



*Southern*  
Southern West Virginia  
Community and Technical College

***Board of Governors***

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**AGENDA**

**June 21, 2011**

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**Members**

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

Jada C. Hunter  
George Kostas  
Glenn T. Yost  
Debbie Dingess  
Kimberly Irick-Reynolds  
George Morrison

Joanne Jaeger Tomblin  
President

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of June 21, 2011  
Room 428, Building C, Mount Gay, WV**

**AGENDA**

1. Call to Order..... Mr. Terry Sammons  
Board Chair
2. Williamson Applied Technology Facility Update..... ZMM Architects
3. President's Report..... Ms. Joanne Jaeger Tomblin  
President
4. Technology Report..... Mr. George Beshears  
Chief Technology Officer
5. Financial Report..... Mr. Samuel Litteral  
Chief Financial Officer
6. Action Items..... pp. 9-80
  1. Appointment of Board of Governors Representative to the  
Self-Study Steering Committee..... Chair Sammons
  2. Approval of April 19, 2011 Board Meeting Minutes..... pp. 10-18
  3. Nominating Committee Report and Election of 2011-2012 Board Officers..... p. 19
  4. Election of Lay Members to the 2011-2012 BOG Agenda Committee..... p. 20
  5. Approval of the 2011-2012 Board of Governors Meeting Schedule..... pp. 21-22
  6. Approval of the 2010-2015 Institutional Compact Submission to the  
West Virginia Council for Community and Technical College Education..... pp. 23-40
  7. Approval of FY 2011-2012 Institutional Budget..... pp. 41-44
  8. Approval of FY 2012-2013 Capital Projects and Expenditures..... pp. 45-46
  9. Approval of FY 2013-2017 Capital Projects and Expenditures..... pp. 47-48
  10. Final Approval of Proposed Policies..... pp. 49-80
    1. SCP-1001, Records Retention Policy (New)..... pp. 49-53
    2. SCP-2226, Faculty Incentive Pay Program..... pp. 54-63
    3. SCP-3670, Public School Service Program..... pp. 64-67
    4. SCP-4274, Standards of Progress for Financial Assistance Recipients..... pp. 68-71
    5. SCP-4356, Financial Aid Recipient - Change in Enrollment Policy..... pp. 72-75
    6. SCP-5050, Assessment, Payment and Refund of Fees..... pp. 76-80
7. Discussion Items..... p. 81
  1. Annual Board of Governors Retreat Site Selection
  2. Board of Governors Retreat Agenda Topics
8. Informational Item..... pp. 82-84
  1. Report on Awarding of Undergraduate Tuition and Fee Waivers..... pp.83-84
9. Executive Session under the Authority of WV Code §6-9A-4 for the following:
  1. Presidential Review Committee Report..... Mr. Tom Heywood
  2. 2011-2012 Presidential Goals..... Chair Sammons
10. Adjournment..... Chair Sammons

# Return on Investment

## A Progress Report

Presented By  
George Beshears



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### Focus of This Discussion:

- First Step
- What kind of ROI
- ROI Metrics
- Examples
- Questions



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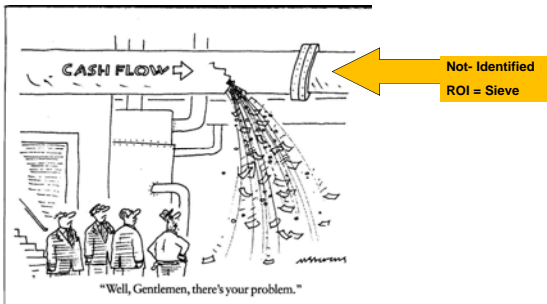
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### Identifying ROI



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## First Step in the Process:

- First step in the process is, of course, determining how SunGard is returning value on Southern's IT investment.
- Recognizing ROI and VOI.



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## What kinds of ROI or VOI are we looking for?

We qualify them into three categories:

- **Financial**  
Financial ROI is where we help cut costs, avoid costs, enhance revenues, or obtain grants.
- **Strategic**  
In gathering strategic ROI or VOI, we're looking for quantifiable results as well as increased prestige and improved reputation for Southern.
- **Operational**  
And through Operational ROI or VOI, we're trying to quantify increases in satisfied users (students, faculty & staff) as well as greater proliferation through the use of technology.



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## ROI Metrics

Return as a percentage of Investment over a fixed period:

- $(\text{Return} / \text{Investment}) \times 100$
- $(\$30,400 / \$960) \times 100 = 3167\%$

Return after deducting Investment for a fixed period:

- Return - Investment
- $\$30,400 - \$960 = \$29,440$

How long until Return equals Investment:

- Investment / Return per week
- $\$960 / \$585 = 1.6$  weeks
- Cost Savings
- Cost Avoidance



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# EXAMPLES



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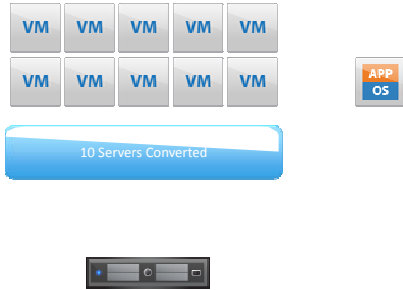
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## Virtualization of Servers



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## Virtual Servers

Converting 10 physical servers into virtual servers will reduce the carbon footprint and cut workspace costs significantly allowing the college to save on costs in electricity and space for physical servers. We will be able to provide server recovery, increased uptime, and better allocated system resources.



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## Banner Troubleshooting

- Coordinating conference calls and Web-ex meetings with senior level Banner consultants currently have resulted in cost avoidance of \$8,100.00.
- This does not calculate the benefits that have been experienced as a result of these meetings.

## Banner Remote Services

- Coordinated automation of Award letters in Financial Aid that had been requested for six years prior to our arrival.
- Everything was entered manually. Due to checking each individual screen by screen it took 4 to 6 weeks to get the letters out.
- Award letters are now processed within 2 days.



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## Bandwidth Upgrade

- Bandwidth has been identified as critical to operations.
- Renegotiation resulted in increasing the bandwidth for Logan, Wyoming, and Boone campuses from 10mg to 100mg.
- Evaluation of network design led to a cost savings of \$18,060.00 for one year or \$54,180.00 for the full three year contract.

## Online Readiness Assessment

- Assessment conducted by two onsite consultants.
- Written report presented with findings and recommendations.
- The assessment was due to negotiation which led to a cost avoidance of \$15,000.00.



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## Looking Forward



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**Any Questions**



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**Southern West Virginia Community and Technical College  
Board of Governors Meeting of June 21, 2011  
Agenda Items for Action**

Action Items. ....	Chair Sammons
1. Appointment of Board of Governors Representative to the Self-Study Steering Committee. ....	Chair Sammons
2. Approval of April 19, 2011 Board Meeting Minutes.....	pp. 10-18
3. Nominating Committee Report and Election of 2011-2012 Board Officers.....	p. 19
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**Southern West Virginia Community and Technical College Board of Governors**  
**Board of Governors Meeting of April 19, 2011**  
**2900 Dempsey Branch Road, Room 428-C, Mount Gay, WV**

**Board Members Present:** Terry Sammons, Tom Heywood, Wilma Zigmond, George Kostas, Jada Hunter, Debbie Dingess, George Morrison, and by teleconference Linda Akers, Shelley Huffman, Kevin Fowler

**Board Members Absent:** Glenn Yost, Kimberly Irick-Reynolds

**Administrative Staff:** President Joanne Jaeger Tomblin, Samuel Litteral, Ron Lemon, Allyn Sue Barker, Cindy Crigger, Pam Alderman, Cindy McCoy, Darrell Taylor, George Beshears, Emma Baisden

**President's Future Leaders:** Susan Baldwin, Chris Gray, Alyce Diaz, Brian Carter, Tehseen Irfan, Crystal Hensley

**Classified Staff Council:** Kim Maynard, Virginia Stepp, Chris Gray, Ruby Runyon, Pat Miller, Juanita Topping, Debbie Dingess, Teri Wells

**Guest:** Martha Maynard

**1. Call to Order:**

Chair, Terry Sammons, declared a quorum present and convened the meeting at 6:00 p.m.

**2. Classified Staff Council Presentation**

As prescribed in West Virginia Code §18B-6-6(g), the Classified Staff Council held its annual meeting with the Board of Governors to discuss matters affecting classified employees. Ms. Kim Maynard, Classified Staff Council Chair, introduced Council members present: Virginia Stepp, Chris Gray, Ruby Runyon, Pat Miller, Juanita Topping, Debbie Dingess (BOG Representative), and Teri Wells (Advisory Council of Classified Employees Representative). Ms. Maynard presented the Board with an overview of the Council's role and the classified staff's involvement in various College projects. Currently Southern has a total of 85 classified employees whose average salary is \$27,910. She informed the Board that a large percentage of employees will be in the retirement bracket within the next 5-10 years. On behalf of the classified staff, Ms. Maynard thanked the Board for its continued support of Southern and its employees. Following the presentation, Chair Sammons thanked Ms. Maynard for providing the Board with a summary of the Council's role and expressed the Board's appreciation of the classified employees' contributions to the institution.

**3. BOG Tuition Committee Presentation to the WV Council for Community and Technical College Education Report**

Mr. Tom Heywood, Chair of the Board of Governors Tuition Committee, briefed Board members on the tuition increase presentation request given to the West Virginia Council for Community and Technical College Education at its April 14, 2011 meeting. The Council approved individual resolutions for the adoption of proposed increases in tuition at West Virginia's community and

technical colleges. Southern was granted the full tuition increase it requested of \$202 per student, (\$101.00 per semester per FTE for the 2011-2012 academic year), effective July 1, 2011. This increase will bring the full-time resident tuition to \$1,152.00 per semester. Mr. Heywood conveyed that Council members noted that Southern is far below the average and are supportive of moving tuition toward the median.

#### 4. **President's Report:**

1. A groundbreaking ceremony for the construction of a 25,000 square foot Applied Technology Center at the Williamson Campus was held April 7, 2011. President Tomblin commended the Williamson Campus employees for excellence as they went above and beyond in preparation for the ceremony. It was a very impressive event and a great day for Mingo County.
2. President Tomblin presented Board members with a book entitled, "Nine Shift: Work, Life and Education in the 21<sup>st</sup> Century" that she purchased following a strategic planning seminar for community and technical college decision makers which she attended in Ft. Lauderdale, Florida in February. The book will be mailed to Board members who are absent or attending the meeting by teleconference. In the next ten years, our society will shift from the Industrial Age to the Internet Age. President Tomblin also purchased the book for all members of the Executive Council, Academic Affairs Management Council, the ACF Representative, Faculty Senate Chair, Classified Staff Council Chair, and Advisory Council of Classified Employees Representative. This book will most likely shift our organizational structure.
3. In order to provide each Enrollment Management group with ample time to complete its project and report, President Tomblin extended the deadline to October 1, 2011, for submission of Enrollment Management reports. This will give each group time to meet again at the September *All Governance Day* and work through the summer if needed. She anticipates having a draft organizational chart to share with employees in December 2011.
4. President Tomblin met with the faculty during their Faculty Assembly on April 8, 2011 to discuss issues or concerns they may have. She discussed with the faculty and is concerned that gasoline prices will negatively impact our Summer and Fall student enrollment. She asked the faculty to review how they teach, be flexible on scheduling courses and/or making class schedules. If the gasoline prices continue to rise for an extended period, we as an institution, must take a serious look at how we schedule/teach classes and how we might be able to help our students. Applying the *Nine Shift* concepts, is it possible for some of our employees to work a day at home? Changes may need to be made to our institutional policies to bring about change in the manner in which the institution does business. These are things we need to seriously consider if the gasoline prices continue to escalate.

5. The institutional budget for 2011-2012 will be flat.
6. The President's Future Leaders Academy Class of 2011 received certificates on February 11<sup>th</sup> and will be provided an opportunity to apply for Year 2.
7. The Higher Learning Commission of the North Central Association for Colleges and Schools will conduct a routine visit at our Lincoln Site on April 21, 2011.
8. Southern will host the first annual Women's Leadership Institute June 10 and 11 at the Chief Logan Conference Center. This is the first time a conference of this type has been held in this area of West Virginia.
9. Since 2006, Southern's Academy for Mine Training and Energy Technologies has trained 15,600. On May 16, 2011, the International Society of Mine Safety Professionals (ISMSP) will present two awards to Southern during its annual conference in Daytona Beach, FL.
10. Five students represented Southern during the Phi Theta Kappa All-West Virginia Academic Team ceremony held in Charleston, West Virginia, on April 4, 2011. President Tomblin thanked Darrell Taylor, Dean, Enrollment Management and Student Development, for his effort put forth in helping the students through the nomination process.
11. High school visits continued this academic year under the leadership of Allyn Sue Barker and Darrell Taylor.

**5. Financial Report**

Chief Financial Officer, Sam Litteral, provided the financial report dated March 31, 2011 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. The figures discussed was strictly cash that can be carried forward. Mr. Litteral stated that expenses are higher than they should be due to the contract with SunGard. We did not budget for this expense in last year's budget. Mr. Litteral said he would present an amendment to the Board at its June 21 meeting to reflect the SunGard expenses if the Board desired. No Board member requested he prepare an amendment for the next Board meeting.

**6. Action Items:**

**1. Appointment of Nominating Committee for Board Officers**

Chair Sammons appointed the following individuals to serve on the Board's Nominating Committee for election of officers: Glenn Yost, Chair; George Kostas, Wilma Zigmond and Joanne Tomblin. The Committee will provide a report to the full Board with a recommendation for the 2011-2012 Board officers at its June 21, 2011 meeting. The appointments were unanimously approved upon a motion by Tom Heywood and second by Linda Akers.

**2. Appointment of Board Ceremonial Representatives**

1. Board Chair, Terry Sammons, will serve as the Board of Governors Ceremonial Representative for the Allied Health Pinning Ceremony scheduled for 6:00 p.m. on Friday, April 22, and will also bring Greeting from the Board at the Commencement Ceremony scheduled for 10:00 a.m. on Saturday, April 23, 2011.
2. Mr. George Morrison, Faculty Representative to the Board, will bring Greetings from the Board for Southern's GED Ceremony scheduled for 6:00 p.m. on Thursday, May 19, 2011 in the Savas-Kostas Performing Arts Theater, Logan Campus.
3. These appointments were unanimously approved upon a motion by Wilma Zigmond and second by George Kostas.

**3. Appointment of Board of Governors Presidential Review Committee**

Chair Sammons appointed the following individuals to serve on the Board's Presidential Review Committee: Linda Akers, Chair, Tom Heywood and Terry Sammons. The Committee will provide a report of its findings to the full Board at its June 21, 2011 meeting. The motion was unanimously approved upon a motion by Wilma Zigmond and second by Jada Hunter.

**4. Approval of February 15, 2011, Board Meeting Minutes**

**MOTION:** Jada Hunter moved to accept the February 15, 2011 minutes as presented.

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

**5. Approval of Fiscal Year 2011-2012 Salary Increases**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize and direct the President of Southern West Virginia Community and Technical College, in conjunction with the Chief Financial Officer, to terminate the 2011 salary enhancements as of June 30, 2011, and

*BE IT FURTHER RESOLVED*, That the President, in conjunction with the Chief Financial Officer, is authorized to fund a 3% salary increase for all employees of Southern West Virginia Community and Technical College effective July 1, 2011, and

*BE IT FURTHER RESOLVED*, That beginning July 1, 2011, the Southern West Virginia Community and Technical College Board of Governors authorize the President, in conjunction with the Chief Financial Officer, to begin the implementation of full funding of the Classified Staff Salary Schedule as mandated by Senate Bill 330, and

*BE IT FURTHER RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve and authorize the President of Southern West Virginia Community and Technical College to implement such salary increases exercising her prudence and judgement.

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

**6. Approval of Fiscal Year 2011-2012 Salary Increase for the President of Southern West Virginia Community and Technical College**

**MOTION:** Debbie Dingess moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the termination of the 2011 salary enhancement for the President of Southern West Virginia Community and Technical College as of June 30, 2011, and

*BE IT FURTHER RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve a 3% salary increase for the President of Southern West Virginia Community and Technical College effective July 1, 2011.

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

**7. Academic Program Review**

**1. University Transfer, Associate in Arts and Associate in Science**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the University Transfer Associate in Arts and Associate in Science degree programs with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135 Procedural Rule, Series 10, Policy Regarding Program Review; and

*BE IT FURTHER RESOLVED*, That the Dean for University Transfer, the Department Chairs, and appropriate faculty review the weaknesses and recommendations identified in the review summary and, upon such review, provide the President and/or her designee with a plan to address such weaknesses and recommendations for improvement.

**ACTION:** Wilma Zigmond seconded the motion. The motion carried unanimously.

**2. CTCS Three-year Post Audit Review**

**1. Mine Management, Associate in Applied Science**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the continuance of the Associate in Applied Science in Mine Management with corrective action in accordance with the provisions of the West Virginia Council for Community and Technical College Education Title 135, Series 10, *Policy Regarding Program Review*.

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

**8. Final Approval of Proposed Institutional Policies**

**1. SCP-1750, Tobacco Usage**

**MOTION:** Wilma Zigmond moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1750, Tobacco Usage, following a 30-day public comment period.

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

**2. SCP-2125, College-wide Employee/Personnel Policy**

**MOTION:** Tom Heywood moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors postpone action on the aforementioned policy SCP-2125, College-wide Employee/Personnel Policy, until such time that the Employee Handbook is revised, approved, published, and made available to all employees. Upon completion of the Employee Handbook, SCP-2125 will be resubmitted to the Board with a recommendation for rescission.

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

**3. SCP-2810, Sabbatical Leave for Full-time Faculty**

**MOTION:** Tom Heywood moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2810, Sabbatical Leave for Full-time Faculty, following a 30-day public comment period.

**ACTION:** Wilma Zigmond seconded the motion. The motion carried unanimously.

**4. SCP-2843, Sexual Harassment Policy**

**MOTION:** Wilma Zigmond moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2843, Sexual Harassment Policy, following a 30-day public comment period.

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

**5. SCP-3245, Faculty and Administrative Productivity**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-3245, Faculty and Administrative Productivity, following a 30-day public comment period.

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

**6. SCP-4233, The Dean's List of Students; Graduation with Honors Status**

**MOTION:** Wilma Zigmond moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, following a 30-day public comment period.

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

**7. SCP-4770, Student Rights and Responsibilities**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4770, *Student Rights and Responsibilities*, following a 30-day public comment period.

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



**8. SCP-5525, Maintenance Work Order Request System**

**MOTION:** Tom Heywood moved the adoption of the following resolution:

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the rescission of SCP-5525, *Maintenance Work Order Request System*, following a 30-day public comment period with its reconstruction as a procedure within the Finance Unit.

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

**9. Approval of Institutional Policies for 30-day Public Comment**

**1. SCP-1001, Records Retention Policy (New)**

**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 SCP-1001, *Records Retention Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

**2. SCP-2226, Faculty Incentive Pay Plan**

**MOTION:** Wilma Zigmond 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-2226, *Faculty Incentive Pay Plan* and the accompanying attachment SCP-2226.A, *Faculty Incentive Pay Plan Criteria and Application Guidelines*, for an additional 30-day public comment period.

**ACTION:** Kevin Fowler seconded the motion. The motion carried unanimously.

**3. SCP-4274, Standards of Progress for Financial Aid Recipients**

**MOTION:** Kevin Fowler 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-4274, *Standards of Progress for Financial Aid Recipients*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**ACTION:** Wilma Zigmond seconded the motion. The motion carried unanimously.

**4. SCP-4356, Financial Aid Recipient Change in Enrollment Status**

**MOTION:** Debbie Dingess 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-4356, *Financial Aid Recipient Change in Enrollment Status*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

**5. SCP-5050, Assessment, Payment and Refund of Fees**

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

*RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5050, *Assessment, Payment and Refund of Fees*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**ACTION:** Debbie Dingess seconded the motion. The motion carried unanimously.

**7. Adjournment:**

There being no further business, Chair Sammons declared the meeting adjourned at 7:40 p.m. The next Board of Governors business meeting is scheduled for Tuesday, June 21, 2011 beginning at 6:00 p.m. in Room 428, Building C, Logan Campus

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Terry R. Sammons, Chair

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Emma L. Baisden  
Assistant to the President/Board of Governors

DRAFT

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** Nominating Committee Report and Election of 2011-2012 Board Officers

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2011-2012 as proposed by the Nominating Committee: Terry Sammons, Chair; Tom Heywood, Vice Chair; Wilma Zigmond, Secretary.

**STAFF MEMBER:** Glenn Yost, Chair  
Board of Governors Nominating Committee

**BACKGROUND:**

The Nominating Committee of the Southern West Virginia Community and Technical College Board of Governors consisting of Glenn Yost, Chair, George Kostas, and Joanne Jaeger Tomblin convened at 8:30 a.m. on May 19, 2011 to discuss and bring forth a recommendation to the full Board for officers at its June 21, 2011 meeting.

Upon a motion duly made and seconded, the Nominating Committee presents the following recommendation for Board of Governors Officers for fiscal year 2011-2012 beginning July 1, 2011.

Chair: Terry Sammons  
Vice Chair: Tom Heywood  
Secretary: Wilma Zigmond

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** Election of Lay Members to the 2011-2012 Board of Governors Agenda Committee

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors elect two lay members to its 2011-2012 Board of Governors Agenda Committee.

**STAFF MEMBER:** Terry R. Sammons

**BACKGROUND:**

In accordance with SCP-8600.A, *Board of Governors Operational Guidelines*, 4.3.1: “The agenda for all regular meetings shall be established by an Agenda Committee consisting of the Chairperson, Vice Chairperson, Secretary of the Board of Governors, the College President, a Past Chairperson, and one lay Board member elected in June of each year at the Board’s annual organizational meeting. The Agenda Committee shall meet in person or by telephone conference at an established time prior to the commencement of each regular Board meeting for the purpose of establishing an agenda.”

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** Approval of 2011-2012 Board of Governors Meeting Schedule

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors adopt the proposed schedule of meetings for fiscal year 2011-2012 as presented.

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

The following schedule of meetings is recommended for adoption by the Southern West Virginia Community and Technical College Board of Governors with the understanding that additional meetings may be necessary for emergency or time-sensitive issues.

**Southern West Virginia Community and Technical College  
Board of Governors  
Schedule of Meetings  
July 1, 2011 — June 30, 2012**

<b>Board of Governors Agenda Item Deadline</b>	<b>Board of Governors Agenda Committee Meeting - 9:00 a.m.</b>	<b>Board of Governors Business Meeting 6:00 p.m.</b>	<b>Board of Governors Meeting Location</b>
July 25, 2011	August 2, 2011	August 16, 2011	Room 428-C Logan Campus
September 20, 2011	September 27, 2011	October 13, 2011	Stonewall Conference Center Roanoke, WV
Board of Governors Planning Retreat		October 14, 2011	Stonewall Conference Center Roanoke, WV
November 22, 2011	November 29, 2011	December 13, 2011	Governor's Mansion Charleston, WV
January 24, 2012	February 7, 2012	February 21, 2012	Room 428-C Logan Campus
March 27, 2012	April 3, 2012	April 17, 2012	Room 428-C Logan Campus
May 29, 2012	June 5, 2012	June 19, 2012	Room 428-C Logan Campus

\*Additional meetings may be necessary for emergency or time-sensitive issues.

Unless otherwise indicated, the Board of Governors Agenda Committee meetings are held in Room 428, Building C, Logan Campus beginning at 9:00 a.m.

Unless otherwise indicated, the Board of Governors business meetings are held in Room 428, Building C, Logan Campus beginning at 6:00 p.m.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** Southern West Virginia Community and Technical College Institutional Compact for 2010 - 2015

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the submission of the 2010 - 2015 Institutional Compact to the West Virginia Council for Community and Technical College Education.

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

Southern's 2004 -2010 Institutional Compact planning period concluded with the submission of the final 2010 - 2011 update. As mandated by state code, the institution is required to submit a new Compact for approval to the West Virginia Council for Community and Technical College Education. The new Compact must support the goals, priorities and strategies presented in the System Master Plan - ***Meeting the Challenge: 2010 to 2015***. This Master Plan focuses on producing more graduates, promoting strong employer partnerships, serving more adults, and building and maintaining adequate facilities. The primary goal is to promote student success for both full-time and part-time students.

Although the planning process began prior to the end of the 2010 Compact period, it was not until the System Master Plan was approved by the Community College Council in August 2010, and forms were provided by the System Office in late March 2011, that official planning could begin.

The Institutional Compact presented for Board consideration and approval for submission represents the work of all Southern employees. The administrative leadership team began work on the new Compact in February and all employees were provided opportunity for input during unit meetings conducted on Governance Day in April 2011. The document presented was finalized during the President's Administrative Retreat on June 1. The College will have opportunity to update and/or revise Compact strategies, targets and outcomes through an annual report presented to the Chancellor's Office.

The Institutional Compact must be submitted to the Council on or before June 30. Therefore, it is the recommendation of staff that the resolution for the submission of the Institutional Compact to the Council is approved as presented.



# Meeting the Challenge: MASTER PLAN

for the Community and Technical College System  
of West Virginia

*An Institutional Compact for Success*

Planning Period 2009-10 thru 2014-15

**Institution & Contact:**

Contact: Joanne Jaeger Tomblin, President

Institution: Southern West Virginia Community and Technical College

Address: P.O. Box 2900

Address: 2900 Dempsey Branch Road

City, State, Zip: Mount Gay, WV 25637



# MEETING THE CHALLENGE:

## INSTRUCTIONS

### Section A – Contact Information

1. Provide a contact to whom questions should be addressed.

### Section B – Institutional Mission

1. Provide the approved institutional mission statement.

### Section C – System Goals and Strategic Priorities

1. Provide strategies for advancing each System Strategic Priority and include target dates and outcomes. The narrative is optional.

### Section D – Institutional Goals and Targets

1. Provide institutional baseline data and targets for 2014-2015 for all four major goals.
2. Institutional baseline data and targets are provided in the blue shaded columns in the data charts found in the attachments.
3. For each goal, provide specific strategies with time frames and outcomes for each. The initial strategies will cover the annual academic year planning period 2011-2012.
4. If one or more underserved counties are included in the community and technical college consortia district in which an institution provides services, please provide specific strategies for increasing the community and technical college participation rates in those counties. (Goal 3)
5. Narrative text may be provided for each goal to provide additional information or clarification. The narrative is optional.

### Section E – Performance Indicator Definitions

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**The Institutional Compacts are due in the Council office  
on or before June 30, 2011**

**Once compacts are completed, convert to Adobe PDF format and submit electronically to  
June Heckel at [heckel@wvctcs.org](mailto:heckel@wvctcs.org)**

# MEETING THE CHALLENGE:

## Section A

### Contact Information:

Name: Joanne Jaeger Tomblin, President

Address: P.O. Box 2900

City: Mount Gay State: WV Zip: 25637

Telephone: 304.896.7439 Fax: 304.792.7046

Email: joannet@southern.wvnet.edu

## Section B

### Institutional Mission Statement:

It is the mission of Southern West Virginia Community and Technical College to provide accessible, affordable, quality education and training while promoting lifelong learning for those we serve.

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# MEETING THE CHALLENGE:

## Section C

### Goals for the Delivery of Community and Technical College Education

1. Produce graduates with the general education and technical skills needed to be successful in the workplace or subsequent education.
2. Provide workforce development programs that meet the demands of West Virginia's employers and enhance West Virginia's economic development efforts.
3. Provide access to affordable, comprehensive community and technical college education in all regions of West Virginia.
4. Provide resources to meet the needs of community and technical college students and employees.

### Strategic Priorities

1. Producing more graduates.
2. Promoting strong employer partnerships.
3. Serving more adults.
4. Building and maintaining facilities.

# MEETING THE CHALLENGE:

## Strategic Priorities

Please provide strategies for advancing each of the Master Plan’s Strategic Priorities.

### 1. Produce More Graduates.

Strategies	Target Date	Outcome
Revise developmental education delivery to promote student success.	2015	Increase in the number of students successfully completing developmental requirements and moving into college-level courses to reach the 2015 target.
Increase or enhance access through distance education delivery modes.	2015	Five certificate and/or associate degree programs will be available through distance delivery modes.
Provide full programs delivered through FastTrack and other alternative scheduling modes.	2015	Two associate degree programs will be available through FastTrack and other alternative scheduling modes.
Increase the number of graduates in non-traditional degree programs (BOG AAS and Occupational Development).	2015	Increase to 25 annually the number of graduates in non-traditional degree programs.
Improve awarding of degree procedures to encourage candidates for graduation to complete the process.	2015	A 25% increase in the number of graduates.

Narrative (Optional):

### 2. Promote Strong Employer Partnerships.

Strategies	Target Date	Outcome
Identify current high demand occupations and skill sets needed by employers.	2015	Implement five new technical programs to meet identified needs.
Deliver training and professional development opportunities for business and industry within the region.	2015	Increase the number of employers directly provided workforce education or training to reach the 2015 target.

# MEETING THE CHALLENGE:

Formally establish partnerships with energy and health sector representatives to meet the needs of employers.	2015	Establish three partnerships with energy and health sector representatives.
Expand workforce development education courses and/or programs into other sectors and industries.	2015	Establish three partnerships with non-energy, non-health sector representatives.
Academy for Mine Training and Energy Technologies will pilot three internet-based Academy programs.	2015	Pilot three internet-based Academy programs.

Narrative (Optional):

### 3. Serve More Adults.

Strategies	Target Date	Outcome
Develop and implement enrollment management plan with additional focus on adults ages 25 and older.	2015	Increase in adult enrollment to the 2015 target.
Maximize available financial assistance programs targeted to adult and part-time students.	2015	Increase in adult enrollment to the 2015 target.
Develop a Comprehensive Adult Services Center.	2015	Increase in the number of adult students entering or re-entering and graduating from college to the 2015 target.
Implement a pre-semester orientation and an Orientation to College class for adult students.	2015	Increase in the number of adult students prepared to meet the challenges of college life to the 2015 target.
Create a Veterans' Task Force and Veterans' Center to implement a plan to recruit, assist, and graduate more veterans.	2015	Increase in percentage of veterans enrolled by 20% and completing a degree by 3%.

Narrative (Optional):

# MEETING THE CHALLENGE:

## 4. Build and Maintain Facilities.

Strategies	Target Date	Outcome
Revise the 10 Year Master Facilities Plan for all campuses and locations.	2014	Approval of plan by the WVCTCS.
Increase use of technology to improve operational efficiencies.	2015	Increased in efficiencies to the 2015 target.
Develop priority list of deferred maintenance projects.	2015	Preventive maintenance performed according to priority list.
Maximize use of technology in new building construction.	2013	Williamson Campus technology building constructed.

Narrative (Optional):

## Section D

Please provide strategies for achieving targets under each general goal.

### Goal 1. Produce graduates with the general education and technical skills needed to be successful in the workplace or subsequent education.

Measures	09-10	10-11	11-12	12-13	13-14	14-15
a. Associate degrees awarded	225	234	243	253	263	273
b. Certificate degrees awarded	27	29	31	33	35	38
c. Total degrees awarded	252	263	274	286	298	311
d. Student success rate	32.4%	33.4%	34.4%	35.4%	36.4%	37.4%
e. Retention rate	58.7%	60.7%	62.7%	64.7%	66.7%	68.7%
f. Licensure passage rate	98%	98%	98%	98%	98%	98%
g. Placement rate: employment	72%	73%	75%	77%	79%	80%

# MEETING THE CHALLENGE:

h. Percentage of students enrolled in developmental mathematics successfully completed the next college-level course within two years of first enrolling in developmental mathematics	11%	13%	15%	17%	19%	21%
i. Percentage of students enrolled in developmental English that successfully complete the next college-level course within two years of first enrolling in developmental English	45%	47%	49%	51%	53%	55%

Strategies	Target Date	Outcome
Develop and implement a Student Success Center to assist students with degree completion.	2013	Student Success Center is developed and implemented.
Develop a graduation check-out initiative.	2012	Graduation check-out initiative developed.
Implement a Career Services Center.	2015	Career Services Center in place.
Expand tutoring services.	2013	Tutoring services available to all students at all locations.
Market tutoring availability to students in developmental courses via bulletin boards, in developmental classes, on the institution's website, and on the institution's Facebook page.	2012	Marketing plan in place.
Student Program Advisors will follow-up with students in developmental courses to ensure enrollment in college-level courses.	2012	A plan for follow-up with students in developmental courses is implemented.
Target and notify students with some college credit but no degree to encourage degree completion.	2012	Notification plan and process is implemented.
Initiate innovative programs to reduce time to degree completion.	2015	Increase in graduation rate to the 2015 target.
Continue to provide additional academic support through TRIO grants such as Student Support Services.	2015	Increase in graduation rate to the 2015 target.
Provide professional development for faculty who teach developmental English and math.	2015	Professional development provided on an annual basis.
Refine placement testing and advising process to ensure students enroll in needed developmental courses.	2015	Placement testing process revised..

# MEETING THE CHALLENGE:

Narrative (Optional): The licensure passage rates for 09-10 included only the Allied Health programs. Subsequent years will include all programs.

Appropriate strategies will be applied to meet the underserved needs of McDowell County.

## Goal 2. Provide workforce development programs that meet the demands of West Virginia's employers and enhance West Virginia's economic development efforts.

Measures	09-10	10-11	11-12	12-13	13-14	14-15
a. Training contact hours delivered	61,447	62,676	63,930	65,209	66,513	67,843
b. *Number of employers directly provided workforce education or training	N/A					
c. Career-technical associate degrees awarded	185	194	204	214	225	236
d. Career-technical certificate degrees awarded	27	28	29	30	32	34
e. Career-technical skill set certificates awarded	2,426	2,475	2,525	2,576	2,628	2,681
f. Total career-technical degrees awarded	212	222	233	244	257	270
g. New technical programs implemented	1	2	0	1	1	1
h. Regional industry sector partnerships	N/A	0	1	1	1	0

*\*2010-2011 Data collected will become baseline*

Strategies	Target Date	Outcome
Deliver professional development and skill set training to business and industry.	2012	Increase in contact hours delivered to the 2012 target.
Expand relationships with non-profit organizations to identify the citizen's and organization's training needs.	2012	Increase in headcount enrollment to the 2012 target.
Deliver professional development and skill set training to business and industry.	2015	Increase non-credit headcount enrollment by a minimum of 48%.
Strategically target funding to the development of programs that meet documented workforce needs.	2015	Five new technical programs will be implemented to meet identified needs.
Continue to apply for workforce related grants to meet workforce needs.	2015	Five new technical programs will be implemented to meet identified needs.



# MEETING THE CHALLENGE:

Narrative (Optional): Appropriate strategies will be applied to meet the underserved needs of McDowell County.

## Goal 3. Provide access to affordable, comprehensive community and technical college education in all regions of West Virginia.

Measures	09-10	10-11	11-12	12-13	13-14	14-15
a. Annual headcount enrollment	3,289	3,307	3,325	3,344	3,362	3,380
b. Age 25 and older annual headcount enrollment	994	999	1,005	1,010	1,016	1,022
c. Headcount enrollment in underserved counties	87	106	125	144	163	182
d. Average tuition rate	\$2,102	\$2,102	\$2,304	\$2,520	\$2,760	\$3,024
e. Student financial aid participation rate	49.6%	51.6%	53.6%	55.6%	57.6%	59.6%

Strategies	Target Date	Outcome
Hire a Director of Recruitment	2012	Director hired.
Include digital telephone technologies in enrollment management plan to recruit students more effectively and efficiently.	2013	Digital telephone technologies are included in the enrollment management plan.
Continue high school visits throughout the service area.	2015	Increase in enrollment to the 2015 target.
Develop online college tours and open house events.	2015	Increase in enrollment to the 2015 target.
Participate in the "Degree Now" initiative targeting adults 25 and older with some college credit but no degree.	2015	Increase in 25 and older annual headcount to the 2015 target.
Promote the non-traditional degree programs (BOG AAS and Occupational Development) to adults 25 and older.	2015	Increase to 25 annually the number of graduates in non-traditional degree programs.

# MEETING THE CHALLENGE:

Emphasize opportunities for “reverse transfers”.	2015	Increase by 10% in “reverse transfer” enrollment.
Develop a plan to keep tuition and fee rates at or below the System average.	2015	Tuition and fees are maintained at or below the System average on an annual basis.
Participate in student financial assistance taskforce activities to increase student participation in financial assistance.	2015	Increase participation rate in student financial assistance by 10%.
Implement the College Transitions Initiative (CTI) at Riverview High School in McDowell County beginning Fall 2011.	2011	CTI is implemented at Riverview High School.

Narrative (Optional): Appropriate strategies will be applied to meet the underserved needs of McDowell County.

## Goal 4. Provide resources to meet the needs of community and technical college students and employees.

Measures	09-10	10-11	11-12	12-13	13-14	14-15
a. External funding generated	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000
b. Cost savings by implementing efficiency measures	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
c. <u>Reduction</u> in overall funding gap between WVCTC and peer institutions	System	System	System	System	System	System
d. <u>Reduction</u> in faculty salaries gap compared to national averages	0%	0%	3%	3%	3%	3%
e. Percentage of classified employees fully funded on classified staff salary schedule	88%	88%	91%	94%	97%	100%
f. Credit hours earned through distance education and hybrid courses	4,127	4,209	4,293	4,378	4,465	4,539.7

# MEETING THE CHALLENGE:

Strategies	Target Date	Outcome
Maintain support received from the Southern West Virginia Community College Foundation.	2015	Annual support maintained at a minimum of \$95,000.
Increase use of technology to improve operational efficiencies.	2015	Increased efficiencies to reach the 2015 target.
Maximize use of technology in new building construction.	2013	Complete construction of the Williamson Campus technology building.
Increase or enhance access through distance education delivery modes.	2015	Five certificate and/or associate degree programs will be available through distance delivery modes.
Funding will be applied to reduce faculty salary gap and fully fund the classified staff salary schedule.	2015	A 3% reduction in the faculty salary gap and 100% of classified employees will be fully funded.

Narrative (Optional):

# MEETING THE CHALLENGE:

## Section E

### Performance Indicator Definitions

<b>AAS in Occupational Development</b>	Program administered by West Virginia community and technical colleges in cooperation with Registered Apprenticeship programs that recognizes for college credit the competencies and skills achieved in the apprentice program.
<b>ACT WorkKeys</b>	An assessment program developed by American College Testing (ACT) that measures workforce readiness skills necessary to be successful in the workforce for a given occupation.
<b>Adult Basic Education</b>	Program administered by the West Virginia Department of Education that assists individuals in enhancing general education skills and preparing for the General Education Development (GED) examination.
<b>Adult Students</b>	Students age 25 or above.
<b>Advanced Skill Set</b>	A series of courses or competencies that prepare individuals for a specific skill and carry a value of 12 or more but less than 30 credit hours of non-credit contact hours equivalent to 12 or more but less than 30 credit hours.
<b>Annual Headcount Enrollment</b>	The unduplicated for-credit student (full- and part-time) enrollment number of all enrollment periods during the academic year.
<b>Associate Degree</b>	A defined program for students in a specific occupational area consisting of a minimum of sixty (60) collegiate credit hours.
<b>Average Net Tuition Rate</b>	The difference between the average resident student cost of attendance and offsetting federal and state financial aid.
<b>Baccalaureate Program</b>	College courses or programs leading to a four-year degree.
<b>Brokering</b>	The act of a community and technical college facilitating the delivery of a program or course into the district from another educational provider.

# MEETING THE CHALLENGE:

## **Business Consultation**

A one-on-one meeting between college personnel, students, or business assistance organizations hosted by the college with a representative for a "for profit" or nonprofit business organization at which meeting technical information is conveyed to or assistance is rendered to the business organization. The number of sessions is the number of distinct occurrences of assistance; the number of hours is the total number of hours of assistance rendered. Examples of business consultations are (but not limited to) student business internships, business consulting by college faculty, technical support given to businesses housed within a business incubator owned or managed by the college, and technical support provided to businesses by Small Business Development Center personnel.

## **Career-Technical Program**

Community and technical college degree programs that prepare students to enter the workforce directly upon completion of the program.

## **Certificate/AAS in Technical Studies Program**

Program administered by a West Virginia community and technical college that is either customized to meet an employer or group of employers' needs or recognizes employer training programs for college credit.

## **Certificate Degree Program**

A defined program of study in a specific occupational area consisting of a minimum of thirty (30) collegiate credit hours.

## **Certification Passage Rate**

The percentage of students taking and passing a certification examination within one year after graduation.

## **College-Going Rate**

The percentage of high school graduates in the community and technical college consortia district enrolling in post-secondary education during the Fall term following graduation.

## **Consortia District**

The counties in West Virginia that comprise a geographic region as defined in WV Code 18B-3C-4.

## **Contact Hours**

Number of Students X Number of Session Hours  
*Example:* 10 students x 3 hour session = 30 contact hours

## **Continuous Enrollment**

Enrollment of students (full- and part-time) from one academic year to the next without interruption.

## **Cost Savings**

The reduction in institutional costs through innovative activities and practices that allow for redirection of funding.

## **Credit Program**

Those programs delivered by a community and technical college that are assigned a specific number of college credits.

# MEETING THE CHALLENGE:

<b>Customized Education or Training Program</b>	A program developed by the community and technical college that meets documented employer needs and may be for credit or non-credit, short-term or long-term.
<b>Degree Production</b>	The total number of certificate and associate degrees awarded annually.
<b>Developmental Education</b>	Courses, generally in areas of mathematics, reading and writing, offered to those that lack the fundamental education competencies to be successful in college-level course work.
<b>Developmental Education Success</b>	The percentage of students enrolling in an English or mathematics developmental course and successfully completing the subsequent college-level course within two years of the initial enrollment in the developmental course.
<b>Distance Education</b>	The delivery of courses by synchronous or asynchronous technology via the internet, electronic, digital, on-line, video or any other technology driven delivery.
<b>Dual Credit</b>	Those courses in which an early admission student is receiving both high school and college credit for the course.
<b>Early Admission Students</b>	High school students enrolled in a college-level course.
<b>Education Program</b>	A defined sequence of instruction that results in the awarding of collegiate credit.
<b>Entrepreneurship Program</b>	Programs developed to assist individuals in operating their own business or to be self-employed.
<b>External Funding</b>	Funding secured from sources other than state general revenue allocations, tuition and fees, Federal Perkins allocations, West Virginia Advance and Technical Program Development in addition to funding secured from private sources of funding that may be counted as external funding are: (a) House Bill 3009 and the matching funding received to secure the grant; (b) Any matching external funding secured for West Virginia Advance and Technical Program Development Grants; and, (c) Funding secured for contract training and continuing education.
<b>Faculty Salary National Average</b>	The average salary of full-time faculty as reported by CUPA-HR.
<b>Graduation Rate</b>	The percentage of first-time students (full- and part-time) graduating with a certificate or associate degree within six years.

# MEETING THE CHALLENGE:

<b>Hybrid Course</b>	A course delivered utilizing a combination of on-line and face-to-face instruction.
<b>Job Placement</b>	Full-time or part-time employment in a field or related field of study, continuation of education or enlistment in military service.
<b>Licensure Passage Rate</b>	The percentage of students taking and passing a licensure examination within one year after graduation.
<b>Non-Credit Program</b>	Those programs delivered by a community and technical college that are not assigned a designated college credit unit, and in most cases, are not counted as meeting requirement for degree completion, but does lead to specific skills or skill enhancement.
<b>Non-Traditional Age Student</b>	Students age 25 and above.
<b>On-Line Course</b>	A course that is delivered totally using on-line instruction.
<b>Participation Rate</b>	Percentage of citizens in a given district attending a community and technical college.
<b>Program</b>	A program that is a coherent, specialized curriculum or skill sets designed to deliver a specific body of knowledge for personal/career development or professional continuing education.
<b>Regional Industry Sector Partnership</b>	Organizing an institution's workforce and technical program planning and development process by involving multiple employers of a particular economic sector; i.e., manufacturing, healthcare, energy, having a partnership steering committee and meeting at least three times a year.
<b>Retention Rate</b>	The percentage of students (full- and part-time) enrolled during the academic year (fall, spring or summer) and enrolled for the next Fall semester at any West Virginia public higher education institution.
<b>Skill Set</b>	A series of courses or competencies that prepare individuals for a specific skill and carry a value of fewer than 12 credit hours or non-credit contact hours equivalent to fewer than 12 credit hours.
<b>Student Financial Aid Participation Rate</b>	The percentage of a college's total student enrollment receiving student financial aid assistance consisting of grants, scholarships and tuition waivers, but not student loans.

# MEETING THE CHALLENGE:

<b>Student Success Rate</b>	The percentage of students in each six year cohort earning a certificate degree, an associate degree or transferring to a four-year college without earning a certificate degree or associate degree.
<b>Traditional Age Student</b>	Students between the ages of 18-24.
<b>Training Program</b>	A defined sequence of instruction with competencies in a specific area and may be for-credit or not-for-credit.
<b>Transfer Program</b>	A community and technical college program intended to prepare a student to transfer to a baccalaureate institution or program.
<b>Transfer Rate</b>	Percentage of credit students enrolled in community and technical colleges in a given semester and enrolled in a baccalaureate institution the next Fall semester.
<b>Underserved County</b>	A county that has a low number of community and technical college enrollment in proportion to other counties. Those counties are: Barbour, Braxton, Calhoun, Clay, Hampshire, Lewis, McDowell, Putnam, Randolph, Summers, Upshur and Wayne.
<b>Workshop</b>	An offering of knowledge over a period of time, usually no more than one or two days, that generally combines instruction with laboratory or experimental activity.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** Approval of FY 2011-2012 Institutional Budget

**RECOMMENDED RESOLUTION:** *RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the filing of the institutional operating budget for the fiscal year beginning July 1, 2011.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

This request seeks the Board of Governors approval of the proposed operating budget of Southern West Virginia Community and Technical College for fiscal year 2011-2012 as presented to the Board of Governors.

**Southern West Virginia Community and Technical College**  
**Proposed Budget for 2011-12**

	2010-11	2011-12	Difference
<b>Revenue Sources</b>			
General Revenue (State Funds)	\$ 7,985,386	\$ 9,181,588	\$ 1,196,202
Required funds for zero step	-	-	-
General Revenue (Special)	-	-	-
Stimulus Funding (Backfill)	673,495	-	(673,495)
Stimulus Funding (ARRA Projects)	-	-	-
General Revenue (Mining)	693,500	693,500	-
Tuition	3,258,720	3,686,400	427,680
Fees	379,500	539,500	160,000
Major gifts campaigns	200,000	96,000	(104,000)
Miscellaneous revenue	211,629	224,500	12,871
Auxiliary enterprises	1,180,000	1,250,000	70,000
State grants and contracts	1,538,738	1,114,050	(424,688)
Private gifts, grants, and contracts	-	-	-
Federal programs	3,359,128	3,976,788	617,660
<b>Total Revenue</b>	<b>19,480,096</b>	<b>20,762,326</b>	<b>1,282,230</b>
Carryover from prior years	870,000	613,408	(256,592)
<b>Total Revenue and Carryover</b>	<b>\$ 20,350,096</b>	<b>\$ 21,375,734</b>	<b>\$ 1,025,638</b>
<b>Salaries and benefits</b>			
Personal services	9,200,740	9,273,365	72,625
Employee benefits	2,744,415	2,997,436	253,021
	11,945,155	12,270,801	325,646
<b>Operating expenses</b>			
Current expenses	5,582,173	7,147,748	1,565,575
Utilities	648,085	663,500	15,415
Auxiliary non-personnel costs	800,000	840,540	40,540
Repairs and alterations	108,210	124,000	15,790
Equipment	810,873	633,035	(177,838)
<b>Total Operating Expenses</b>	<b>7,949,341</b>	<b>9,408,823</b>	<b>1,459,482</b>
<b>Total expenditures</b>	<b>19,894,496</b>	<b>21,679,624</b>	<b>1,785,128</b>
<b>Total revenues over expenditures</b>	<b>\$ 455,600</b>	<b>\$ (303,890)</b>	<b>\$ (759,490)</b>
<b>Summary of cash carryover</b>			
Amount carried forward from prior year	5,828,305	4,958,305	
Amount used to balance budget	(870,000)	(613,408)	
Each year's surplus	-	(303,890)	
Amount to carry forward to next year	4,958,305	4,041,007	

**Southern West Virginia Community and Technical College  
Proposed Budget for 2011-2012**

	Unrestricted	Restricted	Total
<b>Revenue Sources</b>			
General Revenue (State Funds)	\$ 9,181,588		\$ 9,181,588
General Revenue (Special)			-
General Revenue (Mining)	-	693,500	693,500
Tuition	3,526,400	160,000	3,686,400
Fees	539,500	-	539,500
Major gifts campaigns	96,000	-	96,000
Miscellaneous revenue	224,500	-	224,500
Auxiliary enterprises	1,250,000	-	1,250,000
State grants and contracts	-	1,114,050	1,114,050
Private gifts, grants, and contracts	-		-
Federal programs	-	3,976,788	3,976,788
<b>Total Revenue</b>	<b>14,817,988</b>	<b>5,944,338</b>	<b>20,762,326</b>
Carryover from prior years	-	613,408	613,408
<b>Total Revenue and Carryover</b>	<b>\$ 14,817,988</b>	<b>\$ 6,557,746</b>	<b>\$ 21,375,734</b>
<b>Salaries and benefits</b>			
Personal services	8,255,331	1,018,034	9,273,365
Employee benefits	2,746,615	250,821	2,997,436
	11,001,946	1,268,855	12,270,801
<b>Operating expenses</b>			
Current expenses	2,500,392	4,647,356	7,147,748
Utilities	608,000	55,500	663,500
Auxiliary non-personnel costs	840,540	-	840,540
Repairs and alterations	71,000	53,000	124,000
Equipment	100,000	533,035	633,035
<b>Total Operating Expenses</b>	<b>4,119,932</b>	<b>5,288,891</b>	<b>9,408,823</b>
Total expenditures	15,121,878	6,557,746	21,679,624
Total revenues over expenditures	<u>(303,890)</u>	<u>-</u>	<u>(303,890)</u>
<b><u>Summary of cash carryover</u></b>			
Amount carried forward from prior year	2,286,892	2,671,413	<b>4,958,305</b>
Amount used to balance budget	-	(613,408)	<b>(613,408)</b>
Revenues over Expenses	(303,890)	0	<b>(303,890)</b>
Amount to carry forward to next year	1,983,002	2,058,005	<b>4,041,007</b>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
UPDATE OF CAMPUS MASTER PLAN (CMP)  
Revised June 2011**

	Phase I & II Master Plan	Completed Projects	Additional Costs	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
<b><u>Wyoming/McDowell Campus</u></b>											
Renovate classrooms, snackbar, offices, etc	561,600	(279,100)						282,500			
Provide signs & install an intercom.	39,900							39,900			
Completion of projects	88,000									88,000	
Landscape & provide adequate drainage along entry road	180,000	(16,000)						164,000			
Install more lighting for parking area & improve landscaping	120,000							120,000			
Install emergency call boxes.	80,511								80,511		
Install new HVAC unit	200,000	(200,000)	(110,710)								
Completion of projects	26,837									26,837	
Various repairs	283,152										283,152
Campus Total	1,580,000	(495,100)	(110,710)	-	-	-	-	606,400	80,511	114,837	283,152
<b><u>Boone/Lincoln Campus</u></b>											
Enlarge bookstore, create student space, & a new science lab	1,110,230	-						1,110,230			
Renovate admin. area, install intercom, upgrade HVAC system	939,694	-						939,694			
Completion of projects	30,876	-								30,876	
Upgrade landscaping, provide new fencing and signage.	135,680	-						135,680			
Install more lighting for parking area & improve landscaping	135,680	-						135,680			
Install emergency call boxes.	50,880	-							50,880		
Completion of projects	16,960	-								16,960	
Various repairs	75,000	-									75,000
Boone Campus Total	2,495,000	-	-	-	-	-	-	2,321,284	50,880	47,836	75,000
Lincoln County Site (not in 2004 CMP)	1,500,000	(1,500,000)									
Boone/Lincoln Total	3,995,000	(1,500,000)	-	-	-	-	-	2,321,284	50,880	47,836	75,000
<b><u>Logan Campus, District Office &amp; Allied Health/Technology Bldg</u></b>											
Build and equip Technology and Allied Health Building	6,928,400	(6,575,532)	(4,495,667)								
Build & renovate classroom space & television studio	1,432,900	-						1,432,900			
Annex payoff	141,000	(141,000)									
Install intercom system in classrooms.	103,310	-							103,310		
Completion of projects	143,258	-								143,258	
Purchase property and cost to re-route Dempsey Branch Rd.	1,150,000	(600,000)	(550,000)								
Repair parking lots and install a traffic light	600,000	-						600,000			
Install additional outdoor lighting & emergency call boxes	225,000	-							225,000		
Completion of projects	75,000	-								75,000	
Various repairs	200,000	(182,000)									18,000
Campus Total	10,998,868	(7,498,532)	(5,045,667)	-	-	-	-	2,032,900	328,310	218,258	18,000
<b><u>Williamson Campus (Phase III added for Armory)</u></b>											
Install new HVAC unit	865,000	(865,000)									
Install new elevator	192,000	-	(192,000)								
Costruct new Technology Building	6,000,000								4,000,000	2,000,000	
Purchase & renovate Armory Building and provide signs	1,451,930	-							1,451,930		
Upgrade restrooms, classrooms, & furniture in faculty offices	1,828,514	-						1,828,514			
Upgrade signage, landscape, improve parking lots, and	400,000	-						400,000			
Install emergency call boxes	100,000	-						100,000			
Install new HVAC unit	500,000	(475,748)									
Install new roof	200,000	(137,185)									
Completion of projects	41,486	-								41,486	
Various Repairs	150,000	(146,500)									3,500
Campus Total	11,728,930	(1,624,433)	(192,000)	-	-	-	-	2,328,514	5,451,930	2,041,486	3,500
College Totals	28,302,798	(11,118,065)	(5,348,377)	-	-	-	-	7,289,098	5,911,631	2,422,417	379,652
Lottery bond funds	9,600,000	(7,704,660)	(1,556,000)	(339,340)							
Bond funds	6,000,000										
Additional Funds	2,500,000			(2,500,000)							
Funding requested from state appropriations, private sources, and federal government resources	10,202,798			(2,839,340)	-	-	-	7,289,098	5,911,631	2,422,417	379,652

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2012**

**ITEM:** Approval of 2012-2013 Capital Projects and Expenditures

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2013 capital projects for Southern West Virginia Community and Technical College.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The West Virginia Higher Education Policy Commission, Title 133 Procedural Rule, Series 12, *Capital Project Management*, 3.2.2.1 states: “Annually for the upcoming year, each institution through its Governing Board shall submit a capital budget plan to the Policy Commission on the date and in the format prescribed by the Chancellor. Submission of the annual capital budget plan will coincide with preparation of the annual budget request to the Department of Administration and the information submitted will be used for Policy Commission reports and priorities. Listing a project in the annual capital budget plan establishes an institution’s intent to actually initiate a particular project from its five-year capital implementation plan during the upcoming fiscal year.”

In compliance with the aforementioned procedural rule, the staff recommends the Board of Governors approve the modification amounts and priorities of FY 2013 capital projects for Southern West Virginia Community and Technical College as presented.

**Southern West Virginia Community and Technical College  
Potential Projects for Bond Funding for FY 2013**

**Annual Capital Budget**

<b>Project Name</b>	<b><u>Currently Submitted</u></b>		<b><u>FY 2013</u></b>	
	<b>Priority</b>	<b>Amount</b>	<b>Priority</b>	<b>Amount</b>
Williamson Campus Technology Building / Armory Purchase	1	\$ 6,000,000	1	\$ 6,000,000
Logan Campus/District Office Renovation	2	\$ 6,000,000	2	\$ 6,000,000
Williamson Campus Renovations	1(a)	\$ 6,000,000	3	\$ 6,000,000
Wyoming/McDowell Campus Classroom Renovation	3	\$ 500,000	4	\$ 500,000
Boone Campus Classroom Renovation	4	<u>\$ 1,500,000</u>	5	<u>\$ 1,500,000</u>
<b>Total</b>		<b>\$ 20,000,000</b>		<b>\$20,000,000</b>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** Approval of FY 2013-2017 Capital Projects and Expenditures

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2013 - FY 2017 capital projects for Southern West Virginia Community and Technical College

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

The West Virginia Higher Education Policy Commission, Title 133, Procedural Rule, Series 12, *Capital Project Management* 3.2.1.1 states: "Each institution through its Governing Board shall submit to the Policy Commission for approval its five-year capital implementation plan identifying the projects it intends to undertake during this five-year period. This plan shall be based on the long term development objectives and recommendations in its approved campus development plan. The Chancellor shall establish a process and a format to be followed when submitting five year capital implementation plans to the Policy Commission for approval."

In compliance with the aforementioned procedural rule, the staff recommends the Board of Governors approve the modification amounts and priorities of FY 2013 - FY 2017 capital projects for Southern West Virginia Community and Technical College as presented.

**Southern West Virginia Community and Technical College  
Potential Projects for Bond Funding for FY 2013 - FY 2017**

**5 Year Capital Budget**

<b>Project Name</b>	<b><u>Currently Submitted</u></b>		<b><u>FY 2013 - FY 2017</u></b>	
	<b>Priority</b>	<b>Amount</b>	<b>Priority</b>	<b>Amount</b>
Williamson Campus Technology Building / Armory Purchase	1	\$ 6,000,000	1	\$ 6,000,000
Logan Campus/District Office Renovation	2	\$ 6,000,000	2	\$ 6,000,000
Williamson Campus Renovations	1(a)	\$ 6,000,000	3	\$ 6,000,000
Wyoming/McDowell Campus Classroom Renovation	3	\$ 1,500,000	4	\$ 1,500,000
Boone Campus Classroom Renovation	4	<u>\$ 4,000,000</u>	5	<u>\$ 4,000,000</u>
<b>Total</b>		<b>\$ 23,500,000</b>		<b>\$23,500,000</b>



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** SCP-1001, *Records Retention Policy*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1001, *Records Retention Policy*, following the required 30-day public comment period.

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

The purpose of this policy is to provide for the systematic review, retention, and destruction of documents received or created in the transaction of business by Southern West Virginia Community and Technical College. The policy is designed to ensure compliance with federal and state laws, rules and regulations, to eliminate accidental or innocent destruction of records, and to facilitate college operations by promoting efficiency and reducing unnecessary storage of documents.

Although the college has established practices and procedures regarding the creation and storage of records, these processes have been developed over time and are based on the experience of personnel within each unit, division, department and/or office. As a result of the most recent visit by the National League for Nursing Accrediting Commission, the institution was cited for the lack of a documented policy on records retention. Although the proposed policy is the official response to the NLNAC's review, the institution recognizes the need for an official record's retention policy as a rule of good business practice.

The policy includes a reference to a Records Retention Schedule. Upon approval of the policy, the schedule will be developed and included as an Addendum to the policy. This will provide the flexibility to revise the retention schedule without requiring a policy change.

At its April 19, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-1001, *Records Retention Policy*, for a 30-day public comment period that expired May 20, 2011. No comments were received at the end of the 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-1001**

**SUBJECT:** Records Retention Policy

**REFERENCE:** Any applicable state or federal law, rule or regulation.

**ORIGINATION:** April 19, 2011

**EFFECTIVE:** July 1, 2011

**REVIEWED:** New Policy

**SECTION 1. PURPOSE**

- 1.1 This policy provides for the systematic review, retention, storage and destruction of documents received or created in the transaction of business by Southern West Virginia Community and Technical College (College) and is designed to ensure compliance with federal and state laws and regulation, to eliminate accidental or innocent destruction of records and to facilitate college operations by promoting efficiency and reducing unnecessary storage of documents. The College retains and preserves vital records of its business and operations to provide a historical record, to ensure current and future operations, and to comply with legal obligations.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to all records, both paper and electronic, of the College and to all employees of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 Active Records – Records that are generally referred to once per month or that are needed to support the current business activity of an office, department, division or unit.
- 3.2 Disposition of Records – The terminal treatment of records, either through destruction, imaging or other permanent storage.
- 3.3 Electronic Document – A document created as or converted to an electronic image
- 3.4 Inactive Records – Records that have not been needed for at least one year or for which the active period has passed.
- 3.5 Litigation Hold – A communication issued as the result of current or anticipated litigation, audit, government investigation or other similar matter that suspends the normal process regarding the retention and disposition of College records.
- 3.6 Permanent Records – Also known as archival records, permanent records have historical, administrative, or research value to the College, and are kept by the College indefinitely.

- 3.7 Record – Anything containing information reflecting College educational and business transactions regardless of format (paper, digital, photographic, recordings, etc.). Typical records include official publications, fiscal data, incoming/outgoing correspondence including email, meeting minutes, reports, and student files.
- 3.8 Records Custodians – Individuals designated by unit administrators who have supervisory authority over a particular function or business practice, and, in that capacity, have responsibility for ensuring effective implementation of the terms, conditions, and/or guidelines associated with this policy.
- 3.9 Records Destruction – The physical or electronic destruction of a record after it has become obsolete or otherwise in accordance with this policy.
- 3.10 Retention Schedule – An internal document describing categories of records, providing a length of time they should be kept and includes instructions for disposition. State or federal law may determine the period of time that certain records must be kept.

#### **SECTION 4. POLICY**

- 4.1 It is the policy of Southern West Virginia Community and Technical College (the College) to ensure that its records are preserved to provide documentation of the College’s history and to be retained for periods of time necessary to satisfy the College’s business and legal obligations. The records will be disposed of in accordance with an established records retention and disposition schedule. Certain records are permanent and may never be destroyed.
- 4.2 Email sent or received over the College’s computer system shall constitute a form of college records. While not all emails are business records, all college emails are property of the College and are subject to discovery in the event of litigation against the College or any of its employees or students. As such, the administration has the ability and right to view the email of all members of the College community.
- 4.3 Where the College has actual notice of litigation or of a government investigation or audit, or has reason to believe that such events are likely to occur, it has the obligation to take steps to place a litigation hold on documents that might be implicated in such litigation or investigation. The College will take steps to preserve all files that may contain documents or emails. In the event of a litigation hold, all policies for the disposition of relevant documents will be suspended until the investigation or litigation is concluded.
- 4.4 Records, especially financial records, must be easily retrievable for examination by authorized individuals including auditors. Access to electronic records is subject to College policy and procedures regarding information security.
- 4.5 Following the established retention schedule, active records must be securely maintained for the period of retention by the office where they are created or used. Inactive records defined as permanent or archival shall be stored in a designated storage area.
- 4.6 Destruction of records shall include:
  - 4.6.1 Recycling for all non-confidential paper documents, including public documents of other organizations, magazines, annual reports, newsletters, announcements, and drafts of policies or other memoranda, which are not confidential.
  - 4.6.2 Shredding is required for all documents that should not be read by others after they are no longer

needed or that contain personnel or confidential information. Shredding is essential for any document containing personally identifying information, information that is student-protected under FERPA, health related or financial information.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Not all records must be retained. The following describes examples of items that are not typically classified as “records” and therefore do not need to be categorized or maintained. The materials will not appear on a retention schedule and may be destroyed at any time if they are no longer needed by the unit, division, department, or office holding them:
- 5.1.1 Large quantities of duplicate materials and all duplicates of “official records”;
  - 5.1.2 Magazines and newspapers not published by the College;
  - 5.1.3 Published reports produced by other entities;
  - 5.1.4 Purchased data from other sources;
  - 5.1.5 Catalogs, journals or other printed material created by other entities used for informational purposes; and
  - 5.1.6 Notes or working papers once a project is complete, unless they provide more complete information than the final report.
- 5.2 Faculty and staff are not obligated to retain all emails indefinitely; such a policy would impose an impossible burden both on the College community and the computer network. Individual employees are expected to exercise judgment regarding the content and purpose of the email in determining whether it needs to be retained as a College record, and if so, the length of the retention.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Unless a record, either active or inactive, has been defined as permanent or archival, such record shall be destroyed according to the time period listed on the applicable retention schedule. All records shall be appropriately stored and secured until the end of the retention period.
- 6.2 A General Retention Schedule shall be developed that lists the most common records at the College and shall provide a retention period and any special instructions related to disposal. Every unit, division, department or office will have records requiring retention that may not be found on the General Retention Schedule. Such records must be added on a case-by-case basis as needed.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 A position within each office, department, division and/or administrative unit shall be designated as “Records Custodian” by the responsible administrator. Duties associated with this responsibility shall be included in the job description of the designated position. These duties shall include but may not be limited to:
- 7.1.1 Oversee day-to-day transactions pertaining to the unit’s records-related functions and shall manage the maintenance, storage, and disposition of such records;

- 7.1.2 Understand the records created within the unit and to follow all applicable laws, policies, rules, regulations and/or guidelines in making decisions on retention and disposition of records;
  - 7.1.3 Ensure that active and inactive records are secured in a manner to provide appropriate confidentiality and protection from unauthorized inspection, theft, and/or physical damage;
  - 7.1.4 Determining which records have reached the end of their retention period and are to be destroyed;
  - 7.1.5 Consult with Technology Services regarding the destruction of electronic documents; and
  - 7.1.6 Ensure that other employees within the office are aware of and abide by the requirements of this policy.
- 7.2 The supervisor of the designated Records Custodian is required to sign-off on the transfer of any documents to storage or prior to the destruction of any documents.
- 7.3 The President or his/her designee is responsible for notifying all relevant members of the College community when a litigation hold is being implemented and, in consultation with appropriate College officials, determine the scope of the hold, when the hold is no longer required and will communicate such determinations to the relevant members of the College community.

**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**

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**Board of Governors Chair** **Date**

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**President** **Date**

- Attachments:** None
- Distribution:** Board of Governors (12 members)  
www.southernwv.edu
- Revision Notes:** New Policy

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** SCP-2226, Faculty Incentive Pay Program

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the revised policy SCP-2226, *Faculty Incentive Pay Program* and the accompanying attachments SCP-2226.A, *Faculty Incentive Pay Program Criteria and Application Guidelines*, and SCP-2226.B, *Faculty Incentive Pay Program Agreement Form* following an additional 30-day public comment period.

**STAFF MEMBER:** Joanne Jaeger Tomblin

**BACKGROUND:**

During the original 30-day comment period for the revised policy on Faculty Incentive Pay Plan, Southern West Virginia Community and Technical College received several comments presented by Mr. Chuck Puckett on behalf of the Faculty Senate. Listed below is a summary of those comments and the institution's response.

**Comment 1:**

"This policy has been discussed in the Faculty Senate. It has been agreed by the Senate that there is no reason that Department Chairs, or other supervisory faculty, should not qualify for incentive pay. Incentive pay has been granted to supervisory faculty in the past. Removing Sections 2.1, 5.1, and 6.2.3 will help the policy reflect the practice of the institution."

**Response:**

The Comment reflects one of the differences that existed between the President's Incentive Pay Program and the previous Faculty Incentive Pay Plan. After reviewing the recommendation of the Faculty Senate, the administration recommends the draft policy be revised to strike Sections 2.1, 5.1, and 6.2.3 which will allow faculty with supervisory responsibilities (i.e., Department Chairs, Program Coordinators) to participate in the Faculty Incentive Pay Plan.

**Comment 2:**

"It seems to be the practice of the institution to award incentive pay for one, and only one, of a particular type of project. For example, if a faculty member receives incentive pay for developing a web course, that faculty member will never receive incentive pay for developing any other web course(s). I cannot find wording in the policy that states or

confirms this practice. If this is the intention of the institution, the policy should more clearly state this. If that is not the intention, then I think the faculty and I need to get some clarification on that issue.”

**Response:**

It has been and will continue to be the practice of the institution to award faculty incentive pay once for any particular type of incentive project. As provided in the example cited in the comment, if a faculty member has been awarded incentive pay for developing a web course once, he/she is not eligible to receive incentive pay again for developing a web course. The premise of incentive pay is to reward faculty for taking on a special project to increase their knowledge base, skills or abilities. Once a skill has been developed, the application of that skill in the future is expected. Based on this comment, Section 5.1 is revised to reflect this point.

**Comment 3:**

“The timeline given in Section 7.4 is a bit confusing, or at least it is to me. If the incentive period is to fall from April to March, the payment schedule does not reflect this.”

**Response:**

The timeline as presented in the policy in Section 7.4 is confusing. Therefore the administration recommends the time be stricken from the policy and that a revised timeline be added to Attachment A. This will provide flexibility for the College to revise the timeline as might be needed from time to time without requiring that the entire policy be changed. The timeline added to Attachment A should align with the budget year so as to provide for the full incentive award to be paid during a single budget year.

The revised policy reflects the changes provided for in the response to comments. Due to significant changes from the policy presented for comment at Board’s meeting on February 15, 2011, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-2226, *Faculty Incentive Pay Program* and its attachments, for an additional 30-day public comment period prior to adoption at its April 19, 2011 meeting. The comment period expired May 20, 2011. One comment pertaining to the citing of the West Virginia Code was received. The suggested correction was made in the final policy. Having received no additional comments, the staff recommends the policy and its attachments, SCP-2226.A and SCP-2226.B, as presented to the Board of Governors for consideration for final approval.

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

**SUBJECT:** Faculty Incentive Pay Program

**REFERENCE:** West Virginia Code §18B-8-2

**ORIGINATION:** April 1, 2001

**EFFECTIVE:** October 16, 2001

**REVIEWED:** February 16, 2011

**SECTION 1. PURPOSE**

- 1.1 To establish a multifaceted incentive pay program to reward the faculty for exemplary performance and completion of projects 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 Program 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 members; and improve instructional effectiveness.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy is applicable to all full time faculty.

**SECTION 3. DEFINITIONS**

- 3.1 Incentive Award — Monetary or other reward earned by exemplary performance or completion of an Incentive Plan approved by the President.
- 3.2 Incentive Project — Proposal developed by a faculty member which outlines a project which achieves or moves toward the goals of the Institutional Compact and Master Plan. The faculty member proposes exemplary completion of the project in exchange for consideration of a monetary or other reward. An Incentive Project proposal presents a new, creative, or innovative approach to improving individual, instructional, or institutional effectiveness.
- 3.3 Incentive Project Cycle — Period of time commencing April 1 and ending March 31 of each year during which Faculty Incentive 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 pre-approved projects through an Incentive Pay Program in accordance with the criteria and provisions outlined in this policy.



## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Faculty may only receive incentive pay once for any one type of project. As an example, but not limited to this example is, a faculty member may receive incentive pay for developing a web course only once. It is expected that once a faculty member has developed this particular skill, he or she will apply such skill in the normal course of their duties in the future.
- 5.2 Activities/responsibilities which will not be included in the Incentive Pay Program include: participation in governance, longevity, service, faculty rank, or any criteria that are considered for faculty promotion in rank.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 General provisions and guidelines for the Faculty Incentive Pay Program include:
  - 6.1.1 The institutional budget for faculty incentive pay will be determined by the President.
  - 6.1.2 The number of incentive projects 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 Program by developing an Incentive project in accordance with provisions and time lines outlined in this policy.
  - 6.1.4 Submission of an Incentive Pay project 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, projects which meet a targeted need may have an award that is higher than projects 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 a non-tenure track faculty or granting of release time.
  - 6.1.8 Achievement of an incentive project 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 project are distinct and separate from those considered for promotion.
  - 6.1.11 Successful Incentive Pay Project 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 designed and implemented to bring faculty performance up to satisfactory levels will not be considered as Incentive Pay Projects.

6.2 Eligibility Criteria:

6.2.1 The faculty member must be employed at least one full academic year before submitting an Incentive Pay Project 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 Pay Project for consideration.

**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 project consideration in accordance with the time lines established herein.

**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 Program Criteria and Application Guidelines*  
SCP 2225.B, *Faculty Incentive Pay Program Agreement Form*

**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.  
February 16, 2011 — Revised to incorporate provisions of “Faculty Incentive Program.”

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

**FACULTY INCENTIVE PAY PROGRAM CRITERIA AND APPLICATION GUIDELINES**

**1. Incentive Pay Projects Developed under Compact and Master Plan**

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

The most important aspect of this program is that the outcomes of the Incentive Pay Project proposal achieve or move the institution toward achieving the strategic priorities, 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 Pay Projects. The documents are available online at <http://www.southernwv.edu/administration/governance/strategy>.

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

**2. Other Criteria for Development of Incentive Pay Plans**

Other criteria for development of Incentive Pay Projects 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 Projects providing they meet requirements for innovation and improvement – and provided the faculty member can demonstrate that the project is tied to the strategic goals of the institution. Faculty should bear in mind that any Incentive Pay Project 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 Pay Project evaluation should not be determined by the number of supplemental tasks or committees on which he or 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, including but not limited to developing courses in web-based, modular or fast-track delivery format.
- 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/coauthor textbooks or sections thereof.
- 2.3.6 Volunteering/leading committees or advising work over summer (non-paid work).
- 2.3.7 Accepting a 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 Postdoctoral studies.
- 2.4.3 National Science Foundation or similar study programs.
- 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 strategies/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 jobs.

- 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 programs, 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  
SCP-2226.B**

**FACULTY INCENTIVE PAY PROGRAM AGREEMENT FORM**

This form, along with the approved Faculty Incentive Pay Project Proposal, describes the award conditions and the incentive option(s) provided to \_\_\_\_\_ (participant) for participation in the Faculty Incentive Pay Program of Southern West Virginia Community and Technical College (College) for the fiscal year \_\_\_\_\_.

As indicated through the signature(s) below, the participant agrees to fulfill all the terms and conditions associated with the completion of the approved Faculty Incentive Pay Project and required by the Faculty Incentive Pay Program as described in College Policy, SCP-2226, the Criteria specified in SCP-2226.A as well as those included within this agreement form.

In addition to this agreement form, the participant agrees to complete, sign and submit on the date(s) due, **SCP-2593.A, *Payment to Individuals for Services Form***, with all necessary and required signatures, to receive any and all payments associated with the completion of this Faculty Incentive Pay Project.

**Section 1 – Project Description**

Please provide a brief description of the approved project. (The approved Faculty Incentive Pay Project Proposal must be attached to this Agreement Form.)

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**Section 2 – Award Conditions**

The participating faculty member agrees to all award conditions outlined in the *Faculty Incentive Pay Program*, SCP-2226 and SCP-2226.A, *Faculty Incentive Pay Program Criteria*.

Failure to complete the Incentive Pay Project in its entirety or failure to present of all expected deliverables as outlined in the approved Faculty Incentive Pay Project **will result in the cancellation of this agreement and the forfeiture of any incentive pay associated with the project. In addition the participant agrees to repay any**

**and all funds received in advance of the satisfactory completion of the approved Faculty Incentive Pay Project must be repaid to the College.**

Any course(s), material(s), program(s), service(s), and/or any other product(s) developed under the terms of this Faculty Incentive Pay Project become the sole property of Southern West Virginia Community and Technical College and any and all individual intellectual and/or other proprietary rights or claims of the faculty member are waived.

**Section 3 – Incentive Pay and/or Other Incentives Awarded:**

Please provide a detailed description of the incentive [monetary incentive pay, release-time, etc.] awarded by the College and accepted by the faculty participant under the terms and conditions of the approved Faculty Incentive Pay Project. The description must provide dates upon which any monetary payment will be processed.

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\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** SCP-3670, *Public School Service Program*  
SCP-3670.A, *Public School Service Form*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, following a 30-day public comment period.

**STAFF MEMBER:** Cindy McCoy

**BACKGROUND:**

The Academic Affairs Unit was charged with the review of several academic policies during the 2010-2011 academic year. The Academic Deans and the Academic Affairs Management Council reviewed SCP-3670 and SCP 3670.A and proposed minor changes to the policy and to the form.

At its February 15 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, for a 30-day public comment period that expired March 19, 2011. No comments were received at the end of the comment period. Therefore, the staff recommends the Board of Governors grant final approval of the policy and its attachment as presented.



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-3670**

**SUBJECT:** Public School Service Program

**REFERENCE:** West Virginia Code §18B-2A-5

**ORIGINATION:** September 20, 2005

**EFFECTIVE:** November 29, 2005

**REVIEWED:** January 11, 2011

**SECTION 1. PURPOSE**

- 1.1 This policy provides for students who volunteer in public schools in certain capacities to earn college credit at Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy applies to students who are enrolled at Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

- 3.1 Public schools are defined as tuition free schools in the United States supported by taxes and controlled by a school board.

**SECTION 4. POLICY**

- 4.1 Southern West Virginia Community and Technical College will grant college credit toward graduation for service to public school students in the capacity of tutor, mentor or student advisor. Credit will be granted for service in public preschool, elementary, middle and secondary schools.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Service must have been performed in the last 24 months and documentation provided by the school district.

**SECTION 6. GENERAL PROVISIONS**

- 6.1 Students will be granted one hour of credit for each 30 hours of documented service up to a maximum of three (3) credit hours.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 Credit will be granted by:
  - 7.1.1 The Dean of University Transfer will be responsible for evaluating documentation and recommending to the Chief Academic Officer the number of credits to be awarded.
  - 7.1.2 Students will complete a Public School Service Form (SCP-3670.A), and submit the form to the Dean of University Transfer. The Chair or his/her designee will evaluate the documentation and make a recommendation for credit. The completed form is then sent for the approval of the Chief Academic Officer. If the credit is approved, then the form will be sent to the Registrar’s Office, transcribed and placed in the student’s file.
  - 7.1.3 Credit will be transcribed for EL 101 as “CR” and a transcribing fee will be charged.

**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**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:** SCP-3670.A, *Public School Service Form*

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

**Revision Notes:** January 2011 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

**SCP-3670.A, Public School Service Form**

**Request for Credit, EL 101**

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

Number of Credits Requested \_\_\_\_\_

Name of Elementary or High School \_\_\_\_\_

Types of Volunteer Activities (Examples include tutoring, mentoring, advising)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hours Spent in Public School Service \_\_\_\_\_ Dates of Service \_\_\_\_\_

Grade Level \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Supervisor's Recommendation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Credit Hours Granted: \_\_\_\_\_ Recommended by: \_\_\_\_\_  
Dean, University Transfer Programs Date

Approved by: \_\_\_\_\_  
Chief Academic Officer Date

Fee paid: \_\_\_\_\_ Received by: \_\_\_\_\_

Recorded by: \_\_\_\_\_  
Registrar Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** SCP-4274, Standards of Progress for Financial Assistance Recipients

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4274, *Standards of Progress for Financial Assistance Recipients*, following the 30-day public comment period.

**STAFF MEMBER:** Darrell Taylor

**BACKGROUND:**

President Joanne Jaeger Tomblin charged the Enrollment Management and Student Development Unit with review of SCP-4274, *Standards of Progress for Financial Assistance Recipients*, and asked they consider its appropriateness as a policy. The policy was reviewed March/April 2011 by the Enrollment Management and Student Development Unit and discussed during the Executive Council meeting on April 5, 2011.

At its April 19, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-4274, *Standards of Progress for Financial Assistance Recipients*, for a 30-day public comment period that expired May 20, 2011. No comments were received at the end of the 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-4274**

**SUBJECT:** Standards of Progress for Financial Assistance Recipients

**REFERENCE:** Title IV, Higher Education Act of 1965 (as amended)

**ORIGINATION:** January 1, 1984

**EFFECTIVE:** January 1, 1984

**REVIEWED:** March/April 2011

**SECTION 1. PURPOSE**

- 1.1 The purpose of this policy is to set forth the academic standards for eligible students to continue to receive financial assistance at Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This issuance applies to all students who receive assistance through financial assistance programs.

**SECTION 3. DEFINITIONS**

- 3.1 Standards of Academic Progress – Students who receive financial assistance through one or more financial assistance programs must complete at least 65% of the courses for which they have registered and must achieve an overall grade point average of 2.00.
- 3.2 Financial Assistance Warning Status – The Financial Assistance Warning Status is assigned to students who fail to meet the Standards of Academic Progress at the end of a semester.
- 3.3 Financial Assistance Probationary Status – The Financial Assistance Probationary Status is assigned to students who fail to meet the standards of academic progress adopted by the institution. To be granted financial assistance probationary status, a student must present a written appeal to the Financial Assistance Office.
- 3.4 Financial Assistance Provisional Status – A one-semester time period commonly referred to as extended probationary status granted to students who successfully complete all courses during the probationary period is referred to as the financial assistance provisional status.
- 3.5 Financial Assistance Suspension Status – This status is assigned to students who are no longer eligible for financial assistance due to their failure to meet the Standards of Academic Progress after a probationary or provisional status period.

## **SECTION 4. POLICY**

### **4.1 Cumulative Grade Point Average and Hours Attempted**

- 4.1.1 Students who receive financial assistance must maintain an overall 2.00 cumulative grade point average and complete at least 65% of all hours attempted, including hours transferred from other institutions.
- 4.1.2 Financial assistance recipients who fail to meet the Standards of Academic Progress will be notified in writing that they are on Financial Assistance Warning Status. An appeal for probationary status must be signed and received in the Financial Assistance Office.
- 4.1.3 Students who are placed on Financial Assistance Probationary Status who completes all of the hours for which they enroll, with a grade of “D” or above, but have not maintained an overall grade point average of 2.00, may continue on Financial Assistance Probationary Status for the next enrollment period.
- 4.1.4 Students who do not meet the Standards of Academic Progress who fails or withdraws from a class will no longer be eligible to receive financial assistance. These students will be placed on Financial Assistance Suspension Status.
- 4.1.5 Financial Assistance Suspension Status continues until students meet the Standards of Academic Progress.

### **4.2 Program Completion**

- 4.2.1 Students who receive financial assistance will be permitted to attempt no more than 150% of the hours required for graduation in their particular program of study. At the end of each semester, students’ progress toward their degree will be reviewed. All course work attempted will be considered in the calculation for meeting program completion requirements.
- 4.2.2 Students who are unable to complete a degree or a certificate in the allotted length of time may request an appeal for additional hours. Students must submit, in writing, an appeal form stating the circumstances that prevent the completion of their hours. Students who are granted an appeal must be able to complete degree or certificate requirements within one semester.
- 4.2.3 A committee composed of the Registrar, the Dean of Enrollment Management and Student Development, and the Director of Financial Assistance will review all appeals.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 None.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 The Financial Assistance Office is responsible for this policy.

**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:**    April 2011 – Revisions reflect changes in procedure and documentation to meet July 1, 2011, Title IV requirements.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** SCP-4356, Financial Aid Recipient — Change in Enrollment Policy

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4356, *Financial Aid Recipient – Change in Enrollment Policy*, following the 30-day public comment period.

**STAFF MEMBER:** Darrell Taylor

**BACKGROUND:**

President Joanne Jaeger Tomblin charged the Enrollment Management and Student Development Unit with review of SCP-4356, *Financial Aid Recipient – Change in Enrollment Policy* and asked they consider its appropriateness as a policy. The policy was reviewed March/April 2011 by the Enrollment Management and Student Development Unit and discussed during the Executive Council meeting on April 5, 2011.

At its April 19, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-4356, *Financial Aid Recipient – Change in Enrollment Policy*, for a 30-day public comment period that expired May 20, 2011. No comments were received at the end of the 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-4356**

**SUBJECT:** Financial Aid Recipient – Change in Enrollment Policy

**REFERENCE:** §18C-5-5; §18C-5-7; §18C-7-6  
Title IV, Higher Education Act of 1965 (as amended)

**ORIGINATION:** January 1, 1985

**EFFECTIVE:** January 1, 1985

**REVIEWED:** March/April 2011

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to define the manner in which financial assistance received by an eligible student at Southern West Virginia Community and Technical College is affected by a change in enrollment status.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This issuance applies to all students receiving financial assistance.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 Enrollment Status

4.1.1 Students who enroll but never attend classes are considered “no-show” and are not entitled to financial assistance. All financial assistance received by the student and/or the institution must be returned.

4.1.2 If students withdraw from all classes within the first 60% of a semester, a recalculation of the financial aid award must occur. After 60% of the semester is completed, no recalculation is required.

4.1.3 Students receive financial assistance based on current enrollment status when verified by the financial assistance office. Changes in enrollment that occur before financial assistance funds are applied to students’ accounts require review and recalculation.

4.2 Tuition Refund

4.2.1 In cases where a student has a change in enrollment status and is eligible for a refund, the tuition

refund will be returned to the federal aid programs based on the refund policy for the current semester.

4.2.2 The amount to be returned to the federal programs will be refunded in the following priority order, but will not exceed the amount the student received from each program:

4.2.2.1 All Loan Programs,

4.2.2.2 Federal Pell Grant,

4.2.2.3 Federal Supplemental Educational Opportunity Grant (SEOG),

4.2.2.4 West Virginia Higher Education Grant (WVHEG).

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 The Financial Assistance Office will verify student aid awards and student tuition refunds. The Business Office will establish refund procedures in compliance with federal and state policies.

**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:** October 2006 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammar and technical changes.

April 2011 – Revisions reflect changes in procedure and documentation to meet July 1, 2011, Title IV requirements.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** SCP-5050, *Assessment, Payment, and Refund of Fees*

**RECOMMENDED RESOLUTION:** *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the revised policy SCP-5050, *Assessment, Payment, and Refund of Fees*, following a 30-day public comment period.

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

This policy applies to all students in matters related to payment of tuition and/or fees in credit and non-credit courses, training sessions, or other activities where tuition and/or fees are assessed.

According to West Virginia Code §18B-10-1(a), *Enrollment, tuition and other fees at education institutions; refund of fees*, “Each governing board shall fix tuition and other fees for each school term for the different classes or categories of students enrolling at each state institution of higher education under its jurisdiction.”

At its April 19, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-5050, *Assessment, Payment, and Refund of Fees*, for a 30-day public comment period that expired May 20, 2011. One comment pertaining to grammar was received. The suggested correction was made in the final policy. Also, minor changes were made to provide policy clarity. Having received no additional comments, the staff recommends SCP-5050, *Assessment, Payment, and Refund of Fees*, as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-5050**

**SUBJECT:** Assessment, Payment, and Refund of Fees

**REFERENCE:** West Virginia Code §18B- 10-1

**ORIGINATION:** January 15, 2002

**EFFECTIVE:** February 19, 2002

**REVIEWED:** January 11, 2011

**SECTION 1. PURPOSE**

1.1 To establish policy relating to the assessment, payment, and refund of fees.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy applies to all students in matters related to payment of tuition and/or fees in credit and non-credit courses, training sessions, or other activities where tuition or fees are assessed.

**SECTION 3. DEFINITIONS**

3.1 Non-traditional Period – Any term other than a standard trimester term.

3.2 Traditional Period – The standard fall, spring, and summer trimester terms.

3.3 Installment Payment Plan Option – A payment plan option to assist students in paying tuition and fees over a specified period of time.

**SECTION 4. POLICY**

4.1 The College shall operate on a strictly cash basis with all payments and obligations being collected prior to the start of classes except as provided in this rule.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.

5.2 Exceptions may be granted for late financial assistance disbursements for situations at no fault of the student.

5.3 Exceptions may be granted for students who enroll in the College's Installment Payment Plan Option.

5.4 All exceptions to this policy must be approved by the Chief Financial Officer or other College Officer that may be designated by the President before a refund may be processed. Any decision to reduce or deny a refund may be appealed through the established process for appeals.

## SECTION 6. GENERAL PROVISIONS

### 6.1 Fee Charges

- 6.1.1 Students enrolled for twelve or more credit hours pay the maximum charges in the tuition and fee category.
- 6.1.2 Students enrolled for less than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
- 6.1.3 Fees for students enrolled in summer terms or other non-traditional time periods shall be prorated based upon the number of credit hours for which students enroll.
- 6.1.4 The College reserves the right to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 6.1.5 All regular and special fees charged by the College shall be identified separately and published so they are readily available to all students.
- 6.1.6 Fees shall be established and charged for all non-credit economic, workforce, and community development courses in an amount to ensure that the offering is self-supporting, including indirect cost.

### 6.2 Refund of Regular Fees

- 6.2.1 The following schedule for calculating refunds shall be adhered to for those students who withdraw from the institution via the official withdrawal process and who are eligible to receive refunds. Students qualify for a full refund (100%) of tuition/fees, if they drop any or all of their courses prior to the start of classes for the trimester. Once classes begin for the trimester, there are only two ways a student may qualify for a tuition/fee refund. The first is to completely withdraw from the institution for the term (this means carrying zero credit hours for the trimester). This includes any courses that have not started for the term, including all Part-of-Term courses. The second way to qualify for a refund is if the institution cancels a course. The student will get a 100 percent (100%) refund for any course that is canceled.

#### 6.2.1.1 All Students — Refund Schedule

<b>Fall, Spring and Summer Trimester Terms</b>	<b>% Refund</b>
Prior to first day	100%
During 13% of the term	90%
From 14% to 25% of the term	70%
From 26% to 38% of the term	50%
After 38% of the term	No Refund

- 6.2.1.2 There will be no refund for non-traditional courses after classes begin.

- 6.2.2 Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period.
- 6.2.3 All refunds will be calculated from the first day of classes of a given traditional trimester.
- 6.2.4 Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.
- 6.2.5 A withdrawal fee may be charged by the institution not to exceed 5 percent (5%) of the total student fees charged for the term or one hundred dollars (\$100.00 ), whichever is less.
- 6.2.6 Refunds are automatically processed and paid for classes dropped prior to the first day of the trimester.
- 6.2.7 Cancelled classes are refunded unless the fees are transferred to cover an alternative class during the same trimester.

### 6.3 Registration Period – Late Fee

- 6.3.1 A formal registration period shall be established for registering into non-traditional courses such as evening, weekend, off campus, extension and other special classes. Due to the differing duration of these courses, the registration and late registration periods should be considered and established on a case-by-case basis. A late fee of not to exceed thirty dollars (\$30) shall be imposed on all late registrants.

### 6.4 Installment Payment Plans

- 6.4.1 Installment payment plans will be offered for fall, spring, and summer terms. All available financial aid for the term must be credited to the student’s account prior to determining the initial 60 percent (60%) payment. After all financial aid is applied to the student’s account, at least 60 percent (60%) of the student fees must be paid prior to the start of classes. The remaining balance, including interest, must be paid prior to the end of the sixth week of classes. Interest and/or a service fee, on the remaining 40 percent (40%) may be charged at a rate not to exceed the legal limit.

### 6.5 Use of Credit Cards

- 6.5.1 The use of credit cards for payment of student fees is authorized under the statewide contract initiated by the State Board of Investments or under an alternate program that may be approved by the Board of Governors. To the extent allowed by a law or policy of the credit card company, the College may impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a service fee.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 The Finance Unit is responsible for this policy.

## **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**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**            None.

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

**Revision Notes:**        January 11, 2011 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

                                  May/June 2011 – Policy revisions provide clarity and reflect changes in management responsibilities.



**Southern West Virginia Community and Technical College  
Board of Governors Meeting of June 21, 2011  
Agenda Items for Discussion**

Discussion Items..... President Tomblin

1. Annual Board of Governors Retreat Site Selection
2. Board of Governors Retreat Agenda Topics

**Southern West Virginia Community and Technical College  
Board of Governors Meeting of June 21, 2011  
Agenda Item for Information**

Informational Items..... Samuel Litteral

1. Report on Awarding of Undergraduate Tuition and Fee Waivers

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
MEETING OF JUNE 21, 2011**

**ITEM:** Report on Awarding of Undergraduate Tuition and Fee Waivers

**RECOMMENDED RESOLUTION:** For Information Only

**STAFF MEMBER:** Samuel Litteral

**BACKGROUND:**

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, 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."

The 2010-2011 Awarding of Undergraduate Tuition and Fee Waiver Report details will be distributed to the Board for review at the June 21, 2011 meeting.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**CATEGORY: FINANCIAL-BUDGETARY - UNDERGRADUATE TUITION AND FEE WAIVERS FY 2011**

**Authorized Waivers**

**115.365**

**Date: May 17, 2011**

	Number of Awards			Dollar Value of Waivers		
	In-State	Out-of-State	Total****	In-State	Out-of-State***	Total
<b>Demonstrated Financial Need:</b>	58.8	0	58.8	\$126,630	\$0	\$126,630
<b>Academic Ability</b>	31.766	0	31.766	\$68,216	\$0	\$68,216
<b>Employee</b>	6.433	0	6.433	\$16,153	\$0	\$16,153
<b>Employee Dependent</b>	13.533	0	13.533	\$29,251	\$0	\$29,251
<b>HISTA *</b>	3.5	0	3.5	\$7,357	\$0	\$7,357
<b>Foster Care**</b>	1.333	0	1.333	\$2,984	\$0	\$2,984
<b>Total</b>	115.365	0	115.365	\$250,591	\$0	\$250,591
	100%	0%	100%	100%	0%	100%