the Faculty Incentive Plan proposal.

The most important aspect of this program is that the outcomes of the Incentive Plan proposal achieve or move the institution toward achieving the strategic issues, goals and objectives of Southern's Compact and Master Plan. As stated in the Executive Summary of the Institutional Master Plan, "The compact for Southern West Virginia Community and Technical College (Southern) serves as the institution's agreement with the people of West Virginia, as represented by the Legislature, on how to expand and diversify the economy; how the College will help to increase the competitiveness of the State's workforce; and the contribution the College will make in creating a system of higher education that is capable of playing this vital role in the State's future." Faculty are referred to the Compact and Master Plan for detail on how Southern plans to accomplish the goals established by the Legislature. It is these goals and objectives from which faculty are to develop Incentive Plans. The documents are available online at <http://www.southernwv.edu/administration/governance/strategy>.

Faculty Incentive Plans are expected to contain innovative and creative methods or projects. Faculty are encouraged to "think differently" about how this institution accomplishes its strategic goals and what role he/she can play in achievement of our mission.

2. Other Criteria for Development of Incentive Pay Plans

Other criteria for development of Incentive Pay Plans can be used. However, the availability of funds for programs not specifically tied to the institutional Compact and Master Plan may be limited. Any of the following areas will be considered valid for development of Incentive Pay Plans providing they meet requirements for innovation and improvement – and provided the faculty member can demonstrate that the plan is tied to the strategic goals of the institution. Faculty should bear in mind that any Incentive Plan developed under this section must contain substantial innovation and demonstrate outcomes beyond the ordinary.

This section includes taking on any number of tasks voluntarily or at the request of the administration. However, a faculty member's Incentive Plan evaluation should not be determined by the number of supplemental tasks or committees on which he/she has served, but by the quality of the participation and his/her willingness to assume assigned tasks.

2.1 New or additional use of Technology (Technology Advances)

- 2.1.1 Developing Web Base Course (when no release time provided or not part of regular job assignment).
- 2.1.2 Use of presentation software/hardware in class.
- 2.1.3 Demonstration and requirement of student use of Internet for research; Presentation software/hardware; Email to communicate with peers and instructor; require use of application software for class assignment.
- 2.1.4 Innovative or more effective use of ICR.

2.1.5 Creation of software or technology.

2.2 Teaching

“Teaching” is broad and inclusive. Teaching encompasses instruction and such activities as advising, mentoring, supervision, (e.g., individual studies, course and program coordination, and assessment of learning outcomes.)

2.2.1 Adopting alternative delivery methods, scheduling, etc.

2.2.2 Substantial, innovative improvement of classroom materials (syllabi, handouts, examinations, etc.).

2.2.3 Directed studies (independent studies, internships, challenge exams, portfolio evaluations, etc.).

2.2.4 Teacher Exchange.

2.3 Scholarly Activity

Scholarship includes discovery (traditionally labeled research, especially published or presented to professional audiences), integration (e.g., inter- or cross-disciplinary efforts), application (e.g., used in teaching or solving social, community, or technical problems); and creative activity (e.g., works of art, performances).

2.3.1 Pilot new courses.

2.3.2 Write and receive grant funding for the institution.

2.3.3 Design/develop new programs.

2.3.4 Major redesign of program curriculum.

2.3.5 Author/co-author textbooks or sections thereof.

2.3.6 Volunteering/leading committee or advising work over summer (non-paid work).

2.3.7 Accepting gratis teaching assignment or non-paid independent study course load.

2.3.8 Discipline specific publication in journals.

2.3.9 Presentation of papers at national, state, or regional professional meetings.

2.3.10 Development of textbooks or other instructional material.

2.3.11 Successful efforts for new instructional program certification/accreditation.

2.3.12 Outstanding Professional Association Memberships (e.g., officer/committee assignment).

2.4 Professional Faculty Development

Professional Development means substantial efforts at continued self-improvement. An Incentive Plan may require more than one activity listed.

2.4.1 Obtainment of higher level degree in discipline or program that meets institutional needs, or acquisition of second graduate degree.

2.4.2 Post-doctoral studies.

2.4.3 National Science Foundation or similar study program.

2.4.4 Study trips abroad.

2.4.5 Extensive research and study leading to course preparation or revision.

2.4.6 Additional specialized course work in discipline.

2.4.7 Active participation / attendance/ support of institutionally sponsored faculty development.

2.4.8 Taking courses in delivery methods, adult learning, teaching strategics/methodologies, etc.

- 2.4.9 Attainment of new professional certifications.
- 2.4.10 State, regional, national association conference attendance.

2.5 Retention Efforts

Activities under this section must be different from normal events and be above what is normally required to do as part of regular job.

- 2.5.1 Mentoring students (formal and documented).
- 2.5.2 Outstanding sponsorship of active clubs and student organizations.
- 2.5.3 Sponsoring/coordinating award banquets/presentations, student recognition program, etc.
- 2.5.4 Organize, arrange and plan/coordinate a new student related public event.
- 2.5.5 Judging/sponsoring academic contests or activities (e.g., science fairs, academic bowls, intermurals, etc.).

2.6 Recruiting Efforts

Effective involvement and activity in College Recruiting Plan (e.g., visiting schools, speaking at civic clubs, organizations, community events, etc.).

2.7 Service to the Institution

Effective sponsorship and participation in college activities (e.g., golf outings, fundraising events, public relations activities, making presentations at graduations, etc.).

- 2.7.1 Providing expert advice /consultancy to the College.
- 2.7.2 Plan, organize, arrange successful public events.

2.8 Service to the Community

- 2.8.1 Sponsorship or activity applying the faculty member's expertise to benefit the College and its community in general. Serving as resource person for community groups.
- 2.8.2 Sponsor or conduct lectures and seminars for community groups.
- 2.8.3 Providing expert advice/consultancy to community groups.
- 2.8.4 Professional Exhibits, Presentations, Consulting, Practice, Performances.

2.9 Active in, and Supportive of, Assessment Activities

Participates in planning and conducting assessment activities. This section not only requires a faculty member to support/subscribe to the philosophy and need for student assessment, but to recognize its relevance, and use the outcomes of assessment in a manner that makes a substantial improvement in program curriculum, student placement, or transfer. (Results must be documented.)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF December 9, 2008**

ITEM: SCP-2562, External Professional Activities of Faculty and Other Professional Staff

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical grant final approval of SCP-2562 following the 30-day public comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

This policy was originally created in November 1984 and was converted to the MAP system format in September 2000 without change.

A policy on outside employment and non-college related activities is required for compliance with mandates from the Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education.

This policy has under gone major revision. The new proposed title better reflects the intent of the policy and makes it applicable to all full time exempt professional employees. The old policy allowed the employee to decide if the outside activity interfered with their employment and report the activity only if it did violate the policy. This version promotes open communication and disclosure of eternal professional activities for pay. It enables the supervisor to be aware of the activity and discuss the policy requirements with the employee at the beginning of each fiscal year.

The revision incorporates statements from the College-wide Employee Personnel Policy about use of college equipment and systems for college business use only and also includes a statement on no solicitation from the institutional Solicitation Policy.

The revised policy also includes the recognition of “conflict of commitment” by referring to the American Association of University Professors statement recognizing that a conflict of interest (usually referred to in financial terms of purchasing and person gain from contracts) can include the concept of conflict of commitment.

This policy was revised by the Human Resources Administrator with advice and input from the Executive Council prior to submission to this Board. At its September 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired October 10, 2008. No comments were received at the end of the comment period. The staff recommends the policy for final approval of this Board.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2562**

SUBJECT: External Professional Activities of Faculty and Other Professional Staff

REFERENCE: Title 133 Procedural Rule West Virginia Higher Education Policy Commission Series 9, Academic Freedom, Professional Responsibility, Promotion, and Tenure

ORIGINATION: November 1, 1984

EFFECTIVE: November 1, 1984

REVIEWED: November 11, 2008

SECTION 1. PURPOSE

- 1.1 To provide guidance regarding faculty and professional employee outside employment activities and a mechanism for reporting the same.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all full time faculty and professional employees of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 “External professional activities for pay” means any activity that 1) is not included within one’s college employment responsibilities; 2) is performed for any entity, public or private, other than the college; 3) is undertaken for compensation; and 4) is based upon the professional knowledge, experience and abilities of the faculty or other professional staff member. Activities for pay not involving such professional knowledge, experience and abilities are not subject to the advance disclosure and approval requirements of this policy, although they are subject to the basic requirement that outside activities of any type not result in neglect of primary College duties, conflicts of interest, inappropriate uses of the College name, or claims of College responsibility for the activity.
- 3.2 “College employment responsibilities” include both “primary duties” and “secondary duties.” Primary duties consist of assigned teaching, scholarship, and all other institutional service requirements. Secondary duties consist of professional affiliations and activities traditionally undertaken by faculty and other professional staff members outside of the immediate College employment context that redound to the benefit of the profession and to higher education in general. Such endeavors, which may or may not entail the receipt of honoraria or the reimbursement of expenses, include membership in and service to professional associations and learned societies; membership on professional review or advisory panels; presentation of lectures, papers, concerts or exhibits; participation in seminars and conferences; reviewing or editing scholarly publications and books; and service to accreditation bodies. Such integral manifestations of one’s membership in a profession are encouraged, as extensions of College employment, so long as they do not conflict or interfere with the timely and effective performance of the individual’s primary College duties.
- 3.3 “Faculty or other professional staff members” means any person who is employed full time by Southern West

Virginia Community and Technical College who is exempt from overtime requirements of the Fair Labor Standards Act.

- 3.4 “Inappropriate use or exploitation of College resources” means using any services, facilities, equipment, supplies or personnel which members of the general public may not freely use. A person engaged in external professional activities for pay may use, in that connection, publicly accessible facilities such as College libraries; however, an office shall not be used as the site for compensated appointments with clients, e.g., for counseling or instruction. Under no circumstances may a supervisory employee use the services of a supervised employee during College employment time to advance the supervisor’s external professional activities for pay.
- 3.5 “Conflict of interest” relates to situations in which financial or other personal consideration may compromise, may have the potential for compromising, or may have the appearance of compromising an employee’s objectivity in meeting College duties or responsibilities, including grant activities.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College seeks to appoint and to retain, as faculty and other professional staff members, individuals of exceptional competence in their respective fields of professional endeavor. Because of their specialized knowledge and experience, such persons have opportunities to apply their professional expertise to activities outside of their College employment, including secondary employment consisting of paid consultation with or other service to various public and private entities. Through such practical, compensated applications of their professional qualifications, College employees enhance their own capabilities in teaching and professional development. Thus, participation of faculty and other professional staff members in external professional activities for pay, typically in the form of consulting, is an important characteristic of academic employment that often leads to significant societal benefits, including economic development through knowledge and technology transfer. However such external professional activities for pay are to be undertaken only if they do not:
- 4.1.1 Create a conflict of commitment by interfering with the obligation of the individuals to carry out all primary College duties in a timely and effective manner; or
 - 4.1.2 Create a conflict of interest vis-a-vis the individual’s status as an employee of the College; or
 - 4.1.3 Involve any inappropriate use or exploitation of College resources; or
 - 4.1.4 Make any use of the name of Southern West Virginia Community and Technical College for any purpose other than professional identification; or
 - 4.1.5 Claim, explicitly or implicitly, any College or institutional responsibility for the conduct or outcome of such activities.
- 4.2 The institution expects its employees to give full professional effort to assignments of teaching and/or institutional service. It is, therefore, considered inappropriate to engage in gainful employment outside the institution that is incompatible with the employee’s commitment to the institution. Moreover, it is considered inappropriate to transact personal business from one’s institutional office, or using College equipment.
- 4.3 No employee may conduct personal for-profit business or enterprises on college premises. This restriction includes telephone calls, developing or answering correspondence, or receiving personal business guests on college property or time.

- 4.4 Solicitation by employees for purposes other than direct college related business during regularly scheduled work hours is prohibited. Solicitation during non-work hours (lunch or other break times) by employees is subject to other applicable policies of this institution.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy is written in compliance with joint policies of the Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education.

SECTION 6. GENERAL PROVISIONS

- 6.1 The American Association of University Professors (AAUP) states that the broad term “conflicts of interest” is generally used to subsume two different concepts: Conflicts of interest, which tend to involve private financial arrangements, and conflicts of commitment, which generally refer to time and energy. While conflicts of commitment is a distinct concept from conflicts of interest, the two often overlap and, at times, may be difficult to separate. This policy is intended to bring attention to the outside employment activities of employees of the institution and allow a reporting mechanism to ensure these activities will not interfere with the full time service commitment to the institution.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The appointment of a person to a full time position at Southern West Virginia Community and Technical College is made subject to the following conditions:
- 7.1.1. The employee shall render full time service to the institution. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of college employment responsibilities.
 - 7.1.2. If outside employment or service interferes with regular college employment responsibilities of the employee, the institution has a right to take appropriate corrective action as warranted by the situation and rules and policies of the institution, up to and including disciplinary action.
- 7.2. Annual Review
- 7.2.1. All faculty and professional staff shall verify their status annually by completing the appropriate form. If a faculty or professional staff member undertakes external professional activities for pay after the annual reporting date, he/she should complete an External Professional Activities form not less than ten (10) calendar days before the date of the proposed external professional activity for pay is to begin.
 - 7.2.2. The supervisor will review and discuss the completed form and policy with the employee to ensure no conflict of commitment or interest exists, sign the form, and forward to Human Resources.
 - 7.2.3. The signed form shall be placed in the employee’s personnel file.

7.3 Personal Professional Activity

7.3.1 The administration may permit and encourage a reasonable amount of personal professional activity (such as consulting, service on boards and committees, and community service activities) outside the employee’s duties and responsibilities, provided such activity further develops the employee professionally, or provides a community service, or promotes the college in a positive manner, and does not interfere with duties and responsibilities to the institution.

SECTION 8. CANCELLATION

8.1 None

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-2562.A, External Professional Activities for Pay Report Form

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: September 2008 - Revisions reflect no substantial changes in procedure or documentation requirements. However, coverage was expanded from only full time faculty to all full time exempt professional employees of the institution. Definitions were added and more clarity was provided to provide explanation of the meaning of conflict of interest. The form for reporting was modified to indicate the specific outside employment activity.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

External Professional Activities for Pay Report Form

SCP-2562.A

Instructions: In accord with SCP-2562, this form must be completed each year by all full time faculty and professional staff employees. Complete all parts of the form. If you did not engage in external professional activities for pay for the fiscal year specified, write "NONE" across the grid below. Please report all paid activity/employment, including planned activity/employment for the fiscal year. The report for each fiscal year is due in Human Resources by August 31. If you intend to engage in paid professional activity, this form is to be completed no less than ten days before the proposed external professional activity for pay is to begin.

Name: _____ Title: _____

Department/Unit: _____ Fiscal Year: _____

Dates From/To	Description of Activity	Explanation: Nature of Activity and General Description of Business/ Agency/ Organization/ Group/Person

Employee Signature and Printed Name: _____ Date: _____

I have reviewed the above activities for compliance with SCP- 2562, External Professional Activities of Faculty and Other Professional Staff

Supervisor Signature: _____ Date: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF December 9, 2008**

ITEM: SCP-2624, Employee Development

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2624, *Employee Development*, following the 30-day public comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

This policy was originally created in July 1986 with the title "Personnel Development Committee." In January 1991, the original policy was replaced with one titled "Personnel Development." That policy was reformatted when the current MAP system was implemented in September 2000 and re-titled "Professional Development."

A policy on employee development is required for compliance with mandates from the Higher Education Policy Commission, West Virginia Council for Community and Technical College Education, and West Virginia Code.

This policy has under gone major revision. The new proposed title is "Employee Development" in order to be applicable to all categories of employees. Procedural items and forms were removed from the policy. The policy was revised to communicate the philosophical support for and necessity of employee development in order to maintain an organization ready to meet the demands of the future.

This policy was revised by the Human Resources Administrator with advice and input from the Human Resources Staff, the Classified Staff Council, and the Executive Council prior to submission to this Board. At its September 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired October 10, 2008. No comments were received at the end of the comment period. However, due to the new employee tuition waiver benefit approved for comment at the Board's September 9 meeting, a technical revision was made in Section 6.6.2. With that correction made, the staff recommends the policy for final approval of this Board.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2624**

SUBJECT: Employee Development

REFERENCE: WV Code §18B-7-5

ORIGINATION: July 1, 1986

EFFECTIVE: January 28, 1991

REVIEWED: November 11, 2008

SECTION 1. PURPOSE

- 1.1 The purpose of employee development is to increase professionalism, productivity, and individual and organizational effectiveness. The purpose of this policy is to create and promote a culture that is dedicated to maintaining a learning organization.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 Subject to appropriate supervisory approval, any employee of Southern West Virginia Community and Technical College is eligible to participate in employee development programs appropriate to his/her position or as requested by his or her supervisor.

SECTION 3. DEFINITIONS

- 3.1 Competencies - Set of behaviors encompassing skills, knowledge, abilities, and personal attributes that are critical to successful work accomplishment. Core Competencies are skills, knowledge, and abilities that employees must possess in order to successfully perform job functions that are essential to business operations.
- 3.2 Developmental activities - Activities that focus on preparing employees for future responsibilities while increasing their capacity to perform their current jobs.
- 3.3 Grantor - The entity or funding body for professional development activities or classes. Examples of grantors of professional development funding include the Teaching and Learning Center, the Office of Academic Affairs, the Classified Staff Council, or any individual unit of the institution who may approve funding for development activities or classes.
- 3.4 Human resource development (HRD) - Set of systematic and planned activities designed by an organization to provide its members with the necessary skills to meet current and future job demands.
- 3.5 Knowledge - level of learning characterized by ability to recall specific facts.
- 3.6 Learning Organization - A concept practiced through systems thinking and shared vision in which the organization is characterized by its capability to adapt to changes in its environment by altering organizational behavior. In a learning organization, workers network and collaborate inside and outside the organization;

change is embraced and failures are viewed as opportunities to learn; and the organization adapts and changes as the environment changes.

- 3.7 Organizational development (OD) - Process of enhancing the effectiveness of an organization and the well-being of its members through planned interventions.
- 3.8 Systems thinking - a conceptual framework that helps one see how things interrelate and how to change them.
- 3.9 Training - Process of providing knowledge, skills, and abilities (KSAs) specific to a task or job.
- 3.10 Advanced professional development - Any academy, class, conference, course program seminar or training attended by an employee that is not required by his or her current position, is not required for the performance of his or her current job responsibilities, and is intended to develop a higher level of skill, to develop an increase in professional or technical knowledge, or to obtain an advanced level of professional accreditation.
 - 3.10.1 Advanced professional development does not include routine job training, training required for the employee's performance of his or her current job responsibilities, attendance at professional conventions, seminars, continuing professional education or any form of training required to renew an employee's professional accreditation or any training costing less than one thousand dollars.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College shall maintain programs appropriate to the needs and resources of the institution for human resource development, organizational development, and to improve the competencies, knowledge, skill, and abilities of its employees.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 While there are many by-products of development and training (e.g., increased knowledge and personal satisfaction), the real measure of success is improved job performance.
- 5.2 Teaching, expanding knowledge and creativity, and devoting knowledge to public service are considered primary goals of higher education. These goals are achieved by and through college faculty. Therefore, the efforts of the Board of Governors and this institution in supporting, developing, and renewing the faculty members directly involved in helping West Virginians learn are vitally important to accomplishing the mission and goals of Southern West Virginia Community and Technical College.
- 5.3 Southern West Virginia Community and Technical College recognizes the general and specific benefits derived from efforts to improve employee's personal and professional effectiveness. Students rely on current, knowledgeable, and relevant instruction and benefit from research that improves teaching skill and knowledge. The people and economy of West Virginia benefit from new applications of knowledge and technology that enable more and better jobs, a higher standard of living, and enhanced knowledge and quality of life. Employees, especially individual faculty members, benefit from being able to teach, acquire a new knowledge, serve public needs, and perform institutional and professional roles more effectively. The College benefits from enhanced capacity and flexibility to carry out its mission in an era where it is more practical to enhance or renew skills and knowledge of existing employees.
- 5.4 Therefore, Southern West Virginia Community and Technical College affirms the unique, integral contribution of its employees and faculty members to the mission of higher education: Teaching, producing

scholarly work that contributes to knowledge and creativity and serving public and institutional needs. The college further recognizes through its policy and actions that the knowledge and skills of employees and faculty need to be developed, maintained, supported, and renewed, and that the primary responsibility for accomplishing these ends reside with the institution.

SECTION 6. GENERAL PROVISIONS

6.1 Eligibility and Other Requirements

6.1.1 To be eligible for professional development funding, applicants must have been employed by the college for a minimum of one (1) year. Employees with less than one year service may apply for funding to take a class or attend a seminar or other job related training activity when required to do so by their supervisor.

6.1.2 Development activities funded by the college must be job related. Applicants who request tuition assistance for college credit should be working toward a degree in his/her field of employment or in a field designated by the supervisor.

6.2 Selection for professional development opportunities shall be made on a nonpartisan, nondiscriminatory basis without regard to race, religion, sex, age, national origin, or handicapping conditions, using fair and meaningful criteria which will afford all employees with opportunities to enhance their knowledge and skills.

6.3 Awards for development activities are made on a semester by semester basis and may be limited due to the availability of funds.

6.4 Reimbursement Agreement

6.4.1 The college has the option to enter into a reimbursement agreement with the employee for repayment of training compensation and costs for advanced professional development. The agreement may contain reasonable provisions for continuing service after completion of the advanced professional development. The agreement must be signed prior to approval and acceptance of funding for advanced professional development.

6.4.2 An employee under such agreement who voluntarily leaves employment with the college after receiving advanced professional development, but prior to the expiration of the negotiated continuing service period, and becomes employed with an entity other than the State of West Virginia, in a capacity which utilized the advanced professional development training, shall repay a pro rata portion of the training compensation as provided in the reimbursement agreement.

6.5 Tuition Waivers

6.5.1 Graduate classes: Before applying for funding for graduate classes, applicants are required to seek waivers from the graduate institution. Applications for tuition waivers at other institutions may be obtained from the Human Resources Unit or the individual institution. Waiver forms must be completed and returned to the granting institution by their deadline.

6.5.2 Undergraduate classes: Any current employee may request a Southern West Virginia Community and Technical College tuition waiver to pay for classes taken at the college. Applications for Southern Waivers are made through the Office of Student Financial Assistance. Tuition waivers are not available from other undergraduate institutions.

- 6.6 Applicant should not be considered for tuition at a private or out of state institution unless equivalent course program cannot be acquired at a public West Virginia institution.
- 6.7 Applicant shall not receive funds for classes when other types of financial aid is being received (i.e., Pell grants or financial aid assistance and professional development funding simultaneously).
- 6.8 If the request for funding is approved and the applicant does not attend the development activity he/she is responsible for contacting the grantor in writing so the encumbered money can be used for someone else.
- 6.9 If the applicant withdraws from the class or receives a failing grade, he/she must repay the funds expended by the grantor.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Grantors of professional development funding will develop a form and procedure for application and processing of requests for professional development funding. The form and procedures are to be made available to all employees via the institutional intranet.
- 7.2 Requests for funding must be approved prior to registration or enrollment for any development activity.
- 7.3 Applicant must show relationship to assigned duties or chosen degree program, or need for training, development, or continuing education.
- 7.4 Those applying for funding for course credits are not limited to a set number of hours.

SECTION 8. CANCELLATION

- 8.1 SCI 1623 PERSONNEL DEVELOPMENT 1-28-91

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: None

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: Policy originated July 1, 1986 under title “Personnel Development Committee”. That policy was replaced on January 28, 1991 with SCI-1623 titled “Personnel Development.” The policy was revised with the new SCP format in September 2000 and called “Professional Development” with the number SCP-2624 (eliminating SCI-1623.) August 2008—Substantial changes were made in policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for, and necessity of employee development in order to maintain an organization ready to meet the demands of the future. The policy title was changed to “Employee Development.”

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEMS: SCP-2220, Course Feedback Policy and SCP-2220.A, Course Feedback Form

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors grant final approval for the rescission of SCP-2220, Course Feedback Policy and SCP-2220.A, Course Feedback Form following the 30-day public comment period.

STAFF MEMBER: Cathy L. Smith-Cox

BACKGROUND:

The Academic Affairs Management Council was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider the aforementioned policies regarding appropriateness as policy. The group met on August 6, 2008, and discussed each policy and made the following recommendation: It is recommended by the Academic Affairs Management Council that each policy discussed be cancelled and included instead in the Academic Affairs Procedures Manual.

At its September 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the policies listed above for a 30-day comment period that expired on October 10, 2008. One comment was received during the comment period.

COMMENT:

“I am for rescinding this form under its present distribution process. This form and its means of distribution are weak, inconsistent, and favorable time distribution may be possible. It is not efficient for one individual to attempt multiple distributions (several classes at the same time) or to leave forms unattended, either in the classroom or in the main office. This presents an opportunity for anyone to obtain one or several, write comments that can be positive or negative, and place in the completed file, also sometimes left unattended. Additionally, an opportunity to obtain, read, discard, or alter any form is possible under the current system. And finally, this can be discussed openly in an “office politic” environment that is very unprofessional and detrimental to both an instructor and the institution. One safe, efficient, and consistently fair method for such an evaluation would be through a higher administrative official’s (such as a dean through student services only) development of an electronic means via the web site using user name and

PIN. This is easily developed, confidential and would result in a timed window of opportunity for all students to comment accordingly.”

RESPONSE:

Since both comments were made by the same individual, the comments were addressed together.

“Thank you for your comments on both of these policies. The proposal is to rescind the policies and make them academic procedures. There has been much discussion at the Board of Governors level as to what is procedure and what is policy. When I addressed the Board on this issue, I attempted to clarify, with simplicity, the difference between a policy and a procedure. Basically, a policy is what and a procedure is how. Procedure is day to day and policy is global. Rescinding these policies and making them academic procedures allows for change in the procedures based upon input from our academic community here at Southern. For instance, you make several suggestions for improvement in the course feedback process. To make improvements you suggest under the current policy structure requires Board of Governors approval. This can take up to a year. The policy must go through department, division, Academic Affairs Management Council and Executive Council and then must be put on the agenda for the Board of Governors meeting. All steps must occur before the recommendation can go to the Board of Governors. As a procedure, we can make changes within a matter of weeks or months if all constituents in the academic community agree.

Course feedback and independent study, your second group of comments, are uniquely academic procedure and changing them should be a process within Academic Affairs. The Board of Governors wants us to do both course feedback and independent study. They do not want to know, in vivid detail, how we do it, but that we do it. If these policies are rescinded and made procedures, then we, as an academic entity, can change the way we do things with greater ease and shorter turn around time.

I hope this explains our rationale for rescinding these policies and making them procedures. The processes will still exist. We will still do course feedback and independent study.”

The individual was satisfied with the explanation. Therefore, the staff recommends that the Board of Governors grant final approval for the rescission of the policy listed above.



SUBJECT: COURSE FEEDBACK POLICY

**REFERENCE: RULES OF THE WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE COUNCIL
RULES OF THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
POLICIES: SCP 2218, Evaluation Process for Full Time Faculty, and
SCP 2686, Promotion and Tenure Policy**

1. PURPOSE

The purpose of this policy is to establish responsibility and procedures for collecting student feedback on courses and for reporting this feedback to faculty members and administrators.

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

None

4. POLICY

- A. The primary purpose of the course feedback form is to provide instructors with data regarding student perceptions of each course section that will be of value in improving teaching performance in future courses.
- B. As a part of their efforts to improve teaching performance, division chairs, the chief academic officer, and the president may use these data in their evaluation of each faculty member's performance; applicants for promotion and/or tenure will also include these data in their application packets.
- C. The statistical data collected and distributed will relate solely to instructors' performance in their own courses. The summary reports will include the results from each section taught, so that faculty members may compare results among different sections of the same course.

5. BACKGROUND OR EXCLUSIONS



None

6. **GENERAL PROVISIONS**

None

7. **RESPONSIBILITIES AND PROCEDURES**

- A. Course feedback forms for each course section will be administered on a date established by the chief academic officer after a minimum of sixty percent of the class meetings for traditional courses has been completed. For short-term courses of less than 15 weeks in duration, the division chair or campus director will work with the instructor to develop a date for the administration of the course feedback forms.
- B. The actual class period in which the course feedback forms will be administered will be determined in cooperation with the instructor in order to minimize disruption of class activities.
- C. For courses taught by full time faculty and adjunct faculty under the direct supervision of the division chair, the course feedback forms will be administered by a division secretary or—in the absence of the secretary—a designee of the division chair. This designee will be a regular employee of the College and will not be a currently enrolled student at Southern.
- D. For full time faculty and adjuncts teaching courses under the direction of the Boone/Lincoln and Wyoming/McDowell Campuses, either on or off campus, the campus director or his/her designee will administer the course feedback forms. The designee will be a regular employee of the College and will not be a currently enrolled student.
- E. The person administering the forms will remain in the room while the forms are completed and deliver them to the appropriate division chair, designated secretary, or campus director immediately after completion. Faculty members will leave their classrooms while the forms are being administered.
- F. The division chair, campus director, or designee will deliver the completed forms to Computer Services as soon as they are completed, but no later than two weeks prior to the last day of classes for that semester. After scanning the forms, Computer Services will return the original forms to the appropriate division chair or campus director. The division secretary or campus secretary will type any student comments for each course section at least one week prior to the end of the semester. For the Boone/Lincoln and Wyoming/McDowell campuses, the campus secretaries will forward the lists of student comments for adjunct faculty to their campus directors and will forward the comments for full-time faculty directly to the appropriate division



chairs.

- G. For short-term courses, the division chair, campus director, or designee will deliver the forms to Computer Services as soon as they are completed.
- H. Computer Services will compile a summary of the data for each section of a course. The summary will include the number of students completing the form, and for each statement on the form both the number of students and the percentage of students responding under each category (Strongly Agree, Agree, Disagree, or Strongly Disagree) will be shown. These summaries will be sent from the Computer Services to the division chairs or—in the case of adjunct faculty on the Boone/Lincoln and Wyoming/McDowell campuses—to the campus directors no later than the last day of regularly scheduled classes before final exams begin.
- I. Summary reports of statistical data and written comments from the course feedback forms will be provided to faculty members and to the chief academic officer by the division chairs and the campus directors no later than the date established for submission of final grades to the Records Office.

8. CANCELLATION

None

9. SIGNATURES

Board Chair

Date

President

Date

Attachments: SCP-2220.A, Course Feedback Form

**Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President and Chief Academic Officer
Officer of the Vice President of Finance**



**Office of the Vice President of Economic and Community Development
Office of the Vice President of Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Division Chairpersons (6 members)
Faculty Senate Chair
Libraries (Logan and Williamson Campuses)
Office of the Boone/Lincoln Campus Director
Office of the Wyoming/McDowell Campus Director**

Revision Date:



Course Feedback Form

The purpose of this survey is to obtain information and suggestions that will be of value to the instructor in planning and developing future courses. Your instructor will not see any of the survey results until after the course grades have been submitted, and the identity of each participant will remain anonymous.

For each statement, mark strongly agree (SA), agree (A), disagree (D) or strongly disagree (SD).

- 1. This course has clearly state objectives.
2. The grading system was clearly explained.
3. My instructor seems well prepared for class.
4. My instructor is readily available for consultation.
5. My instructor displays enthusiasm when teaching.
6. Frequent attendance is essential to my success in this course.
7. I am generally pleased with the text(s) required for this course.
8. My background is sufficient to enable me to use course materials.
9. Class lectures contain information not covered in the textbook.
10. My instructor emphasizes conceptual understanding of the material rather than memorization.
11. This course includes a sufficient number of practical exercises.
12. This course has effectively challenged me to think.
13. Assignments are useful in helping me to find my strengths and weaknesses.
14. Assignments require creative and original thought.
15. My instructor returns papers quickly enough that I can benefit from them.
16. I feel free to ask questions in class.
17. My instructor develops classroom discussion skillfully.
18. My instructor respects constructive criticism.
19. This course will be of practical benefit to me as a student.
20. Grades in this class are assigned impartially.

Please use the space provided on the rest of this page to provide your instructor with written comments concerning the strengths and/or weaknesses of this class. These comments will be typed by a secretary, and your instructor will not see your handwriting.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEMS:

1. SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Format,
2. SCP-3165, Adding Courses to the Curriculum and Revising Existing Courses,
3. SCP-3170, Deleting Courses from the Curriculum,
4. SCP-3240, Assignment of Credit / Non-Credit Courses, and
5. SCP-3250, Final Examinations

RECOMMENDED RESOLUTION:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the rescission of SCP-3160, Course Syllabus and SCP-3160.A, Course Syllabus Format; SCP-3165, Adding Courses to the Curriculum and Revising Existing Courses; SCP-3170, Deleting Courses from the Curriculum; SCP-3240, Assignment of Credit / Non-Credit Courses; and SCP-3250, Final Examinations following the 30-day public comment period.

STAFF MEMBER:

Cathy L. Smith-Cox

BACKGROUND:

The Academic Affairs Management Council was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider the aforementioned policies regarding appropriateness as policy. The group met on August 6, 2008, and discussed each policy and made the following recommendation: It is recommended by the Academic Affairs Management Council that each of the policies discussed be cancelled and included instead in the Academic Affairs Procedures Manual.

At its September 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of these policies for a 30-day comment period that expired October 10, 2008. No comments were received at the end of the comment period, therefore, the staff recommends the policies for rescission.



SUBJECT: Course Syllabus

REFERENCE: None

1. PURPOSE

To establish policy and procedure for writing, approval, and distribution of course syllabi.

2. SCOPE AND APPLICABILITY

This issuance applies to all full-time and adjunct faculty and instructional staff of Southern and for all courses taught for academic credit by Southern West Virginia Community and Technical College or any of its off campus sites.

3. DEFINITIONS

- A. *Course Goal* — A specific outcome of the course.
- B. *Set of Common Course Goals* — Each course must have 80% of its goals common for all offerings of the course regardless of instructor. This 80% represents the set of common course goals.
- C. *Approved Syllabus* — An official syllabus shall be one which contains the official catalog description, approved textbook listing, the approved set of common course goals, and the general education goals taught and assessed for the particular course.
- D. *Completed Syllabus* — A syllabus completed and ready for distribution which contains the required syllabus information along with the instructor's unique information for the particular section and adheres to the format in Attachment A.

4. POLICY

- A. Students enrolling in courses at Southern shall receive a syllabus for each course that clearly communicates to them the knowledge to be gained, skills to be attained, and feelings or beliefs to be instilled as a result of successful completion of each course.
- B. Each syllabus must follow the format as described in Attachment A.
- C. All sections of each course must use the approved set of common course goals and approved textbook.
- D. All course goals and approved syllabi must be maintained through the use of electronic medium.

5. BACKGROUND OR EXCLUSIONS

It is the intent of Southern to offer quality and consistent course offerings. To accomplish this each course must be offered using a common set of course goals. The format for course goals facilitates the writing of goals that are competency-based and measurable. Goals will be specific and clearly communicate to the



student what competencies must be demonstrated to meet the goal. Course goals written in a competency-based format will allow for assessment of satisfactory goal attainment by both the student and the instructor. The course goals developed will be product and not process in nature.

Accepted practice considers courses to be the same if 80% of the course content is common. Southern requires that each course meet this 80% match criteria. These identical goals shall constitute the set of common goals to be included in all syllabi for that course. The set of common goals will be developed by faculty and/or the academic unit responsible for the course through the College governance system.

There are NO exclusions to this policy.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

A. Approval of the set of common course goals/approved syllabi.

1. Faculty members or teams of faculty members may develop and suggest common course goals. Full-time faculty are strongly encouraged to seek and consider adjunct faculty input in the development of course goals.
2. The set of common course goals must be approved by the appropriate academic unit and submitted to the Chief Academic Officer.
3. Appropriate minutes indicating action taken at each level of the approval process must accompany the set of common course goals development/revision request to the next level.
4. The Chief Academic Officer will serve as custodian of approved syllabi and will notify all applicable parties of the approval of the syllabi and of any changes that may follow through proper channels.
5. Approved revisions will be implemented in the first full semester following approval.
6. The approved syllabi will be transferred to and maintained in an electronic database by the Chief Academic Officer.

B. Completion and distribution of syllabi

1. Each faculty member will be responsible for maintaining course goals electronically in an approved electronic format for each course taught.
2. Faculty members will complete the instructor unique areas of the syllabus adhering to the format in Attachment A.
3. All faculty must submit each completed course syllabus to their appropriate Division Chairperson prior to class distribution.
4. Copies of completed syllabi will be kept on file (either electronically or in a paper form) in the Office



of Academic Affairs, the offices of Division Chairpersons, and the library on each campus.

5. Faculty will distribute completed course guide (syllabi) to students and to the Chief Academic Officer at the start of each semester.

C. Syllabi Review

1. Approved syllabi will be reviewed at a minimum of every third year.
2. During the first review period, approximately one-third of the syllabi will be placed on a one-year review cycle, one-third on a two-year cycle, and the remaining third on a three-year cycle to get the review process started.
3. The next review cycle for one- and two-year reviews will be on the three-year cycle.

8. CANCELLATION

This policy supersedes any and all policies regarding academic course credit syllabi including but not limited to:

1. Chapter 29A-2 Series IF "Course Syllabus" effective 7/1/81.
2. References to course syllabi in SM 1275.1c, Faculty Handbook, effective 8/20/90, Revised 7/93.
3. Adjunct Faculty Handbook, Effective January 1997, Pages 13-14.

9. SIGNATURE

Board Chairman

Date

President

Date

Attachments: SCP-3160.A, Course Syllabus Format

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
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)



Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)
<http://www.southern.wvnet.edu>

Revision Note: Additions and deletions were made to this policy September 20, 2005.



Number: SCP-3160.A
Origination: June 1, 1984
Effective: July 1, 1984
Reviewed: September 20, 2005

SUBJECT: Course Syllabus Format
REFERENCE: SCP-3160, Course Syllabus

Instructor's Name
Campus / Room Number
Telephone Number and Extension

SAM101
Sample Syllabi Set-up

COURSE DESCRIPTION

This section will contain the same course description that is in the current catalog or an updated course description approved through proper channels.

Exactly the same for all common courses

COURSE FOCUS

This section will contain the approach the instructor will take in teaching this course. This section can and will differentiate this particular section of the course from other sections of the same course.

Individually generated for each course.

TEXT AND REFERENCES

The text(s) from the approved text list should be listed here. Any texts required beyond the approved texts should also be listed here.

Exactly the same for all common courses.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal.)

**1. Use common division-generated, division-approved goals.*

STUDENT CONTRIBUTIONS

This section will contain comments from the instructor regarding what is expected from the student in the course. Class participation, attendance, etc. can be dealt with here.



Individually generated for each course.

COURSE EVALUATION

This section should clearly communicate to the student exactly how the course grade will be determined. The value of each test or assignment, the grading scale, and how participation figures into the grade should be here. If attendance is used in the calculation of the course grade, that should be stated here. Relevant General Education goals and their assessment should be specified here.

Individually generated for each course.

COURSE SCHEDULE

This section can address the course on a week by week basis. What will be covered, which course goal will be introduced on a class by class breakdown and so forth can be included here. If assignments are due on specified class dates, it can be communicated here. If tests are set for certain class periods, this is where that information should be.

Individually generated for each course.



SUBJECT: Adding Courses to the Curriculum and Revising Existing Courses

REFERENCE:

1. PURPOSE

To establish process for adding new courses to the curriculum and for major revisions of existing courses.

2. SCOPE AND APPLICABILITY

All academic employees.

3. DEFINITIONS

“Major revision”: For purposes of this policy, major revisions are defined as any change in the instructional delivery technique and/or modification of the content of the course.

4. POLICY

All courses that undergo major revisions or are to be offered for the first time must be approved in a prescribed manner before being placed on the semester schedule of classes.

5. BACKGROUND OR EXCLUSIONS

Excluded from provision of this policy are: (1) Continuing and Community Education, non-credit, or CEU courses; and (2) courses that are a part of a new career program.

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

The following steps are required for adding a new course or for major revisions of an existing course:

- A. For major revisions of an existing course, the Division Chairperson, who must approve all course syllabi, shall determine if the pending change is being classified as “major,” thereby requiring approval by the Academic Affairs Committee.
- B. Typically, new courses are initiated by faculty members, division chairperson, or academic administrators. When a course undergoes major revision or it is believed that a new course is needed, a complete course syllabus must be developed. In addition, a Course Request Form must be completed and attached to the course syllabus. The form and syllabus are then presented to the Academic Affairs Committee for review. This committee may request clarification from the course’s initiator. The committee may reject the course with reasons, or it may approve the course.



- C. If, because of extremely unusual conditions, time does not permit following the above procedure prior to offering the course, the course can be offered once on a tentative basis, if approved by the Vice President of Academic Affairs. However, during the semester in which the course is offered, the above described procedure must be followed. All actions taken by the Academic Affairs Committee must be presented by the Vice President of Academic Affairs with a recommendation to the College Council (with final approval by the President) prior to implementation.

8. CANCELLATION

WV Administrative Regulations, Southern WV Community College, Chapter 29A-2, Series I, "Revising Courses" Effective July 1, 1984.

9. SIGNATURE

President **Date**

Attachments

Distribution

Revision Date
September 1, 2000



SUBJECT: Deleting Courses From The Curriculum

REFERENCE:

1. PURPOSE

To establish procedure for deleting courses from the curriculum.

2. SCOPE AND APPLICABILITY

All academic employees

3. DEFINITIONS

4. POLICY

Courses may be deleted from the curriculum only through the process outlined in this policy.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. It shall be the responsibility of the Academic Affairs Committee to review periodically the College's curriculum to identify courses which have not been offered frequently, or have been offered but have been canceled for lack of enrollment, or for other legitimate reasons.

B. The following steps are required for deleting a course:

1. If, for any reason, it is desired to delete a course from the College's curriculum, the existing course syllabus and a complete Course Request Form must be completed and presented to the Academic Affairs Committee.

2. If the request is approved by the Academic Affairs Committee, a recommendation is sent to the



College Council, who then forwards its recommendation on to the President of the College, who shall approve or disapprove the request.

8. CANCELLATION

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000



SUBJECT: Assignment of Credit/Non-Credit Courses

REFERENCE:

1. PURPOSE

To communicate procedures for assignment of credit and /or designation of “non-credit” to courses.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

At Southern, we believe that all citizens have a right to develop their abilities in accordance with their own chosen goals, and that the College provides the means through which this development may take place.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

A. Rationale for credit/non-credit

1. Credit courses are offered in programs of study which lead to an Associate of Arts, Associate of Science, or Associate of Applied Science degree which can be efficiently transferred to other institutions and applied toward the completion of a Baccalaureate degree.
2. Credit courses are offered in programs of study which lead to an Associate degree in Science, Associate degree in Applied Science, or a certificate which prepares and/or upgrades students’ skills in the occupation of their choice, especially those occupations which help meet the needs of the College service area.
3. Credit courses on a non-degree basis are offered in developmental courses of study.
4. Non-credit offerings are courses of study which appeal to the interest of community residents who may not need or desire an academic degree, but who want instruction to aid them in personal enrichment, recreational activities, and opportunities for improving occupational or hobby skills.



B. Guidelines for credit courses

1. Courses offered for credit should be developed under procedures that are designed to protect the integrity of credit as evidence of successful academic accomplishment.
2. The process for approval of credit offerings include:
 - a. Advice of faculty/Advisory Committees
 - b. Recommendation of Division Chairperson
 - c. Recommendation of Academic Affairs Committee
 - d. Recommendation of Vice President of Academic Affairs
 - e. Approval of President
3. Credit courses are taught, evaluated, or directly supervised by an instructor who has met the institution's qualifications for faculty appointment.
4. Credit offerings incorporate stated learning objectives and classroom activities which all successful students are required to achieve or experience.
5. Assigned units of credit are based on standards and guidelines for relating learning objectives and course requirements to units of credit.
6. Credit courses require individual assessment to determine which students have acquired the learning objectives or met requirements.
7. Credit courses are offered as described in the institution's catalog, schedule, course syllabus, and other appropriate documents of record.
8. Credit courses offer recognition of achievement by an entry on the student's permanent academic record (transcript) maintained by the institution.

C. Guidelines for non-credit courses

1. Non-credit courses are developed by the Office of Workforce Development. The process for approval of non-credit offerings includes:
 - a. Establishing community interest
 - b. Recommendation of Director of Workforce Development or her/his designee.
 - c. Approval of Vice President of Economic and Community Development.



- D. Non-credit courses incorporate subject matter, resource materials, teaching methods, and standards of attendance and achievement appropriate for the needs of students eligible to enroll.
- E. Non-credit courses are taught by an instructor who has met the institution’s qualifications for non-credit program instructional personnel.
- F. Non-credit courses are offered as described in the Workforce Development schedule, news releases, and course syllabi.
- G. Non-credit courses recognize participation through the award of certificates and Continuing Education Units (C.E.U.’s) if appropriate.

H. RESPONSIBILITIES AND PROCEDURES

I. CANCELLATION

J. SIGNATURE

President

Date

Attachments

Distribution

Revision Date
September 1, 2000



SUBJECT: Final Examinations

REFERENCE:

1. PURPOSE

To establish and communicate institutional policy regarding final examinations.

2. SCOPE AND APPLICABILITY

All employees and students.

3. DEFINITIONS

4. POLICY

Students are required to take final examinations and complete all assignments for scheduled classes. Absence from final examinations may cause failure in a course regardless of attendance at class sessions and completion of prescribed work. If, in the opinion of the instructor, the absence was for sufficient reason, the student may, upon request, take the examination at a later date.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

- A. A final examination schedule for each semester will be developed by the Division Chairpersons in coordination with Campus Managers/Directors.
- B. The schedules will be developed so that no time conflicts will exist among a student's final exam schedule for coursework taken at Southern.
- C. The final exam schedule will be college-wide, with blocks of one hour and fifty minutes allotted for each exam.
- D. All final exams will be administered at the specified time, which should coincide as closely as possible with the regular course meeting time.
- E. The decision to give a written final examination or use some other evaluative process rests with the instructor.
- F. Classes must meet during the scheduled final exam times for evaluative purposes.



8. CANCELLATION

7. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEMS: SCP-3401, Independent Study; SCP-3401.A, Independent Study Request Form; and SCP- 3401.B, Independent Study Contract

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the rescission of SCP-3401, Independent Study; SCP-3401.A, Independent Study Request Form; and SCP-3401.B, Independent Study Contract following the 30-day comment period.

STAFF MEMBER: Cathy L. Smith-Cox

BACKGROUND:

The Academic Affairs Management Council was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider the aforementioned policies regarding appropriateness as policy. The group met on August 6, 2008, and discussed each policy and made the following recommendation: It is recommended by the Academic Affairs Management Council that each of the policies discussed be cancelled and included instead in the Academic Affairs Procedures Manual.

At its September 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the policies listed above for a 30-day comment period that expired on October 10, 2008. One comment was received during the comment period.

COMMENT:

“I am completely against rescinding this policy! I am also confused as I read the background of this proposal. If I understand correctly, it states it may be converted to an operational procedure. However, the proposal says, “rescind.” We already have a procedure in place and it is to be approved by the department chair and a clear, weekly educational schedule presented and followed. This policy was created for a definitive purpose in 1984 and I have personally provided (gratis) this service to students on numerous occasions. Not only is this a service to the student, but it is a service to the college, as well. In our adult population, many strive to achieve the equivalence of a balancing act of work, family, and school as the big three of many items on their plates. I am surprised that anyone would present

elimination of such a constructive service to a student that needs it. It is my opinion that elimination would only hurt some students (mostly adults with children) and nothing positive could develop from eliminating this service since it is a choice and not mandatory.

Since faculty are not forced to do this and we have a choice to either choose no or to agree, it is our responsibility to deliver our part of the contractual agreement and to hold the student accountable for their part. There have been times when I have determined that this was not the best method for a student on occasions. If any faculty member chooses to do this or an alternative form of methodology, it is solely that faculty's responsibility to deliver as promised.

I have a list of professional, adult folk that successfully completed their work through a solidified independent study contract over my 8 years of teaching. The independent studies for which I have been involved has always covered the entire text of any class contractually agreed upon. A weekly format with time-lines is clear and expectations are paramount with no ambiguity. Students meet with me weekly at a time convenient and conducive with their existing schedules. They watch DVD cases and review Power Point slides the same as the class does, have multiple weekly chapter assignments, case analysis, and I schedule them for exams. Much effort is placed into these alternatives by the student and me when I have agreed to do them.

"The most recent example of this service is an adult Wyoming student needing a specific class to graduate this December so she does not have to return next spring. Gail asked me to provide this class and I gladly accepted that responsibility. Most of our students are struggling with their expenses such as fuel costs and we should continue to be creative in our deliveries and ways we can assist a student. I know from my own experiences from my days at Southern being catapulted into management on various shifts, that without the creativity of some of my past professors, there would have been no way to complete my degrees in the time frames I did. In my opinion (and since I have administered most of these lately), we will lose students. That would be a poor choice if a student needed 2 or 3 classes to graduate and another institution was the recipient of our hard work and development of that student.

If I can provide any additional information of explanation regarding these comments or if you have any questions for me, please do not hesitate to contact me."

RESPONSE:

Since both comments were made by the same individual, the comments were addressed together.

“Thank you for your comments on both of these policies. The proposal is to rescind the policies and make them academic procedures. There has been much discussion at the Board of Governors’ level as to what is procedure and what is policy. When I addressed the Board on this issue, I attempted to clarify, with simplicity, the difference between a policy and a procedure. Basically, a policy is what and a procedure is how. Procedure is day to day and policy is global. Rescinding these policies and making them academic procedures allows for change in the procedures based upon input from our academic community here at Southern. For instance, to make improvements under the current policy structure, requires Board of Governors approval. This can take up to a year. The policy must go through department, division, Academic Affairs Management Council, and Executive Council and then must be put on the agenda for the Board of Governors’ meeting. All these steps must occur before the recommendation can go to the Board of Governors. As a procedure, we can make changes within a matter of weeks or months if all constituents in the academic community agree.

Course feedback and independent study, your second group of comments, are uniquely academic procedures and changing them should be a process within Academic Affairs. The Board of Governors wants us to do both course feedback and independent study. They do not want to know, in vivid detail, how we do it, but that we do it. If these policies are rescinded and made procedures, then we, as an academic entity, can change the way we do things with greater ease and shorter turn around time.

I hope this explains our rationale for rescinding these policies and making them procedures. The processes will still exist. We will still do course feedback and independent study.”

The individual was satisfied with the explanation. Therefore, the staff recommends that the Board of Governors grant final approval for the rescission of the policy listed above.



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

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

REFERENCE: SCP-3401, Independent Study

INDEPENDENT STUDY REQUEST FORM

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

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

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

Part B: For Administrative Office Use Only

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

Please see reverse side for Procedures for Independent Study.

PHILOSOPHY AND PURPOSE OF INDEPENDENT STUDY

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

PROCEDURES FOR INDEPENDENT STUDY

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

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

MINIMUM GUIDELINES

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

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

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

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

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



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

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

SUBJECT: **Independent Study**

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

1. PURPOSE

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

2. SCOPE AND APPLICABILITY

This policy is applicable to all employees and students.

3. DEFINITIONS

None.

4. POLICY

Independent studies shall be allowed under specified circumstances.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

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

7. RESPONSIBILITIES AND PROCEDURES

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

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

it to the appropriate Department Chairperson.

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

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

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

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

8. CANCELLATION

None.

9. REVIEW STATEMENT

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

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

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

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

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

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



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

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

REFERENCE: SCP-3401, Independent Study

INDEPENDENT STUDY CONTRACT

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

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

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

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

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

CONTRACT ASSIGNMENTS:

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

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

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

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

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

- ITEMS:**
1. SCP-3620, Policy Regarding Program Review
 2. SCP-4398, Student Grades and Grade Point Average Requirements for Graduation

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-3620, Policy Regarding Program Review, and SCP-4398, Student Grades and Grade Point Average Requirements for Graduation, following the 30-day public comment period.

STAFF MEMBER: Cathy L. Smith-Cox

BACKGROUND:

The Academic Affairs Management Council was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider the aforementioned policies for review. The group met electronically during the week of September 22, 2008, to review the policies and approved the revisions to reflect current job titles and operating paradigms.

At its October 16, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired November 19, 2008. No comments were received at the end of the comment period, therefore, the staff recommends the policies for approval as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3620**

SUBJECT: Policy Regarding Program Review

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, *Policy Regarding Program Review*

ORIGINATION: October 8, 2001

EFFECTIVE: November 27, 2001

REVIEWED: September 2008

SECTION 1. PURPOSE

1.1 To delineate the responsibilities of Southern West Virginia Community and Technical College and its Board of Governors in the review of existing academic programs.

SECTION 2. SCOPE AND APPLICABILITY

2.1 The Board of Governors of Southern West Virginia Community and Technical College has the responsibility to review at least every five years all programs offered at Southern West Virginia Community and Technical College (the “College”) and in the review to address the viability, adequacy, necessity and consistency with the mission of the programs to the institutional master plan, the institutional compact and the education and workforce needs of the responsibility district. Additionally, the Board of Governors (the “BOG”) as part of the review is to require the College to conduct periodic studies of graduates and their employers to determine placement practices and the effectiveness of the education experience. West Virginia Council for Community and Technical College Education (the Council) has the responsibility for review of academic degree programs, including the use of institutional missions as a template to assure the appropriateness of existing programs and the authority to implement needed changes.

SECTION 3. DEFINITIONS

3.1 *Program* - Curriculum of course of study in a discipline speciality that leads to a certificate or degree.

3.2 *Viability* - Tested by an analysis of unit cost factors sustaining a critical mass and relative productivity. Based upon past trends in enrollment, patterns of graduates and the best predictive data available, the College shall assess the program’s past ability and future prospects to attract students and sustain a viable, cost-effective program.

3.3 *Adequacy* - Assessment of the quality of the program. The College shall evaluate the preparation and performance of the faculty and students, and the adequacy of facilities. A valuable (but not the sole) criterion for determining the program’s adequacy is accreditation by specialized accrediting or approving agencies recognized by the Federal Government or the Council for Higher Education Accreditation.

3.4 *Necessity* - The dimensions of necessity include whether the program is necessary for the College’s service region and whether the program is needed by society (as indicated by current employment opportunities,

evidence of future needs and rate of placement of the programs' graduates). Whether the needs of West Virginia justify the duplication of programs in several geographic service regions, shall also be addressed.

- 3.5 *Consistency with the mission* - The program shall be a component of, and appropriately contribute to, the fulfillment of the institutional and system missions. The review should indicate the centrality of the program to the College, explain how the program complements other programs offered and states how the program draws upon or supports other programs. Both institutional aspects of the program should be addressed. The effects (positive or negative) that discontinuance of the program might have upon the College's ability to accomplish its mission should be addressed.

SECTION 4. POLICY

- 4.1 The program review process will provide for a review and evaluation of all programs leading to a certificate or degree at the College. To ensure that each program is reviewed at least once every five years, consistent with statutory requirements, approximately 20 percent of all programs will be selected for review each year. The process must allow for early identification of programs that need particular scrutiny to permit changes to be anticipated, appropriate intervention to take place and corrective action to be accomplished within normal institutional planning efforts
- 4.2 The purpose of the reviews will be to conduct an in-depth evaluation of the viability of, adequacy of and necessity for each academic program, consistent with the mission of the College. Comprehensive institutional self-studies conducted in compliance with accreditation or institutional process and completed within the previous sixty months may be used to provide the base line data for the review, with any necessary updating of factual information or interim reports to the accrediting body. Individual programs that are accredited by specialized accrediting or approving agencies recognized by the Federal Government and/or the Council on Higher Education Accreditation shall be considered to have met the minimum requirements of the review process with respect adequacy.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The College will draft, in accordance with the BOG's guidelines, a self-study. The BOG then will submit annually by May 31 to the Chancellor for review by the Council a report of the results for each program reviewed. The Program Review Summary Report shall contain the following information:
- 7.1.1. Program title and degree;
 - 7.1.2. Year of last review;
 - 7.1.3. Documentation of continuing need;
 - 7.1.4. Assessment information related to expected student learning outcomes and the achievement of the program objectives;

- 7.1.5. Plans to improve the quality and productivity of the program; and
 - 7.1.6. Five-year trend data on enrollment and degrees awarded.
- 7.2 Responsibilities of the College's Chief Academic Officer: In accordance with the other provisions of this policy, the chief academic officer shall:
- 7.2.1 With approval of the BOG, designate the programs, constituting approximately 20 percent of all programs, to be reviewed during a given year;
 - 7.2.2 By November 1, 2001, submit to the Council on behalf of the BOG a plan describing the procedures for conducting program reviews at the College including basic evaluative criteria, procedures for using internal and external evaluators, and the review schedule for evaluating all programs on a five-year cycle;
 - 7.2.3 By November 1 of each subsequent year, submit to the Council on behalf of the BOG any substantive changes to the procedures for conducting program reviews;
 - 7.2.4 By November 1 of each year, submit to the Council on behalf of the BOG a list of programs scheduled for review in that academic year;
 - 7.2.6 Make available a readily accessible computerized data base and other support for the program review process;
 - 7.2.6 Submit, for programs deemed to have met the minimum requirements with respect to adequacy by virtue of special accreditation or approval, the comprehensive institutional self-study conducted in compliance with the accreditation or approval process, a copy of the letter containing the conferral of accreditation or approval and a documented statement regarding program consistency with mission, viability and necessity;
 - 7.2.7 Oversee compilation each year of any self-study to be presented by the College to the BOG;
 - 7.2.8 Oversee compilation each year of the Program Review Summary Report to be provided to the Council by the BOG; and
 - 7.2.9 Ensure compliance with this policy, the Council's Policy Regarding Program Review and any guidelines issued by the Council regarding the program review process.
- 7.3 Program Review Process: The program review process will utilize a collaborative process that includes faculty, students and administrators and must be accomplished within the limits of available staff and resources. Institutional personnel, and perhaps external consultants and BOG staff, will be involved in establishing the specific criteria, standards and process of evaluation for each review and in interpreting the information resulting from the review, bearing in mind that the program review process requires differentiation among levels of degrees. The program review process will be carried out objectively, and persons external to the College will participate in the review. The review will include information obtained from students currently enrolled in the program, graduates of the program, and employers of graduates of the program.
- 7.4 The Academic Department is ultimately responsible for preparation of the self-study and a recommendation for action to be presented to the BOG, but the program review process shall include:

- 7.4.1 Program faculty;
 - 7.4.2 Division faculty;
 - 7.4.3 Academic Affairs Management Council;
 - 7.4.4 Executive Council.
- 7.5 Special Program Reviews: Either the Council or the BOG may request at any time that special program reviews be conducted for a given purpose. Formal strategies for conducting such reviews will be developed, consistent with the purpose of the review.
- 7.6 Institutional Recommendation: The BOG's five-year cycle of program review will result in a recommendation by the College for action relative to each program under review. The College is clearly obligated to recommend continuation or discontinuation for each program reviewed.
- 7.6.1 If recommending continuation, the College will state whether it intends:
 - 7.6.1.1 Continuation of the program at the current level of activity, with or without specific action;
 - 7.6.1.2 Continuation of the program at a reduced level of activity (e.g., reducing the range of optional tracks) or other corrective action;
 - 7.6.1.3 Identification of the program for further development; or
 - 7.6.1.4 Development of a cooperative program with another institution, or sharing of courses, facilities, faculty and the like.
 - 7.6.2 If the College recommends discontinuance of the program, then the provisions of the Policy Commission policy on approval and discontinuance of programs will apply.
 - 7.6.3 For each program, the College will provide a brief rationale for the observations, evaluation and recommendation. These should include concerns and achievements of the program. The College will also make all supporting documentation available to the Policy Commission upon request.
- 7.7. Committee Recommendation: The appropriate Academic Dean will develop a recommendation for action and present it to the BOG for action and referral to the Council.
- 7.8 The Executive Council may make recommendations that go beyond those also. The council may request additional information and may recommend continuance on a provisional basis and request program reports.
- 7.9 Appeals Committee and the Appeals Process: Any disagreement between a final recommendation of the Academic Dean and the recommendation of the academic unit may be appealed to the College's Vice President for Academic Affairs.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: September 2008— Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4398**

SUBJECT: Student Grades and Grade Point Average Requirements for Graduation

REFERENCE: Title 135, Procedural Rule, Series 22, West Virginia Council for Community and Technical College Education , Grade Point Average for Associate and Certificate Degrees

ORIGINATION: November 20, 2002

EFFECTIVE: January 21, 2003

REVIEWED: September 17, 2008

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish and communicate the grading system used by Southern West Virginia Community and Technical College, as well as the grade point average required for graduation with an associate degree or certificate.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to all students and employees of the college.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 All faculty will assign and submit grades in accordance with this policy. All students must meet the minimum grade point average requirements in order to earn a certificate and /or an associate degree.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Further information pertaining to grades, degrees and graduation is provided in the college catalog. To the extent that information in the catalog may conflict with this policy, this policy supersedes that information.

SECTION 6. GENERAL PROVISIONS

6.1 The following grades are used by the College:

<u>Letter Grade</u>	<u>Description</u>	<u>Quality Points Per Credit Hour</u>
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0
F	Failing	0.0

W	Withdrawal	None
I	Incomplete	None
CR	Credit	None
NC	No Credit	None
AU	Audit	None

- 6.1.1 Withdrawal: A student withdrawing from a course by the established deadline for withdrawal will receive a grade of “W.” After the last day to withdraw, a student will not be permitted to drop the course and will receive the final grade the student earned.
- 6.1.2 Incomplete: An incomplete is given when a student is absent from several sessions of, or the final exam of, a course because of illness or other reasons considered beyond the student’s control. Approval by the Department Chair must be secured by the instructor before a grade of “I” may be given. When the work missed is satisfactorily completed, the final grade must be approved by the Department Chair and subsequently forwarded to the Registrar. A Student must complete the requirements for the course in which the “I” grade was received within the next full semester or the “I” grade will automatically be changed to a grade of “F.”
- 6.2 The grades earned by a student are determined by the instructor of the course and can be changed only upon the latter’s recommendation with final approval by the Chief Academic Officer, except as follows:
- 6.2.1 As set forth above, the Department Chair must approve a grade of “I” and must approve the final grade once the work missed is satisfactorily completed.
- 6.2.2 The Chief Academic Officer may, only upon recommendation of the Grievance Committee, change a grade determined to have been awarded in an unfair manner.
- 6.3 At the close of each semester, the instructor shall evaluate each student enrolled in his or her assigned class.
- 6.3.1 The Registrar shall provide notice to each faculty member regarding deadlines when final grades must be submitted. Deadlines must be met to facilitate decisions with regard to registration, probation, sequence of classes, prerequisites and graduation requirements.
- 6.3.2 Grades shall be submitted as follows:
- 6.3.2.1 Full-time faculty shall submit grades through entry in the BANNER System; and
- 6.3.2.2 Adjunct faculty will submit a signed grade report on, or prior to, the deadline to the appropriate Campus Records Office with a copy sent concurrently to the Department Chair; and
- 6.3.2.3 Both full-time and adjunct faculty must make available, if requested by the Department Chair, Dean, or Chief Academic Officer, documented evidence of class attendance and performance records. This is necessary and valuable in the event of student grade appeals. All examinations or other graded assignments not returned to students must be maintained by the faculty member for one succeeding semester.
- 6.3.3 If a grade of “I” has been given, the instructor must file the specific forms for a final grade signed by the Department Chair with the Campus Records Office once the missed work is satisfactorily completed.

- 6.3.4 In calculating a student's grade point average, all assigned letter grades "A" through "F" will be used. The grade point average is calculated on all work for which the student has registered with the exception of courses with grades of "W," "I," "CR," "NC," and "AU" and courses repeated (see "D" and "F" Repeat Provisions and Academic Forgiveness Provision). The grade point average is the ratio of the number of quality points gained to the number of credit hours attempted.
- 6.3.5 Those students who successfully complete the requirements for a degree or certificate with a grade point average of 2.00 or better are eligible to graduate. Some programs require that students earn a minimum grade of a "C" in certain courses taken in order to graduate with a degree or certificate in that program area.
- 6.3.6 The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:
- 6.3.6.1 Courses from which the student has withdrawn.
 - 6.3.6.2 Courses in remedial/developmental (transitional studies) education.
 - 6.3.6.3 Courses taken on a credit/no credit basis where credit is earned.
 - 6.3.6.4 Courses taken on an audit basis.
 - 6.3.6.5 Courses which have been repeated under the "D/D Repeat Provision" of this policy.
 - 6.3.6.6 Courses which are covered under the "Academic Forgiveness Provision" of this policy.
- 6.3.7 "D" and "F" Repeat Provision: If a student earns a grade of "D" or "F" on any course taken no later than the semester or summer term during which the student attempts the sixtieth (60th) semester hour, and if that student repeats this course prior to the receipt of a degree or certificate, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the student's grade point average. The original grade shall not be deleted from the student's permanent record.
- 6.3.8 Discretionary Academic Forgiveness Provision: This provision is designed to assist students who previously left college with low grades and may be implemented, provided certain conditions are satisfied, where the "D" and "F" provision is not applicable. The conditions for academic forgiveness are as follows:
- 6.3.8.1 The student seeking academic forgiveness must not have been enrolled on a full or part-time basis for more than twelve (12) hours during any semester or term at any higher education institution for a period of four consecutive calendar years prior to the request for academic forgiveness. Only "D" and "F" grades received prior to the four-year, non-enrollment period may be disregarded for grade point average calculation.
- 6.3.9 In order to receive a degree or certificate the student must complete at least fifteen (15) additional credit hours through actual course work at Southern after the non-enrollment period, earn at least a 2.00 grade point average after the non-enrollment period and satisfy all degree or certificate requirements. Grades disregarded for grade point average computation will remain on the student's transcript.

- 6.3.10 This policy pertains only to the grade point average required for graduation and does not pertain to the grade point average calculated for special academic recognition, graduation with honors, admission requirements for particular programs or any other academic related standards.
- 6.3.11 To implement this policy, the student must submit a written request to the Chief Academic Officer. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from grade point average calculation. The Chief Academic Officer may accept, modify or reject the student’s request.
- 6.3.12 In instances where a student requests and gains academic forgiveness from another higher education institution and then transfers to Southern, Southern is not bound by the prior institution’s decision to disregard grades for grade point average calculation.
- 6.3.13 The academic forgiveness policy for the Board of Governors Associate in Applied Science Adult Completion Program differs from that specified above. Per the West Virginia Council for Community and Technical College Education Administrative Guidelines for this program, all F’s earned in College courses earned four or more years before admissions to program are disregarded from the computation of the graduation grade point average. The “F” grades will not be deleted from the transcript. The “D” and “F” Repeat Provision shall also apply if applicable.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The Chief Academic Officer shall cause the terms of this policy to be observed.

SECTION 8. CANCELLATION

- 8.1 SCP-4397, Student Grades and Related Concerns, September 1, 2000; SCP-4520, Submitting Student Grades by the Faculty to the College’s Student Records Office and Authority for Changing Student Grades, September 1, 2000; and SCP-4520.A, Final Grade Report Form, September 1, 2000

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: September 2008— 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
MEETING OF DECEMBER 9, 2008**

ITEM: SCP-1040, Use of College Bulletin Boards,
Directories, and Information Dispensing Equipment

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors approve cancellation of SCP-1040, Use of College Bulletin Boards, Directories, and Information Dispensing Equipment, following the 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Finance Unit was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider the aforementioned policy regarding appropriateness as policy. The policy was reviewed and discussed during Executive Council meeting on August 5, 2008.

At its September 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the proposed cancellation of SCP-1040, Use of College Bulletin Boards, Directories, and Information on Dispensing Equipment, for a 30-day comment period that expired October 10, 2008. No comments were received at the end of the comment period, therefore, the staff recommends the policy for rescission and reconstruction as procedures in a newly developed Finance Unit Procedures Manual.



**SUBJECT: Use of College Bulletin Boards, Directories, and
Information Dispensing Equipment**

1. PURPOSE

To establish procedures and guidelines related to the use of College Bulletin Boards, Directories and Information Dispensing Equipment.

2. SCOPE AND APPLICABILITY

This policy applies to all employees, organizations, and the general public.

3. DEFINITIONS

4. POLICY

Southern WV Community & Technical College maintains bulletin boards, directories, and other media dispensing equipment including , but not limited to, television production equipment for the purposes of carrying out the mission of the college. Employees, students, and the general public may be permitted to display certain announcements or information deemed appropriate by the College, which does not conflict with the institutional mission, nor violate local, state, or federal law.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

- A.** Materials affixed to the College property in other than designated areas may be removed at any time.
- B.** No organization, internal or external, or individual has an inherent right to display material on, or use the aforementioned equipment.
- C.** Any organization or individual who wishes to display information at Southern may make a request to the Vice President for Finance or his/her designee. An adverse decision by the VP for Finance or his/her designee may be appealed to the Public Relations Committee.
- D.** Public Relations Committee shall obtain advice / guidance of the appropriate administrative unit, and legal counsel, and make a recommendation regarding the appeal to the President.
- E.** The President shall make the final decision in the matter which is final.



7. RESPONSIBILITIES AND PROCEDURES

1. The VP for Finance is responsible for the physical property of the college; However, he/she may delegate responsibility for maintenance of directories, bulletin boards, and other informational dispensing equipment to area heads or other personnel so specified.
2. It is the duty of the VP for Finance or designee(s) to maintain such services in harmony with the mission and philosophy of the College.
3. Therefore, judgements must be made as to the type of information permitted to be displayed on College equipment and the length of time such may be displayed.
4. The VP for Finance shall promulgate procedures for implementing this policy.

8. CANCELLATION

None. Policy in MAP format 7/27/00.

9. SIGNATURE

Board Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors Members (12)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Economic, Workforce, and Community Development
Office of the Vice President for Finance
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)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors (Boone/Lincoln and Wyoming/McDowell)

Revision Dates: April 28, 2005 (Editorial Corrections Only)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEM: SCP-1180, Equipment Loans and SCP-1180.A,
Contract of Equipment Loans

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors approve rescission of SCP-1180 and SCP-1820.A following the 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Finance Unit was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider the aforementioned policies regarding appropriateness as policy. The policy was reviewed and discussed during Executive Council meeting on August 5, 2008. After this review it is recommended by the Finance Unit that these policies be canceled and reconstructed as procedures in a newly developed Finance Unit Procedures Manual.

At its September 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the proposed cancellation of SCP-1180, Equipment Loans, and SCP-1180.A, Contract of Equipment Loans, for a 30-day comment period that expired October 10, 2008. No comments were received at the end of the comment period, therefore, the staff recommends the policy for rescission and reconstruction as procedures in a newly developed Finance Unit Procedures Manual.



SUBJECT: Equipment Loans

REFERENCE: Contract of Equipment Loan Form

1. PURPOSE

2. SCOPE AND APPLICABILITY

3. DEFINITIONS

4. POLICY

Southern West Virginia Community and Technical College purchases equipment utilized to support the mission of the institution. The first priority is given to academic, student, and administrative use. However, in keeping with the college's mission of service to the community, it recognizes the need and permits the loan of college equipment to civic organizations and/or individuals within the service district. This policy for loan of college equipment to non-campus organizations and/or individuals is not intended to restrict use based on race, religion, gender, national origin or creed of the borrowing organization or individual, but the institution reserves the right to be guaranteed that the use of the equipment shall not be illegal under the policies of the State College System of West Virginia Board of Directors, the laws of the State of West Virginia, or any Federal law or statute.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

- A. All requests for the use of college equipment shall be directed to the campus Business Manager or the Director of Purchasing.
- B. The individual to whom the request is directed shall provide a standard "Contract of Loan" agreement form and shall instruct the borrower to present the form to the appropriate campus Business Manager (for equipment assigned to the campus) or to the Director of Purchasing (for equipment assigned to the district office).



- C. The campus Business Manager and/or the Director of Purchasing has the responsibility to ensure that the requested equipment is not needed for any college function during the time it is to be loaned and that the party borrowing the equipment is knowledgeable of the handling and care of the equipment.
- D. The contract must be completed in triplicate and signed by an authorized representative of the borrowing organization and/or individual, the campus Business Manager, and/or the Director of Purchasing. An exception is made for the loan of library audio visual equipment: only the borrower and librarian need to sign the Contract of Loan form. Each party shall retain a copy of the contract.
- E. If any violation of the contract occurs or if the equipment is damaged or lost, the Director of Purchasing must be informed immediately. Procedures will then commence to have the borrower repair and/or replace the damaged equipment.

8. CANCELLATION

College Equipment Loans dated July 1, 1984.

9. SIGNATURE

President

Date

Attachments

Contract of Loan Form SCP 1180.A

Distribution

Revision Date

September 1, 2000



Number: SCP 1180.A
Effective: July 1, 1984
Revised: September 1, 2000

CONTRACT OF EQUIPMENT LOAN

THIS CONTRACT OF LOAN, made this ___ day of ___, by SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE, hereinafter referred to as "Lender," and ___, hereinafter referred to as "Lendee," and also ___, hereinafter referred to as "Borrower".

NOW, THEREFORE, THIS CONTRACT OF LOAN WITNESSETH:

That for and in consideration of the full and complete performance of the mutual covenants, terms, and conditions hereinafter set forth, the Lender hereby loans unto the Lendee for use by the Borrower, the following equipment for the intention of ___ at:

- 1. ___ 7. ___
2. ___ 8. ___
3. ___ 9. ___
4. ___ 10. ___
5. ___ 11. ___
6. ___ 12. ___

The parties herein bind themselves as follows:

- (1) The term of this loan shall begin on ___. Borrowed equipment must be returned by 4:30 p.m. on ___.
B. The Borrower is responsible for picking up the equipment at the College and returning it to the College, transportation suitable in the judgement of the College to adequately carry the equipment.
C. The Lendee covenants that the Borrower shall not alter, add to, or change the equipment from its intended purpose without the written consent of the Lender; shall return the equipment to the Lendee in as good condition as at the time of the initial loan.
D. In the event that any equipment is in the judgement of the College technical, electronic, or sophisticated, the Borrower must provide a person qualified to operate and install the equipment properly to prevent any damage internally or externally. The Lender reserves the right to approve the qualified person whom the Borrower selects. The qualified person agreed upon is ___.
E. In the event that the equipment is damaged, destroyed, lost, or stolen, the Borrower is responsible for replacement or repair of the equipment. If the equipment is repaired, the Borrower will do so at his own expense by a repairman approved by the Lender.
F. It is further agreed that the Lender has the right to demand the immediate return of the equipment if in its judgement the terms of the contract are not being met.
G. The Borrower agrees not to loan, give, or allow anyone else to use the equipment for any purpose.

IN WITNESS WHEREOF: the parties hereto have caused their names to be affixed to this contract of loan.

BY ___ Lendee

BY ___ Southern West Virginia Community and Technical College

BY ___ Department Head

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEM: SCP-5051, Reduced Tuition and Fee Program for State Residents Age 65 and Older

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5051, Reduced Tuition and Fee Program for State Residents Age 65 and Older, following the 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

West Virginia Code §18B-10-7a provides that all institutions of higher education establish a policy for citizens age 65 and older to attend courses at a reduced tuition and fee level. The code further states that the policy includes options for attending on a non-credit basis; that each participant under this program is a resident of West Virginia, 65 years of age or older, and classroom space is available.

Further, the West Virginia Code limits the total tuition and fees charged for participation in each non-credit course or class, excluding laboratory and parking fees, to not exceed \$50 and participation in academic credit courses may not exceed 50% of the normal rates charged to state residents: provided that after July 1, 2004 the governing boards may change the maximum fee.

At its September 9, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-5051, Reduced Tuition and Fee Program for State Residents Age 65 and Older, for a 30-day comment period that expired October 10, 2008. No comments were received at the end of the public comment period, therefore, the staff recommends the policy as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5051**

SUBJECT: Reduced Tuition and Fee Program for State Residents Age 65 and Older.

REFERENCE: WV Code §18B-10-7a

ORIGINATION: December 2, 2004

EFFECTIVE: February 15, 2005

REVIEWED: August 5, 2008

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish a reduced tuition and fee program for residents of West Virginia who are 65 years of age or older to attend college courses on a space-available basis at Southern West Virginia Community and Technical College. The policy includes an option for those who attend undergraduate courses on a 'no credit' basis and an option for individuals who wish to attend undergraduate courses for academic credit.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to all residents of the State of West Virginia age 65 and older.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 A resident of the State of West Virginia who is age 65 or older will be permitted to register for courses under either of the two options available through this program provided that classroom space [a seat or workstation] is available and with the consent of the specific course instructor.

4.2 The college shall develop guidelines for West Virginia residents who are 65 years of age and older to take courses that are consistent with the provisions of State Code and shall be published in the College catalog and other appropriate publications.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 The West Virginia Code, as cited above, provides that all institutions of higher education establish a policy for citizens age 65 and older to attend courses at a reduced tuition and fee level. The Code further states that the policy include options for attending on a non-credit basis; that each participant under this program be

5.1.1 a resident of West Virginia,

5.1.2 65 years of age or older, and

5.1.3 classroom space is available.

5.2 Further, the West Virginia Code limits the total tuition and fees charged for participation in each non-credit course or class, excluding laboratory and parking fees, to not exceed \$50 and participation in academic credit courses may not exceed 50% of the normal rates charged to state residents: provided that after July 1, 2004 the governing boards may change the maximum fee.

SECTION 6. GENERAL PROVISIONS

6.1 A participant registered for a course under either of the two options of this program will be subject to the College's programmatic and financial guidelines applicable to this program.

6.2 A participant will also be subject to the rules, regulations, procedures, and requirements of the College, including course prerequisites, applicable to each course.

6.3 The following standards apply to the specific options available through this program:

6.3.1 No Credit Option: The total tuition and fees charged for each course under the no credit option, excluding laboratory fees, may not exceed \$50. The maximum tuition and fees to be charged under this option are subject to change upon approval of the Board of Governors.

6.3.2 Credit Option: The total tuition and fees charged for each course under the credit option shall not exceed 50% of the normal rates charged to state residents.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The authority for developing a method of establishing priority for allowing a participant to register for and attend specific courses under the terms of this policy are delegated to the President or his/her designee.

7.2 The President or his/her designee will determine any special fees, such as laboratory fees, that all participants must pay.

7.3 The College, through appropriates, shall report on participation in this program to the Council for Community and Technical College Education or other state-level agencies.

SECTION 8. CANCELLATION

8.1 Replaced SCP-4385, Reduced Tuition and Fee Program for State Residents Age 65 and Older, February 21, 2006.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: On February 21, 2006, responsibility of SCP-4385 was transferred from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. On August 5, 2008, SCP-5051 was reviewed by the Executive Council and recommended its continuation without revision.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEM: SCP-1625, Publications and Productions

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve rescission of policy SCP-1625, Publications And Productions, following the 30-day public comment period.

STAFF MEMBER: Cindy Crigger

BACKGROUND:

The Communications Department was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider SCP-1625, appropriateness as a policy. The policy was reviewed and discussed during Executive Council meeting on August 5, 2008.

At its September 9, 2008 meeting the Southern West Virginia Community and Technical College Board of Governors approved advancement of the proposed cancellation of SCP-1625, Publications and Productions, for a 30-day public comment period that expired on October 10, 2008. No comments were received at the end of the comment period, therefore, the staff recommends the policy for rescission.



SUBJECT: Publications And Productions

REFERENCE:

1. PURPOSE

To establish policy and procedure governing publications and productions of Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

All College employees.

3. DEFINITIONS

4. POLICY

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

A. Senate Resolution: The procedures should assure that academic freedom and freedom of the press are protected, that productions are of good quality, and that a good image for the college is maintained.

B. If any projected production or publication is undertaken by an individual, he/she assumes sole responsibility for the total package and the college's name shall not appear on it.

7. RESPONSIBILITIES AND PROCEDURES

A. Procedures:

If any projected production or publication other than in-house correspondence is being packaged as representative of the College with its name appearing on it, the following procedures are put into place:



1. Creation

a. Idea:

Any person(s) who wishes may develop an idea of printed or non-printed character for a production or publication project.

b. Method:

The ideator(s) must then establish if the project will be accomplished by audio/visual/print method(s) and at which location.

c. The ideator(s) must submit in writing the project idea to the appropriate unit supervisor (who may or may not be the ideator's immediate supervisor) for initial approval who will then be designated as project supervisor and who will have ultimate responsibility throughout the project production process. At this point, he/she endorses the project idea by signing the PPPP Form.

2. Planning

a. The ideator(s) must identify the need to be served by the project.

b. Materials:

The types and amounts of materials must be specified and the character of the project must be established in rough copy.

c. Production:

Considering the method, cost and time frame, an internal or external production will be decided upon.

d. Distribution:

Once the target date for distribution has been established, it must be decided to whom the project will be distributed and in what manner, the selling price, and the individual(s) responsible for the distribution.

3. Approval

a. Review:

After having received the project draft, the supervisor reviews it. If changes are recommended, it is returned to ideator(s) for reappraisal, or:



b. Approved:

The project draft is fully approved for production, or:

c. Disapproved:

The project draft is disapproved. Such denial may be appealed by the ideator(s). (The appeals process is delineated at the end of this document.)

4. Production

a. Editing

Upon receipt of the approved project draft, the production unit reviews, edits and plans for expeditious final copy.

b. Production(s):

The project's final copy is produced, reviewed and finished as being ready for approved release.

5. Approved Release

a. The project supervisor (or the President, if the appeals process is required) will review the final production copy.

b. If the production copy is satisfactory, he/she signs the release for distribution section of the PPPP form, OR:

c. If the production copy is unsatisfactory, the copy is returned to Production with recommendations(s) for modification.

d. Once the production copy has been approved for release, the signed PPPP form will be placed on file with the Director of Information Office.

6. Distribution

a. The distribution will be accomplished as designated in Section 2, of this policy.

B. Appeals

1. Upon disapproval by the project supervisor, the ideator(s) may appeal the denial to the appeals committee by submitting the disapproved PPPP form to the President with a formal letter requesting reconsideration of the proposal.



- 2. The appeals committee shall be appointed by the President and will consist of :
 - a. 2 Faculty Senate Members
 - b. 1 Classified Staff Senate Member
 - c. 1 Technology Services Member
 - d. 1 Student Services Member
 - e. 1 Financial/Administrative Service member
 - f. 1 President’s Appointee (serves as chairperson and votes only in tie.)

- 3. The appeals committee will review the appeal and render its decision to President.

- 4. The President will act upon the decision by upholding or denying the appeal by signing the PPPP form.

- 5. If the appeal is upheld, the project is then sent to production.

8. CANCELLATION

9. SIGNATURE

President Date

Attachments

Distribution

Revision Date
September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF SEPTEMBER 9, 2008**

ITEM: SCP-7712, Requests for Media Service and Television Agreements

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve rescission of SCP-7712, Requests For Media Service and Television Agreements, following the 30-day public comment period.

STAFF MEMBER: Cindy Crigger

BACKGROUND:

The Communications Department was charged by Executive Vice President Merle Dempsey and members of the Executive Council to consider SCP-7712, appropriateness as a policy. The policy was reviewed and discussed during Executive Council meeting on August 5, 2008.

At its September 9, 2008 meeting the Southern West Virginia Community and Technical College Board of Governors approved advancement of the proposed cancellation of SCP-7712, Request For Media Service and Television Agreements, for a 30-day public comment period that expired on October 10, 2008. No comments were received at the end of the comment period, therefore, the staff recommends the policy for rescission.



SUBJECT: Requests For Media Service And Television Agreements

REFERENCE:

1. PURPOSE

To establish and communicate procedures to request media services.

2. SCOPE AND APPLICABILITY

Any person or organization who wishes to use services of the Media Department.

3. DEFINITIONS

4. POLICY

All requests for media services must follow the procedures herein set forth.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. Utilization of College Local Access Cable Channel

1. The following requirements must be satisfied.

- a. Individuals must request use of channel from television personnel; this may be done verbally or in writing.
- b. Requests must be made a minimum of two weeks prior to requested air time.
- c. All pertinent information regarding the program to be aired must be submitted to Instructional Television staff at the time the request is made.

B. Fees to be assessed will be determined at the time the request is made according to the current rate schedule.



- C. The Program Coordinator Sr. for Media/Television Services or his/her designee reserves the right to refuse or deny the programs to be aired.
- D. Denial of programs to be aired can be appealed to Technology Committee for consideration.
- E. Dubbing Programs
 - 1. The following are guidelines for the dubbing of programs:
 - a. Any individual requesting a dub must submit the request on the proper form.
 - b. Requests must be made a minimum of one week before the tape is made.
- F. Copyrighted material will not be reproduced without permission from the copyrighter.
- G. Playbacks

Faculty must request playbacks at least two days in advance from the library.
- H. Consulting Services

Consulting services will be provided upon request.

8. **CANCELLATION**

9. **SIGNATURE**

President

Date

Attachments

Distribution

Revision Date

September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEM: SCP-6125, Contractual Training for Workforce Development

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the cancellation of SCP-6125, Contractual Training for Workforce Development, following the 30-day public comment period.

STAFF MEMBER: Allyn Sue Barker

BACKGROUND:

Mr. Merle Dempsey, Executive Vice President, and members of the Executive Council charged the Economic, Workforce, and Community Development Unit with review of SCP-6125, Contractual Training for Workforce Development, and to consider its appropriateness as a policy. The policy was reviewed and discussed during the Executive Council meeting on August 5, 2008, and by the Economic, Workforce, and Community Development Unit on August 7, 2008. As a result of these reviews, the Economic, Workforce, and Community Development Unit proposed that this policy be rescinded and reconstructed as a procedure in the newly developed Economic, Workforce and Community Development Unit Procedures Manual.

At its October 16, 2008 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this recommendation for a 30-day comment period that expired November 19, 2008. No comments were received at the end of the comment period, therefore, the staff recommends the policy for rescission and reconstruction as a procedure in the Economic, Workforce and Community Development Unit Procedures Manual.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-6125**

SUBJECT: Contractual Training for Workforce Development

REFERENCE:

ORIGINATION: July 1, 1999

EFFECTIVE: July 1, 1999

REVIEWED: August 7, 2008

SECTION 1. PURPOSE

- 1.1 Independent contractors are needed to provide staffing for special projects necessary to meet the training needs of the business community in southern West Virginia. The training needs of employers are rapidly changing and contractual trainers will allow Southern to be more responsive to those changing needs.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issue applies to the Economic and Community Development Unit and particularly the Workforce Development Department of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Independent Contractor: A person who provides a service for a specified period of time. They provide a skill or a unique skill that is necessary to respond quickly to the evolving skill requirements of business employers throughout the region.
- 3.2 Contractual Agreement: A written document between Southern West Virginia Community and Technical College and an independent contractor who provides a special service to the college.

SECTION 4. POLICY

- 4.1 Independent contractors may be used on an as-needed basis to provide the educational training for specific projects at Southern West Virginia Community and Technical College. Southern and the independent contractor will agree upon a contract.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Independent contractors are not considered employees of Southern and are not eligible for employee benefit programs or other privileges enjoyed by regular employees.

SECTION 6. GENERAL PROVISIONS

- 6.1 To ensure quality of the outcome, Southern retains the right to require the contractor to comply with certain instructions regarding training or program development.
- 6.2 Southern may require the contractor to provide written reports at specific intervals during the term of the agreement.
- 6.3 Southern may require that the training be rendered personally by the contractor and not be provided by a subcontractor.
- 6.4 The independent contractor must be self-supportive if and when contracted on a yearly term.
- 6.5 Compensation will be contingent on the completion of specified tasks.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Depends on contractual needs.

SECTION 8. CANCELLATION

- 8.1 New Policy-No cancellation.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: September 2008, policy reformatted to new SCP format and recommend that policy be repealed.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEM: SCP-1167, Emergency Procedures

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1167 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

Mr. Merle Dempsey, Executive Vice President, and members of the Executive Council charged the Finance Unit with review of SCP-1167, Emergency Procedures, and consider its appropriateness as a policy. The policy was reviewed and discussed during Executive Council meeting on November 4, 2008. As a result of this review, the Finance Unit proposes this policy be rescinded and reconstructed as a procedure in the Finance Unit Procedures Manual. Therefore, the staff recommends this policy for advancement for a 30-day public comment period.



SUBJECT: Emergency Procedures

REFERENCE: Higher Education Policy Commission Procedure #2 “Bomb Threats”

1. PURPOSE

To provide guidance for employees in the event of an emergency situation.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

All emergencies shall be handled in an orderly manner according to prescribed procedures. Emergencies shall include but not be limited to bomb threats, fires, flooding, and other situations and conditions endangering the safety and general welfare of building occupants.

5. BACKGROUND OR EXCLUSIONS

Refer to SCP-1233 “First Aid;” and SCP- 1435 “Inclement Weather and Emergency Situations Policy” for related information.

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. Bomb Threats -- In the event of a bomb threat, the following guideline shall be followed:

1. The Telephone Operator shall immediately record the time of the call and the exact message received.
2. The Telephone Operator shall notify the Campus Manager/Director, or his/her designee.
3. The Campus Manager/Director, or his/her designee, shall immediately evacuate the building by engaging the fire alarm. He/she shall also notify the West Virginia Department of Public Safety and the College President.
4. The building must remain vacant until police officers inform the Campus Manager/Director that it is safe for the building to be occupied.

B. Fires – In the event of a fire, the following guideline shall be followed:

1. Smoke and/or heat accumulations will, in most instance, engage the fire alarm system.



However, if smoke and/or fire is detected, the Campus Manager/Director, or his/her designee, shall immediately sound the fire alarm to evacuate the building.

2. If the situation is determined to be minor, the Campus Manager/Director and his/her staff shall extinguish the fire and insure that the area is adequately ventilated to remove smoke and fumes.
3. If upon inspection the situation is assumed to require professional fire fighters, the Campus Manager/Director shall immediately telephone the local fire department.
4. In both situations, the area shall remain vacant until all necessary repairs have been made, and it is returned its original or comparable state.
5. The Campus Manager/Director shall be responsible for enlisting the assistance necessary to handle the situations.

C. Flooding – In the event of a flood, the following guideline shall be followed:

1. Flooding may result from external or internal sources.
 - a. External considerations, such as streams overflowing, will be handled by evacuating the building and taking the necessary precautions to prevent damage to furniture and equipment. Such precautions may require the relocation of items on other floors or in different areas.
 - b. Internal flooding may result from such sources a ruptured water lines and blockages in the sewage system. The area affected shall be immediately evacuated by the Campus or Department Manger, and all equipment and furniture protected or removed to prevent damage.
2. If food preparation or storage areas are extensively flooded, the local Health Department must inspect the establishment before it may be reopened.
3. All rooms shall remain vacant until the situation is corrected, and the area is returned to its original or comparable state.

D. Other Emergency Situations – In the event of other emergency situations, the following guideline shall be followed:

1. Situations not described here but which threaten safety or general welfare must be handled expeditiously and in the best interests of the College and those affected.
2. The procedures specified in this policy shall be applied where relevant to other situations.



- 3. The Campus Manager/Director shall be notified immediately of all emergencies and proper care shall be exercised.

8. CANCELLATION

None. Policy in MAP format 8/20/00.

9. SIGNATURE

President Date

Attachments

Distribution

All Employees

Revision Date

August 20, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEM: SCP-1233, First Aid

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1233 to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

Mr. Merle Dempsey, Executive Vice President, and members of the Executive Council charged the Finance Unit with review of SCP-1233, First Aid, and consider its appropriateness as a policy. The policy was reviewed and discussed during Executive Council meeting on November 4, 2008. As a result of this review, the Finance Unit proposes this policy be rescinded and reconstructed as a procedure in the Finance Unit Procedures Manual. Therefore, the staff recommends this policy for advancement for a 30-day public comment period.



SUBJECT: First Aid

1. PURPOSE

To provide guidance for employees who encounter a situation that necessitates administration of first aid.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

4. POLICY

All emergencies (injuries or sudden illnesses) should be handled in an orderly manner according to prescribed procedures.

5. BACKGROUND OR EXCLUSIONS

Employees are referred to SCP-1167 "Emergency Procedures" as a related policy.

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

In the event of injury or sudden illness, the Campus Manager / Director or his/her designee shall immediately investigate the situation to determine its seriousness. In the event that the Campus Manager/Director is unavailable, a department manager or supervisor is to be notified.

A. Minor Care – If the accident or illness is minor, the following should be observed:

1. Ask the person if he/she needs assistance.
2. If the victim gives an affirmative reply, or if you feel he/she needs assistance based upon visual observation, proceed as follows:
 - a. Enlist the help of others.
 - b. Assist the victim if necessary, in securing first aid supplies

B. Urgent Care - For urgent care of serious injuries or illness, the following procedures should be applied:

1. Enlist the help of others.
2. Ask someone to call for an ambulance and notify the relatives of the victim. The Human Resources Department keeps emergency contact numbers for all employees.
3. Attempt to notify your supervisor and/or the Campus Manager / Director.



- 4. Unless it is necessary to move the victim for the sake of safety, keep him/her in the position best suited for the condition or injury. Do not permit the victim to get up and walk around.
- 5. If blankets or covers are available, keep the victim warm enough to overcome or avoid chilling.

C. Remain In Charge

Remain in Charge until the victim is placed in the care of qualified persons, is able to take care of himself/herself, or is placed in the care of relatives.

D. Incident Report

A Report of Incidents form must be submitted as required by college policy.

E. Accident Report

The Campus Manager/Director must also complete an Accident Report and send the original to the Human Resources Office. The Human Resources Administrator, in consultation with the VP for Finance, will determine if the report needs forwarded to the State Board of Insurance.

8. CANCELLATION

None. Policy in Map Format 8/20/00.

9. SIGNATURE

President Date

Attachments

Distribution

All Employees

Revision Date

August 20, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 9, 2008**

ITEM: SCP-1375, Reports of Accidents/Incidents
SCP-1375.A, Accident/Incident Report Form
SCP-1375.B, Monthly Report of Accidents/Incidents

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors grant approval for the distribution of the aforementioned policy SCP-1375, and attachments, SCP-1375.A and SCP-1375.B, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified and was originally known as the Crime Awareness and Campus Security Act. The Clery Act requires all colleges and universities across the United States that participate in Federal Financial Aid Programs to keep and disclose information about crime on and around their respective campuses. The United States Department of Education monitors compliance, and may impose civil penalties up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in Federal Student Financial Aid Programs.

The Act requires us to publish and distribute an Annual Campus Security Report disclosing campus policies and three-years worth of selected crime statistics. We must make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees. The U. S. Department of Education centrally collects and disseminates the crime statistics. It also requires us to provide campus sexual assault victims certain basic rights.

The Executive Council reviewed and discussed SCP-1375, Reports of Accidents/Incidents, during its November 4, 2008 meeting. The Council recommends that the Board advance the revised policy and its attachments to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375**

SUBJECT: Reports of Accidents/Incidents

REFERENCE: Clery Act (20 U.S.C. § 1092(f))

ORIGINATION: January 28, 1991

EFFECTIVE: January 28, 1991

REVIEWED: November 4, 2008

SECTION 1. PURPOSE

- 1.1 To establish a system for reporting all accidents /incidents occurring on any ~~facility~~ college campus or off-campus location of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all operational units of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Accident: Any unforeseen, unplanned event, or circumstance resulting in personal injury and /or property damage.
- 3.2 Incident: Any direct or indirect action taken by an individual or group that results in a violation of a law or college policy.

SECTION 4. POLICY

- 4.1 Security ~~within the~~ and safety at Southern West Virginia Community and Technical College ~~is~~ are everyone's responsibility. Security and safety measures will be ~~continually~~ monitored to ensure that all employees and visitors are in a safe environment. ~~reviewed by~~ College management ~~and upgraded/updated~~ will update/upgrade processes as required to ensure maximum protection within available resources.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The Administration of the College is aware of the need for and continually strives to provide a safe and secure environment for its employees, students, and property. This requires the cooperation of all employees in accurately reporting all accidents/incidents. ~~To~~ The timeliness of reporting this information is essential to meaningful investigations and maximum recovery of lost or stolen property.
- 5.2 To better assess the status of security and assignment of personnel to achieve maximum security on each location , report of all accidents /incidents will be made monthly by the ~~Campus Directors (Wyoming and Boone) and Campus Managers (Logan and Williamson)~~ Director of Campus Operations with a copy ~~the~~ original going to the ~~Human Resources Office~~ Chief Financial Officer.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Any employee or operating unit of the College involved in or witnessing an accident/incident at any Southern location will immediately contact and provide all pertinent information to the ~~Campus Manager/Director~~ Director of Campus Operations and/or Chief Financial Officer.
- 7.2 The ~~Campus Manager/Director~~ Director of Campus Operations or the appropriate employee will investigate and make required reports on the reported accident/incident.
- 7.3 The ~~Campus Manager/Director~~ Director of Campus Operations will prepare and submit daily to the Chief Financial Officer and/or the Human Resources Administrator a report of any accident/incidents, Form 1375.A. For any major accidents/incidents, the ~~Campus Manager/Director~~ Director of Campus Operations will notify the President. ~~and complete and submit to the Human Resources Administrator Report of Liability Accident Form RMI-2.~~
- 7.4 The ~~Campus Manager/Director~~ Director of Campus Operations will prepare and submit to the ~~President, the Human Resources Office and the Vice President for Finance~~ Chief Financial Officer by the 15th of each month a Monthly Report of Incidents, Form SCP-1375.B, covering all accidents /incidents occurring during the prior month on campus.
- 7.5 The ~~President~~ Chief Financial Officer will utilize the Monthly Reports of Accidents/Incidents to:
- 7.5.1 Advise the President.
 - 7.5.2 Make recommendations for assignment to high risk areas.
 - 7.5.3 Develop and implement security techniques to avoid potential problems.
 - 7.5.4 Prepare security statistics for Southern West Virginia Community and Technical College.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

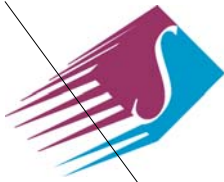
President

Date

Attachments: SCP-1375.A, ~~Daily~~ Accident/Incident Report Form
SCP-1375.B, Monthly Report of Accident/Incidents Form
~~Report of Liability Accident Form RMH-2~~

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: Revisions reflect changes in procedure requirements. Revisions provide clarity and reflect changes in management responsibilities. This policy was reformatted using the latest policy template.



Number: SCP 1375.A
Effective:
Revised: September 1, 2000

DAILY ACCIDENT/INCIDENT REPORT

DATE OF ACCIDENT:
Month: Day: Year: Day of Week: Time:

LOCATION OF ACCIDENT:
City State County

Did the Accident/Incident occur within a building? If yes, give the name of the building; if no, explain where accident occurred.

Nature of the Accident/Incident:
Activity involved in when Accident/Incident occurred?

INJURIES:
Name of injured persons: Age:
Address: City State Zip Code
Person Injured: Student ___ Visitor ___ Faculty ___ Staff ___ Other:
Extent of Injuries:
Treated by Physician? Yes ___ No ___ Name & Address of Physician:
Hospitalized? Yes ___ No ___ Name of Hospital:
If Assault, Name of Suspect: Warrant or Arrest:

PROPERTY DAMAGE
If property Damage, describe damage:
Owner's Name: Address: Telephone:

Date of Report: Signature: Title:

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.A**

Accident/Incident Report Form

Date of Accident/Incident:

Date: _____ Day of Week: _____ Time: _____ AM or PM

Location of Accident/Incident:

Campus: _____ Building: _____ Room: _____ Other: _____

Event Type:

- | | | | | |
|-----------------------------------|---|----------------------------------|---|--|
| <input type="checkbox"/> Murder | <input type="checkbox"/> Aggravated Assault | <input type="checkbox"/> Robbery | <input type="checkbox"/> Sexual Offense (<input type="checkbox"/> Forcible | <input type="checkbox"/> Non-forcible) |
| <input type="checkbox"/> Accident | <input type="checkbox"/> Hate Crime | <input type="checkbox"/> Injury | <input type="checkbox"/> Drug Law | (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral) |
| <input type="checkbox"/> Incident | <input type="checkbox"/> Negligent Manslaughter | | <input type="checkbox"/> Liquor Law | (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral) |
| <input type="checkbox"/> Burglary | <input type="checkbox"/> Motor Vehicle Theft | | <input type="checkbox"/> Weapons | (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral) |

Narrative (attach additional sheets if necessary):

Victim Information (attach additional if necessary):

Name: _____ College ID Number: _____
Home Address: _____
Phone Number: _____ E-mail: _____
Age: _____ Person Injured: Student Visitor Faculty Staff Other _____
Extent of Injuries: _____
Treated by Physician: Yes No Name and Address of Physician: _____
Hospitalized: Yes No Name of Hospital: _____

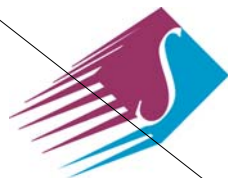
Person in Potential Violation (attach additional sheets if necessary):

Name: _____ College ID Number: _____
Home Address: _____
Phone Number: _____ Email: _____

Additional Information:

Emergency Personnel Called? Yes No If yes, who? _____
Police Report #: _____ (Attach a copy to this report) Arrest Made: Yes No

Date of Report: _____ Signature: _____
Print Name: _____ Title: _____



Number: SCP 1375.B
 Effective:
 Revised: September 1, 2000

MONTHLY REPORT OF INCIDENTS

CAMPUS _____

REPORT FOR MONTH ENDING _____

SUBMITTED BY _____

DATE _____

Types of Incidents	Number Between 7 AM - 3 PM	Number Between 3 PM - 11 PM	Number Between 11 PM - 7 AM	Total Incidents
Accidents (<u>Requires Form RMI-2</u>)				
Assault and Battery <u>Murder</u>				
Bomb Threat <u>Aggravated Assault</u>				
Motor Vehicle Accident <u>Sexual Offense</u> (<input type="checkbox"/> Forcible, <input type="checkbox"/> Non-Forcible)				
<u>Murder/Homicide</u> <u>Robbery</u>				
<u>Personal Injury</u> (<u>Requires Form RMI-2</u>) <u>Negligent Manslaughter</u>				
<u>Rape</u> <u>Burglary</u>				
<u>Robberies/Theft</u> <u>Motor Vehicle Theft</u>				
<u>Vandalism</u> <u>Hate Crime</u>				
<u>Drug Law</u> (<input type="checkbox"/> Arrest, <input type="checkbox"/> Referral)				
<u>Liquor Law</u> (<input type="checkbox"/> Arrest, <input type="checkbox"/> Referral)				
<u>Weapons Possession</u> (<input type="checkbox"/> Arrest, <input type="checkbox"/> Referral)				
<u>Injury</u>				
<u>Incident</u>				
Other: _____				
Grand Total				

--	--	--	--	--

Estimated Value of Lost/Destroyed Property

Personal Property \$ _____

State Property \$ _____

Total \$ _____

Area with HIGHEST Incident Rate

Original: ~~Director of Purchasing~~ Chief Finance Officer

Copy to: ~~President~~

Form No. SCP 1375.B

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1375.B**

Monthly Report of Accidents/Incidents

Campus: _____ **Report for Month Ending:** _____ **Submitted:** _____ **Date:** _____

Event Type	Number between 7AM - 3 PM	Number between 3 PM - 11 PM	Number between 11 PM - 7 AM	Total Incidents
Accidents (Requires Form RMI-2)				
Murder				
Aggravated Assault				
Sexual Offense (<input type="checkbox"/> Forcible <input type="checkbox"/> Non-Forcible)				
Robbery				
Negligent Manslaughter				
Burglary				
Motor Vehicle Theft				
Hate Crime				
Drug Law (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Liquor Law (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Weapons Possession (<input type="checkbox"/> Arrest <input type="checkbox"/> Referral)				
Injury				
Incident				
Other: _____				
Grand Total				

Estimated value of Destroyed Property
 Personal Property \$ _____
 State Property \$ _____
 Total \$ _____

Area with HIGHEST Incident Rate

Original: Chief Finance Officer