



Southern
Southern West Virginia
Community and Technical College

Board of Governors

**OCTOBER 13, 2011
MEETING AGENDA**

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
Adam Bradford
Debbie Dingess
George Morrison

Joanne Jaeger Tomblin
President

**Southern West Virginia Community and Technical College
Board of Governors Meeting of October 13, 2011
The Resort at Glade Springs • 255 Resort Drive • Daniels, WV**

**Woodland Room 1 & 2
Agenda**

1. Welcome and Call to Order. Mr. Terry Sammons
Board Chair
2. Board of Governors and Administration Self-Assessment Report. Ms. Elizabeth Walker
Counsel, Bowles Rice McDavid Graff & Love
3. President's Report. Ms. Joanne Jaeger Tomblin
President
4. Assessment and Dual Credit Report. Dr. Cindy McCoy
Dean, University Transfer Programs
5. Financial Report. Mr. Sam Litteral
Chief Financial Officer
6. Action Items. pp. 3-36
 - 6.1 Appointment of Committee on Tuition and Fees. Chair Sammons
 - 6.2 Approval of August 16, 2011 Minutes. pp. 3-8
 - 6.3 Review and Approval of Institutional Mission Statement, Vision Statement,
and Core Values. pp. 9-12
 - 6.4 Final Approval of Proposed Policies. pp. 13-36
 - 6.4.1 SCP-1735, Solicitation Policy. pp.13-17
 - 6.4.2 SCP-2000 (3650), Elimination of Faculty Positions Due to
Program Reduction or Elimination. pp. 18-23
 - 6.4.3 SCP-4000, Basic Admissions Guidelines. pp. 24-29
 - 6.4.4 SCP-4192, Administrative Withdrawal of Students. pp. 30-32
 - 6.4.5 SCP-5260, Meeting Financial Exigencies. pp. 33-36
7. Executive Session under the Authority of WV Code §6-9A-4(2)(A). Chair Sammons
8. Adjournment. Chair Sammons

**Southern West Virginia Community and Technical College
Board of Governors Annual Planning Retreat**

**The Resort at Glade Springs
255 Resort Drive • Daniels, WV**

Woodland Rooms 1 and 2

**October 14, 2011
Agenda**

7:00 - 8:00 AM	Breakfast.....	Rotunda Restaurant
8:00 AM	Welcome and Introduction of Guest Speakers.....	President Joanne Jaeger Tomblin
8:15 - 10:00 AM	<i>The Role of the Board in the Accreditation Process</i>	Dr. Patricia A. Keir Consultant, Association of Community College Trustees
10:00 - 10:15 AM	Question/Answer Session.....	Dr. Keir
10:15 - 10:30 AM	Break, Refreshments.	Woodland Rooms 1 & 2
10:30 - 12:15 AM	<i>West Virginia's Education Pipeline: A Discussion about Successes and Challenges.</i>	Mr. Patrick Crane, Dr. Sarah Beasley, Dr. Adam Green, Dr. Sarah Tucker West Virginia Higher Education Policy Commission
12:15 - 12:30 PM	Question/Answer Session.....	West Virginia Higher Education Policy Commission Panel
12:30 - 1:30 PM	Adjourn/Lunch.....	Bright Ballroom B

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of August 16, 2011
2900 Dempsey Branch Road, Room 428-C, Mount Gay, WV

Board Members Present: Terry Sammons, Wilma Zigmond, Linda Akers, George Kostas, Jada Hunter, Debbie Dingess, George Morrison, Glenn Yost, Kevin Fowler, Shelley Huffman, Adam Bradford

Board Members Absent: Tom Heywood

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

Faculty Senate: Martha Maynard, Chair

Southern Staff: Chris Gray, Patricia Miller

1. Call to Order:

Board of Governors Chair, Terry Sammons, declared a quorum present and convened the meeting at 6:02 p.m.

Introduction of New Board Member and Oath of Office

Chief Financial Officer and Public Notary, Samuel Litteral, administered the *Oath of Office* to Adam Bradford, Student Representative to the Board of Governors. Mr. Bradford lives at Pineville, West Virginia, with his wife, Serrinia, and is a Criminal Justice/Law Enforcement major at Southern's Wyoming/McDowell Campus. Mr. Bradford succeeds Kimberly Irick-Reynolds.

2. Faculty Senate Presentation:

As prescribed in West Virginia Code §18B-6-3(g), the Faculty Senate held its annual meeting with the Board of Governors to discuss matters affecting the faculty. Ms. Martha Maynard, Faculty Senate Chair, presented the Board with an overview of the Senate's composition, discussed duties of the Senate, institutional policies pertaining to the faculty which the group is working on in conjunction with the academic departments and the Academic Affairs Management Council, and outlined the Senate's plans for the academic year. The 2011-2012 Faculty Senate members include: Chuck Puckett, Advisory Council of Faculty Representative; George Morrison, Board of Governors Faculty Representative; Martha Maynard, Chair, Anne Cline and Kathryn Krasse, Williamson Campus Senators; Melissa Kirk, Shelba Long, Vice Chair, and Tehseen Irfan, Secretary, Logan Campus Senators; Larry D'Angelo, Boone/Lincoln Campus Senator; and Timothy Weaver, Wyoming/McDowell Campus Senator.

3. President's Report:

1. Student enrollment for the Fall 2011 semester has declined college-wide from Fall 2010. Full-time enrollment (FTE) is 1,325.3 (-181.1 or 87.98% of 2010 enrollment) and head count is

1,675 (-206 or 89.05% of 2010 enrollment). October 15th is the deadline to submit our enrollment report to the West Virginia Council for Community and Technical College Education. We need to develop a strategy for building enrollment.

2. The lowest bid received for the Williamson Applied Technology Facility was \$2.9 million above the projected budget. The architects have revised the architectural drawings and believe they have it at cost without compromising the appearance of the facility. We will hold another pre bid meeting and hopefully have bids back out by early September. The project is moving forward.
3. Ms. Sharla Trimm, SunGard Consultant, met with the Southern's design team for the Center for Professional Development to devise an outline for creation of two professional development centers for the Logan and Williamson Campuses. The Center is intended to be a professional school of development for faculty and staff.
4. Concord University President, Dr. Greg Aloia, and several members of his staff visited Southern on July 20. They are looking to move to a four-day work week and wanted to discuss procedures implemented at Southern to provide services to students and the communities we serve, including any problems that we encountered as a result of moving to a four-day work schedule.
5. President Tomblin will hold her quarterly meeting with the Classified Staff Council on September 7, 2011. In July, she met with Student Government Association leaders, the Advisory Council of Faculty representative, and the Faculty Senate Chair.
6. Southern has been approved for a Mine Tech WV Advance Grant by the West Virginia Council for Community and Technical College Education.
7. At its July 18, 2011 meeting, the Commission on Accreditation for Respiratory Care awarded Initial Accreditation to Southern's Respiratory Therapy A.A.S. Degree Program.
8. President Tomblin will be the lunch keynote speaker for the Certified Success Summit organized by Vision Shared on September 29th at Oglebay Resort in Wheeling, WV.
9. On August 29th, President Tomblin along with several key personnel, will participate in a roundtable discussion on future educational opportunities for McDowell County. The meeting is scheduled to take place at Mount View High School in Welch, West Virginia, and will involve a host of groups including Save the Children, the State Board of Education, American Federation of Teachers, and former First Lady of West Virginia, Gayle Manchin.
10. General registration is currently underway at all campus locations. President Tomblin has scheduled visits to each campus August 25 - September 12.

11. The Logan Coal Vendor's annual golf outing will be held on August 19, 2011 at the Logan Country Club.
12. A press conference for the Vision 2020 Major Gifts Campaign and the Academy for Mine Training and Energy Technologies has been scheduled for September 20, 2011. Invitations are forthcoming.
13. The Board of Governors Retreat is scheduled for October 13-14, 2011 at The Resort at Glade Springs in Daniels, West Virginia. Dr. Patricia Kier, a consultant for the Association of Community College Trustees, will provide a presentation on the role of the Board of Governors in the accreditation process. Also, a four-member panel from the West Virginia Higher Education Policy Commission will present "West Virginia's Education Pipeline: A Discussion about Successes and Challenges."

4. Financial Report

1. Chief Financial Officer, Sam Litteral, provided the financial report dated June 30, 2011 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals.
2. As a follow-up from the June 21 Board meeting, Mr. Litteral reported on the number of full-time equivalent (FTE) generated from the total number of students receiving tuition and fee waivers. In fiscal year 2010-2011, the Southern West Virginia Community College Foundation issued tuition scholarships which generated 148 FTE, and scholarships for tuition and books which generated 194 FTE. Student waivers from other sources generated 238 FTE.

5. Action Items:

1. Approval of June 21, 2011, Board Meeting Minutes

MOTION: Wilma Zigmond moved to accept the meeting minutes as presented.

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

2. Approval of Textbook Affordability Committee Report

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the report provided by the Textbook Affordability Committee for presentation to the Chancellor of the West Virginia Council for Community and Technical College Education as required by Title 135, Series 51, Bookstores and Textbooks, Section 3.1.f.

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

3. Approval of Amendment to Further Define Student Health and Wellness Fee

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 of this resolution defining the criteria of Health and Wellness Recreational Facilities in its service district that are eligible to receive payment from Student Health and Wellness fees.

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

4. Approval of Policies for 30-day Public Comment Period:

1. SCP-1735, Solicitation Policy

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-1735, *Solicitation Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

ACTION: Glenn Yost seconded the motion. The motion carried unanimously.

2. SCP-3650, Program Reduction or Elimination

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-3650, *Program Reduction or Elimination*, to Southern's constituencies and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

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

3. SCP-4192, Administrative Withdrawal of Students

MOTION: Glenn Yost 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-4192 to Southern's constituencies 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-5260, Meeting Financial Exigencies

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-5260 to Southern's constituencies 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.

5. SCP-4000, Basic Guidelines and Standards for Admissions

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 advancement of SCP-4000, *Basic Guidelines and Standards for Admissions*, to Southern's constituents and the Chancellor for Community and Technical College Education the required 30-day public comment period.

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

6. Discussion Item:

1. Boone Campus - Closing

The closing of our Boone Campus is in response to the recent closing of the Boone County Career and Technical Center after the facility tested positive for drug residue. The College leases space at the Career Center which is located in an adjacent building. As a precautionary measure, we decided to temporarily close the Boone Campus until further testing was completed. We were not asked to close, but determined it to be to our advantage to close. Our main concern is for the safety of our employees and students. Southern is the victim, not the creator of this situation. The Fountain of Life Church and Scott High School are allowing the College to hold classes at their facilities while the buildings are being cleaned. Southern's side should be cleaned by Monday, August 22nd. We will probably hold science labs at the campus because the high school lab is not conducive to college-level learning. President Tomblin informed Board members that Bill Cook, Director of Boone/Lincoln Campus Operations, has done a wonderful job of obtaining accommodations to hold classes for our students.

7. Informational Items:

1. Institutional Rule Making Report

Chair Sammons provided Board members with a copy of the Institutional Rulemaking Report submitted to the Chancellor for Community and Technical College Education. Pursuant to the requirements of West Virginia Code §18B-1-6, annually a list of institutional rules that are

effective on July 1, including the most recent date on which each rule was adopted, amended or repealed by the Board of Governors must be submitted to the Council for Community and Technical College Education.

**2. Board of Governors Training - September 29-30, 2011
Oglebay Resort, Wheeling, WV**

The Board of Governors Training originally scheduled for May 4, 2011 has been rescheduled for September 29-30, 2011. This event is cosponsored with Vision Shared by the Council for Community and Technical College Education and the Higher Education Policy Commission. The conference/training is on college completion and titled "Certified Success: Why Education Matters After High School." It will take place at Oglebay Resort in Wheeling, WV. The registration fee will be waived for all Board of Governors members. Board members may earn seven (7) training hours for attending September 29th and three (3) training hours for attending September 30th; a total of ten (10) training hours if attending both days.

8. Adjournment:

There being no further business, Chair Sammons declared the meeting adjourned at 7:20 p.m. The next Board meeting is scheduled for October 13, 2011 and will be held at The Resort at Glades Springs in Daniels, West Virginia.

Terry R. Sammons, Chair

Emma L. Baisden
Assistant to the Board of Governors

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 13, 2011**

ITEM: Review and Approval of Institutional Mission Statement, Vision Statement, and Core Values

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors reaffirm its approval of the institutional Mission Statement, Vision Statement and Core Values.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

Southern West Virginia Community and Technical College has entered the self-study process for renewal of institutional accreditation through the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. The evaluation track Southern has chosen is the *Program to Evaluate and Advance Quality* (PEAQ). Following the self-study process and resulting report, an on-campus visit by an HLC team will be scheduled for the spring semester of the 2012-2013 academic year.

One of the essential functions in an institutional self-study process is the review of the institution's Mission Statement, Vision, and Core Values. This function is derived from Criterion One of the HLC Criteria for Accreditation. Criterion One states,

"The institution's mission is clear, articulated publicly, and appropriate to an institution of higher education."

A core component in the self-study is a review of the mission statement to determine that the organization's mission documents are clear and its mission guides its operations. Examples of evidence used to determine that the institution operates in the described fashion include, but are not limited to, the following:

On August 10, 2009, all Southern employees were given the opportunity to review and suggest changes to the institution's Mission Statement. The suggestions received were presented to the Executive Council and President Tomblin and a new Mission Statement for Southern was formed based on these suggestions.

Southern's Board of Governors approved the issuance of the revised Mission Statement for a 30-day public comment period at its April 27, 2010 meeting. The Board granted final approval for the Mission Statement at its June 22, 2010 meeting.

Information pertaining to the current mission statement, institutional commitments, vision statement, and core values is provided for the Board’s consideration.

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.”

Accompanying the Mission Statement are six Institutional Commitments. These commitments continue to define Southern as a comprehensive community college and recognize the diversity of our learners.

INSTITUTIONAL COMMITMENTS

“As a comprehensive community and technical college, Southern is committed to providing:

- 1. Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.*
- 2. Programs of study leading to the associate in arts and the associate in science degrees, which can be effectively transferred and applied toward the baccalaureate degree.*
- 3. Programs of study in career and technical fields leading to a skill-set certification, certificate degree, and/or the associate in applied science degree for entry into the workforce.*
- 4. Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.*
- 5. Support services that assist students in achieving their education and training goals.*
- 6. Community interest programs and activities that promote personal growth and cultural enrichment.”*

VISION STATEMENT

The institutional Vision Statement was also approved by the Board of Governors during the fall of 2009 and no revisions were made. Southern’s current Vision Statement states:

“Southern West Virginia Community and Technical College will be the higher education leader in West Virginia and the region. Southern will provide the leadership necessary to help West Virginia grow and prosper into the twenty-first century. Southern will be the hub around which all education and training/retraining efforts will turn. The College will act as the catalyst for economic development and change in the region. Southern will establish proactive partnerships which include education, business, industry, labor, government, community and cultural organizations, as well as other leaders to achieve regional goals. Southern will become a model of academic excellence, scholarship, creativity, innovation, and cooperation impacting the educational opportunities and economic growth of the region.”

CORE VALUES

On January 17, 2007, the Board of Governors Committee on Core Values, appointed by Board Chair, Linda Akers, conducted an open meeting to review the list of Core Values established by the Board and compiled by Mr. Tom Heywood during the October 20, 2006 Board Retreat. After discussion, the committee recommended the following:

1. Eliminate the “Our Core Values” list (attached – page 142 of November 28, 2006 Board of Governors Agenda Book).
2. Adopt: We will accomplish our mission by:
 - Achieving excellence in education and service.
 - Exhibiting integrity in all that we do.
 - Collaborating and communicating actively with others.
 - Being committed, in word and deed.
 - Bringing passion and compassion to our every task.
 - Being leaders by encouraging and supporting lifelong learning.
 - Embracing change through bold actions.
 - Being creative and innovative at all levels.
 - Creating opportunities for the community.
 - Celebrating success.

At its February 20, 2007 meeting, the Board of Governors approved a recommendation from the Committee on Core Values for distribution of the institutional core values to Southern’s constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period that ended March 23, 2007. At the end of the comment period, comments received were restricted to grammatical and technical corrections. These corrections do not change the content of the document and do not require resubmitting the instrument for additional public comment. At the April 24, 2007 meeting of the Board of Governors, the Core Values Committee recommended the following list of institutional core values with the technical corrections for approval by the full Board. Approval was granted to adopt the following:

“We will accomplish our mission by:

- *Achieving excellence in education and service.*
- *Exhibiting integrity in all that we do.*
- *Collaborating and communicating actively with others.*
- *Being committed in word and deed.*
- *Imparting passion and compassion to our every task.*
- *Leading by encouragement and support of lifelong learning.*
- *Embracing change through bold actions.*
- *Being creative and innovative at all levels.*
- *Initiating opportunities for the community.*
- *Celebrating success.”*



Southern

West Virginia Technical & Community College
Best Education, Best Value



Our Core Values

Excellence

Integrity

Collaboration

Innovation

Accessibility

Creativity

Passion

Compassion

Communication

Challenge

Change

Lifelong Learning

Celebration

Vitality

Responsiveness

Initiative



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 13, 2011**

ITEM: Request for Final Approval SCP-1735, *Solicitation Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1735, *Solicitation Policy*, following the required 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

President Tomblin charged the Student Services Unit, Finance Unit and members of Executive Council to consider revision of SCP-1735, *Solicitation Policy*. This policy applies to solicitation activities conducted on the grounds or within the buildings under the control of Southern West Virginia Community and Technical College, including solicitation using Southern's electronic mail network ("e-mail"). The policy was reviewed by members of the Executive Council on July 11, 2011 and revisions were made to the existing policy.

At its August 16, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-1735, *Solicitation Policy*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period which expired September 17, 2011. Comments received were restricted to grammatical and technical corrections. These corrections do not change the content of the document and do not require resubmitting the instrument for additional public comment. 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-1735**

SUBJECT: Solicitation Policy

REFERENCE: West Virginia Code §18B-14-10; §18B-1-6

ORIGINATION: June 2004

EFFECTIVE: June 15, 2004

REVIEWED: July 2011

SECTION 1. PURPOSE

- 1.1 Southern West Virginia Community and Technical College (“Southern” or the “College”) has the duty and responsibility to maintain a safe and healthy work and learning environment conducive to its principal mission of education while respecting the constitutional protection of free speech as well as the individuals right to privacy. Accordingly, the College hereby adopts this solicitation policy for the purposes of: (1) preserving the College’s right to permit or prohibit sales and solicitation activities on college property, and (2) to protect the campus community from sales and solicitation activities that are intrusive, unrelated to our educational purpose, or incompatible with normal operations. This policy is not intended to constrain solicitation of the college, which may be directed to appropriate employees solely in their capacities as employees or agents of the College, in the normal operation of college purchasing or contracting.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to solicitation activities conducted on the grounds or within buildings under the control of Southern West Virginia Community and Technical College, including solicitation using Southern’s electronic mail network (“e-mail”).

SECTION 3. DEFINITIONS

- 3.1 The term “solicitation” as used here means the sale, lease, rental or offer for sale, of any property, product, merchandise, publication, or service, whether for immediate or future delivery; the distribution or display of printed material, merchandise, or products that are designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; or the oral written appeal or request to support or join an organization other than a registered student, faculty, or staff organization. Solicitation further means the activity or process of seeking to obtain the support of an individual for a cause, movement, doctrine, or commercial product through persuasion or formal application.

SECTION 4. POLICY

- 4.1 Solicitation of employees and students and/or distribution of literature for solicitation purposes is prohibited unless approved and conducted in accordance with the content, requirements and restrictions of this policy. To receive approval, the *On Campus Solicitation Request Form* (SCP-1735.A) will be submitted at least two weeks prior to the event. Proper approval must be obtained prior to the event being scheduled. The College reserves the right to withhold approval for any solicitation activities on property under its jurisdiction, and

to regulate the time, place, manner and duration of approved solicitation. The College makes no warranty regarding the truth of any representation made in any written materials posted or distributed or other information provided as part of any solicitation activity engaged in pursuant to this policy.

- 4.1.1 Sales and Solicitation by Non-college Organizations – There shall be no sales and/or solicitation conducted on college property except by vendors with whom the college has contracted for the sale, lease, rental, or offer of said goods and services. Specifically prohibited by this policy is the solicitation of students of Southern West Virginia Community and Technical College by financial institutions, organizations, businesses, companies, establishments, or individuals for credit cards and/or credit services.
- 4.1.2 Sales and Solicitation by Official College Organizations Including Student Organizations – Solicitation for the sale, lease, rental, or offer of goods, services, and /or products on college property shall be conducted by Student organizations, faculty, or staff officially recognized and authorized by Southern West Virginia Community and Technical College or by legally authorized representatives of companies with whom the college has signed an official contract for the sale, lease, rental, or offer of said goods and services.
- 4.1.3 Sales Limitations – Sales may not be conducted in competition with the products and services normally provided by the college.
- 4.1.4 Solicitation by Employees – Solicitation by employees for purposes other than direct college related business during regularly scheduled work hours is prohibited. Solicitation during non-work hours (lunch or other break times) by employees is subject to other applicable sections of this policy.
- 4.1.5 Solicitation by Students – Solicitation and/or sales by students or student organizations on college property are prohibited without the express written consent of the Vice President for Student Services.
- 4.1.6 Use of College Mail, E-mail or Other Electronic Media – Use of the college mail, e-mail or other electronic media systems for solicitation or sales is limited to official college business only. No other use of college mail or e-mail services and/or equipment is permitted.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 Any organization or person who posts or distributes any tangible materials as any part of a solicitation activity shall be responsible for removing and properly disposing of all such materials at the conclusion of the solicitation period. Students and employees violating the terms and conditions of this policy shall be subject to disciplinary action deemed appropriate by the President and the Vice President for Student Services. Any individual, organization, or entity found in violation of this policy will be subject to available sanctions and/or civil action.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The solicitation policy falls under the responsibility of the President or President's designee.

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-1735.A, On Campus Solicitation Request Form

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

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

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1735.A

On Campus Solicitation Request Form

_____ Date

Name of Organization: _____

Date(s) of Event: _____

(Form must be submitted at least two weeks prior to the event.)

Type of Solicitation (What is proposed and how it will benefit the institution, students, or employees?)

Location of the Event: _____

Has this been cleared with the Director of Campus Operations? Yes No

Signature Date

Approved Denied

Director of Campus Operations Date

Approved Denied

President or President's Designee Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 13, 2011**

ITEM: Request for Final Approval of SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*, following the required 30-day public comment period.

STAFF MEMBER: Sam Litteral

BACKGROUND:

At its February 15, 2011 meeting, the Board of Governors approved release of SCP-3650, *Program Reduction or Elimination*, for a 30-day public comment period ending March 19, 2011. Comments received during that period required major consideration and revision of the existing policy (Comments are available upon request). Taking into consideration that many employees are off campus during the summer months, the administration deferred bringing the revised policy before the Board for action until its first business meeting in Fall 2011 to assure that all employees have an equal opportunity to review the amendments and offer comments.

Based on comments received, revisions represent substantive changes from the policy presented at the Board's February 2011 meeting. Procedural sections regarding program review have been deleted from the existing policy because the process and procedure for program review and recommendation for program elimination or reduction are contained in SCP-3620, *Policy Regarding Program Review*, and SCP-3625, *University Transfer Program Evaluation Model*. The result is a policy that addresses terms and conditions of employment for faculty affected by program reduction or elimination. Therefore, it is recommended the policy is re-titled and reassigned more appropriately to the 2000 Series of policies in accordance with SCP-1000, *Manuals, Announcements, and Policies (MAP) Development System*. Upon approval, SCP-3650 will be renumbered and re-titled as SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*.

At its August 16, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment

period which expired September 17, 2011. One comment was received which pertained to a technical correction. This correction does not change the content of the document and does not require resubmitting the instrument for additional public comment. 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-2000**

SUBJECT: Elimination of Faculty Positions Due to Program Reduction or Elimination

REFERENCE: Title 135, Procedural Rules of the West Virginia Council for Community and Technical College Education, Series 9, Academic Freedom, Professional Responsibility, Promotion and Tenure; Series 10, Policy Regarding Program Review; and Series 11, Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs

Southern West Virginia Community and Technical College Board of Governors: SCP-3620, Policy Regarding Program Review; SCP-3625, University Transfer Program Evaluation Model; SCP-5260, Meeting Financial Exigency; SCP-2701, Reduction in Work Force - Faculty Personnel.

ORIGINATION: September 1, 1985

EFFECTIVE: September 1, 1985

REVIEWED: July 20, 2011

SECTION 1. PURPOSE

1.1 It is the responsibility of the Southern West Virginia Community and Technical College Board of Governors to review all programs offered and address the viability, adequacy, necessity, and consistency with the mission of the programs to Southern's Master Plan and Compact, and the education and workforce need of its district. The outcome of this review process may result in the discontinuance or elimination of a program or course of study. The elimination of a program or course of study may result in the elimination of faculty positions. This policy addresses the elimination of faculty positions in regard to faculty notification, preferred consideration, faculty obligations and responsibilities, and the appeal process.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy applies to all categories of faculty employees.

SECTION 3. DEFINITIONS

3.1 Probationary Faculty - Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent, as determined by the institution) basis and have been designated as being in a tenure-track position.

3.2 Tenured Faculty - Those faculty members who have attained tenure status as determined by the institution.

3.3 Term Faculty - Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent, as determined by the institution) basis who are not in a tenure-track status nor tenured. While a full time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to reappointment or to appointment as tenure-track (probationary) or a tenured faculty.

- 3.4 Instructional Specialist - A type of term appointment defined as those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to reappointment or to appointment as a tenure-track (probationary) or a tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.
- 3.5 Program - Curriculum or course of study in a discipline specialty that leads to a certificate or degree.

SECTION 4. POLICY

- 4.1 It is the policy of the Southern West Virginia Community and Technical College Board of Governors to treat the faculty fairly and adhere to West Virginia Council for Community and Technical College Education's policy in regard to faculty notification, preferred consideration, faculty obligations and responsibilities, and appeal processes in the event a faculty position is eliminated as a result of the program review process.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy does not apply to decisions regarding faculty discipline or dismissal for cause.

SECTION 6. GENERAL PROVISIONS

- 6.1 A faculty member's appointment may be terminated because of the reduction or discontinuance of an existing program as a result of a review of the program, in accordance with the appropriate policy relating to review of academic programs.
- 6.2 Notification of Faculty
- 6.2.1 After the Board of Governors action to approve termination, elimination, or major reduction of a program resulting in elimination of faculty position(s):
- 6.2.1.1 The affected probationary faculty member shall be permitted to complete the current period of appointment in accordance with the terms of his/her appointment. For probationary faculty members appointed after March 8, 2003, the tenure-track faculty member shall be notified that his/her employment ends at the end of the current appointment period. Such notice will be provided by letter sent via Certified Mail-Return Receipt Requested, postmarked and mailed no later than March 1.
- 6.2.1.2 The affected tenured faculty shall be given at least one year of notice of termination of employment following the Board of Governors action to approve termination of a program or the date of the final institutional action for major reduction in a program. Such notice will be provided by letter postmarked and mailed at least one year before the expiration of her/his appointment, sent via Certified Mail - Return Receipt Requested.
- 6.2.1.3 The affected term faculty or instructional specialist faculty may be permitted to complete the current period of appointment in accordance with the terms of his/her appointment. The term faculty or instructional specialist faculty shall be notified of the elimination of his/her position by letter sent via Certified Mail-Return Receipt Requested, postmarked and mailed at least thirty (30) calendar days prior to the effective date of termination.

- 6.2.2 Each faculty member who has been given notice of termination at the end of the contract period will be allowed early release at the end of any term or session from his/her contract upon request, even though the contract may extend beyond that time.
- 6.2.3 Each faculty member who is given notice of termination at the end of the contract period under these conditions shall be given a personal letter from the institution that expressly states that termination does not imply a negative judgement about the person's individual performances, but is due to a program change.
- 6.2.4 The institution shall assist the faculty member, to the extent possible, in sending letters of explanation and professional resumes to other institutions to assist his or her effort to find suitable placement elsewhere.

6.3 Preferred Consideration

- 6.3.1 When possible, affected faculty shall be reassigned to instructional or non-instructional duties commensurate with faculty member's training and experience.
- 6.3.2 When possible, by mutual agreement, faculty members shall utilize reduced time or leaves of absence to acquire capabilities in areas in which their services would be required within the institution. Faculty development programs and funds, if available, should be used to facilitate such reassignments.
- 6.3.3 Listings of vacancies at other institutions shall be made available to the faculty member at the institution through the Human Resources Office of the West Virginia Higher Education Policy Commission.
- 6.3.4 The employing institution with vacancies will be encouraged to give preference in hiring to displaced faculty members and also to those faculty members seeking to relocate in the system. The terms and conditions of offers will be determined by the employing institution.
- 6.3.5 If, within two years following the reduction or discontinuance of a program, a position becomes vacant for which the affected tenured or probationary faculty member is qualified, the College will make every effort to extend first refusal to the faculty member so terminated.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Faculty Obligations and Responsibilities

- 7.1.1 Each member of the faculty has an obligation to foster the viability, adequacy, and necessity for his or her program. Program quality is determined in large part by the faculty.
- 7.1.2 A faculty member is encouraged to enhance his/her skills through further academic pursuits and faculty development programs to improve competencies in his/her field or in related fields
- 7.1.3 A faculty member is expected to participate in program review processes as a responsible professional working to, as a first priority, meet the purposes and mission of Southern West Virginia Community and Technical College.

7.1.4 A faculty member whose position was eliminated due to program reduction or elimination has the responsibility to monitor job announcements and contact the Human Resources Office if a position is posted for which he or she qualifies and for which he or she should be considered for first refusal.

7.2 A faculty member, dismissed or reassigned as a result of a program change, has the right to appeal as specified in the Grievance Procedure (West Virginia Code §6C-2).

SECTION 8. CANCELLATION

8.1 SCI 1542 and SCP-3650, Program Reduction or Elimination

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: July 2011 - Revisions reflect major changes in policy. Procedural sections were deleted because the process and procedure for program review and recommendation for program elimination or reduction are contained in SCP-3620, Policy Regarding Program Review, and SCP-3625, University Transfer Program Evaluation Model. The result is a policy that addresses terms and conditions of employment for faculty affected by program reduction or elimination. Therefore, the policy was re-titled and reassigned more appropriately to the 2000 Series of policies in accordance with SCP-1000, Manuals, Announcements, and Policies (MAP) Development System.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 13, 2011**

ITEM: Request for Final Approval of SCP-4000, *Basic Guidelines and Standards for Admissions*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4000, *Basic Guidelines and Standards for Admissions*, following the required 30-day public comment period.

STAFF MEMBER: Allyn Sue Barker

BACKGROUND:

The Enrollment Management and Student Development Unit was charged by President Joanne Jaeger Tomblin and members of the Executive Council to develop a policy which would establish basic guidelines and standards for admissions at the College. The unit met on June 13, 2011, and draft policy, SCP-4000, *Basic Guidelines and Standards for Admissions*, was reviewed and discussed by the Enrollment Management and Student Development Unit. SCP-4000 was distributed electronically to the Executive Council for review and comment on July 6, 2011. As a result of these reviews, changes were made to the draft document.

At its August 16, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-4000, *Basic Guidelines and Standards for Admissions*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period which expired September 17, 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-4000**

SUBJECT: Basic Guidelines and Standards for Admissions

REFERENCE: West Virginia Code §18B-1-1A; 18B-2B-6; 18B-3C-2; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 23, Basic Guidelines and Standards for Admissions at Community and Technical Colleges

ORIGINATION: August 16, 2011

EFFECTIVE: October 13, 2011

REVIEWED: New

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish basic guidelines and standards for admissions at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all citizens seeking admission into Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Regular Students (Degree Seeking Students) - Individuals with a high school diploma or GED who are seeking a certificate and/or associate degree.
- 3.2 Re-entry Students - Students who interrupt their studies by failing to register and attend classes during a fall or spring trimester and wish to re-enter the College.
- 3.3 Non-degree Seeking Students - Students who take credit courses for personal enrichment, job improvement, or other reasons and are not seeking a degree or certificate.
- 3.4 Transfer Students - Students who have attended other accredited post-secondary institutions and enroll at Southern.
- 3.5 Transient Students - Students who are officially enrolled and in good academic standing at other post-secondary institutions and want to enroll for courses at Southern.
- 3.6 Early Entry High School Students - Students still enrolled in high school who may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.
- 3.7 Conditional Admission Students - Persons eighteen years of age or older who have been determined able to benefit from study at the community college level, but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies.

- 3.8 Home School Students - For purposes of admission to Southern, home school students with appropriate documentation will be considered as possessing a high school diploma.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College is an “open admissions” institution and supports the philosophy that residents should have access to higher education opportunities commensurate with their abilities and interests.
- 4.2 Admission to Southern is open to persons age eighteen and older and able to benefit from study at the community college level. This policy provides specific information related to admission requirements for the various classification of students.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Admission to Southern does not imply eligibility for, nor guarantee admission to, any specific program of study for which more stringent admission requirements are established.

SECTION 6. GENERAL PROVISIONS

- 6.1 Those who possess a high school diploma or General Educational Development (GED) equivalency may enroll as certificate degree or associate degree-seeking students.
- 6.2 Others persons may enroll as certificate degree or associate degree-seeking students on an ability to benefit basis, but shall be regularly evaluated to determine whether their performance indicates an ability to continue their studies.
- 6.3 Students seeking transfer admission or readmission to a community and technical college must meet the institution’s basic admission standards.
- 6.4 Early admission standards for high school students enrolling in community colleges are subject to the requirements of Section 135-19-6 of Title 135, Series 19, Guidelines for Offering Early Enrollment Courses for High School Students.
- 6.5 Copies of high school transcripts, health records and transcripts of previous college work are not required for admission to community colleges.
- 6.6 Participation in certain federal, state, and/or institutional financial aid programs or admissions to specific academic programs do require copies of high school transcripts, GED scores and/or prior college work be provided. Individuals are encouraged to check with the appropriate institutional officials to determine the documents required for participation in, or admission to such programs.
- 6.7 If a student wants credit for prior college work completed, then official transcripts must be provided.
- 6.8 In addition to general institutional admission requirements, certain limited enrollment programs have specific admission requirements. Those applying for admission to these programs must comply with the general admission requirements as well as those of the specific program.
- 6.9 State law provides that any male person who has attained the age of eighteen (18) years of age may not enroll in a state-supported institution of post-secondary education unless he is in compliance with the Military Selective Service Act (50 U. S. Code, Appendix §451, et seq. and the amendments thereto).

- 6.10 A male person may not receive a loan, grant, scholarship, or other financial assistance for post-secondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Re-entry students are required to submit a re-admissions application.
- 7.1.1 Re-entry students are only required to resubmit transcripts if he or she has earned additional credits at another institution and are seeking a certificate degree and/or associate degree and want those additional credits articulated.
- 7.2 Non-degree seeking students must submit a completed application form for admission.
- 7.2.1 An official academic transcript from any college attended can be articulated for the purpose of meeting course prerequisite requirements.
- 7.2.2 If non-degree seeking students want to change their status to regular degree seeking and want any previous college course work articulated toward a certificate and/or associate degree, then they must present an official transcript of all previous college work to the Records Office.
- 7.3 Transfer Students may transfer to Southern from other accredited post-secondary institutions and must complete an application for admission.
- 7.3.1 The transfer student must submit a completed application for admission.
- 7.3.1.1 If transfer students want previous college course work articulated toward a certificate and/or associate degree, then they must present an official transcript of all previous college work to the Records Office.
- 7.3.2 An evaluation will be made of each transcript, and the student will be notified by the Registrar of those courses transferable and the amount of credit granted/recognized for each.
- 7.3.3 Students who transfer and apply transfer credit toward an associate degree must complete fifteen of the last twenty-three hours of the associate degree program at Southern.
- 7.3.4 Students who transfer and apply transfer credit toward a certificate program must complete a minimum of one-third of the total hours required in the certificate program at Southern.
- 7.3.5 A student who is receiving federal financial assistance and fails to acknowledge attendance at any college or university in which he or she has been registered may be subject to disciplinary action.
- 7.4 Transient Students may enroll for courses at Southern provided they submit forms completed by their home college stating the courses to be taken and that the students are in good standing.
- 7.4.1 The completed transient form must be submitted to the Records Office.
- 7.4.2 If the student is receiving financial aid he or she must have a consortium agreement signed by both the home institution and Southern's financial assistance office.

- 7.5 Early Entry High School Students may enroll in courses at Southern provided they meet course prerequisites and complete the admission procedures.
 - 7.5.1 Early Entry students must complete Southern’s Early Entry Application with consent form signed by the high school principal or counselor and parent or legal guardian.
 - 7.5.2 The student must have a 3.0 (B) grade point average unless he or she is participating in a special project such as the College Transitions Initiative.
 - 7.5.3 High school students may enroll for no more than seven (7) credit hours per trimester.
 - 7.5.4 Early Entry students must meet course prerequisites before registering.
 - 7.5.5 Exceptions to the minimum requirements require the authorization by the appropriate Academic Dean or his/her designee for any high school students with less than a 3.0 (B) grade point average or seeking to enroll for more than seven credit hours per trimester.
- 7.6 Conditionally admitted students must complete all required transitional courses and pass the GED before being admitted as a regular degree-seeking student.
 - 7.6.1 A maximum of twelve credit hours may be taken as a conditionally admitted student.
 - 7.6.2 Conditionally admitted students are not eligible to receive any federal or state financial assistance.
- 7.7 Home schooled students applying for admission as a regular (degree seeking) student must provide the results of any assessments and other documentation required by the State Department of Education and/or local Board of Education.
- 7.8 Southern is not certified to admit or enroll international students under the rules of Immigration and Naturalization Services.

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: New Policy

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF OCTOBER 13, 2011**

ITEM: Request for Final Approval of SCP-4192,
Administrative Withdrawal of Students

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-4192, *Administrative Withdrawal of Students*, following the required 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-4192, *Administrative Withdrawal of Students*, and asked they consider its appropriateness as a policy. The policy was reviewed July 2011 by the Enrollment Management and Student Development Unit and discussed during the Executive Council meeting on August 9, 2011.

At its August 16, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-4192, *Administrative Withdrawal of Students*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period which expired September 17, 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-4192**

SUBJECT: Administrative Withdrawal of Students

REFERENCE: Southern West Virginia Community and Technical College Course Catalog

ORIGINATION: September 1, 2000

EFFECTIVE: September 19, 2000

REVIEWED: July 2011

SECTION 1. PURPOSE

1.1 To establish and communicate the policy regulating the administrative withdrawal process.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to all students registered in academic credit-based courses.

SECTION 3. DEFINITIONS

3.1 Administrative Withdrawal – A decision by the College to withdraw a student from an academic credit-based course or courses for emergency reasons, disciplinary reasons or nonpayment of tuition or fees.

SECTION 4. POLICY

4.1 Under specific circumstances outlined in the policy, the College will administratively withdraw students from courses for which they have registered.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 The College will withdraw a student who has registered but failed to pay the required tuition and fees or has not made arrangements for payment by the required date. After a student has been withdrawn from a course for nonpayment, no record shall exist that the student had been registered in a course.
- 6.2 The College retains the right to withdraw a student from a course for emergencies or as a result of disciplinary action under the institution's policies and procedures regarding student conduct. In cases involving administrative withdrawal for disciplinary reasons, faculty and administration will determine the appropriate grade in each instance.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The Business Offices are responsible for administratively withdrawing students for nonpayment of tuition or fees.
- 7.2 Faculty and administration are responsible for administratively withdrawing students for emergency and disciplinary reasons.

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: July 2011 – Revisions reflect no changes in procedure or documentation requirements but provide clarity and reflect grammatical changes.

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 16, 2011**

ITEM: Request for Final Approval of SCP-5260,
Meeting Financial Exigencies

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-5260, *Meeting Financial Exigencies*, following the required 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

President Joanne Jaeger Tomblin charged the Finance Unit with review of SCP-5260, *Meeting Financial Exigencies*. The purpose of this policy is to establish a manner in which financial exigencies are defined and determined by the Board of Governors and to outline the planning process for meeting financial exigencies.

This policy was reviewed by the Finance Unit and Executive Council in July 2011. Minor revisions were made to the existing policy to provide clarity, but reflect no substantial changes in procedure or documentation requirements.

At its August 16, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-5260, *Meeting Financial Exigencies*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period which expired September 17, 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-5260**

SUBJECT: Meeting Financial Exigencies

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*. SCP-2701, *Reduction in Workforce Faculty Personnel*.

ORIGINATION: May 27, 1988

EFFECTIVE: February 17, 2004

REVIEWED: July 11, 2011

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish a manner in which financial exigencies are defined and determined by the Board of Governors and to outline the planning process for meeting financial exigencies.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy shall apply on a college-wide basis.

SECTION 3. DEFINITIONS

3.1 Financial Exigency – A circumstance arising from an immediate need to react to the lack of financial resources required to sustain current levels of educational services and programs.

SECTION 4. POLICY

4.1 It shall be the policy of the Board of Governors to obtain the full benefit of planning and deliberation prior to the implementation of measures determined to be necessary to react to a financial exigency.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Financial Exigency/Committee Duties and Responsibilities-A Financial Exigency Committee will review and advise the President on all institution-wide actions deemed as necessary responses to a financial exigency. The major responsibilities of this committee shall be:

6.1.1 Making initial recommendations and advising the Faculty Senate and Classified Staff Council regarding institution-wide responses to a financial exigency;

- 6.1.2 Reviewing the responses and further recommendations of the Faculty Senate and Classified Staff Council regarding the Committee's initial recommendations; and
 - 6.1.3 Making final recommendations to the President regarding institution-wide responses to a financial exigency.
- 6.2 Committee Membership – The Committee shall be comprised of the following ten (10) persons: one elected Lay Board of Governors Member (non-voting Chairperson); one elected Student Government Representative; two elected Classified Staff members; two elected Faculty Members; one Chief Fiscal Officer; one Administrator appointed by the President; one Classified Employee Advisory Council Representative; and one Faculty Advisory Council Representative.
- 6.3 Committee Members Terms of Service – Each member of the Committee shall serve for a full fiscal year, i.e., from July 1 of one calendar year through June 30 of the following calendar year. All elected members of the Committee shall be chosen at their respective group's final meeting for the fiscal year.
- 6.4 Financial Exigency Procedure – The President may request the Board of Governors to declare a financial exigency at any time it is believed that a bona fide financial exigency exists. The Board of Governors may declare a condition of financial exigency for a period not to exceed two years, unless extended by subsequent action of the Board. Within seven working days after the Board of Governors declares a condition of financial exigency, the Financial Exigency Committee shall submit in writing its initial recommendation to the Faculty Senate and the Classified Council. Within seven working days after receiving the initial recommendation of the Financial Exigency Committee, the Faculty Senate and Classified Staff Council may submit their recommendations in writing to the Financial Exigency Committee. Within five working days after the deadline for receiving the recommendations of the Faculty Senate and Classified Staff Council, the Financial Exigency Committee shall submit its final recommendation in writing to the President. Within seven working days after receiving the final recommendations of the Financial Exigency Committee, the President shall submit recommendations in writing to the Board of Governors for its review and approval.
- 6.5 Financial Exigency Actions – When the Board of Governors declares a condition of financial exigency, the Financial Exigency Committee shall review and recommend the financial effects of the following prioritized actions before making any recommendations regarding personnel reduction:
- 6.5.1 Delaying implementation of new programs;
 - 6.5.2 Freezing all vacant positions;
 - 6.5.3 Cutting all new and, where feasible replacement equipment funds;
 - 6.5.4 Reducing extracurricular activities and events;
 - 6.5.5 Utilizing all feasible current expense cuts in the following areas in priority order:
 - 6.5.5.1 travel
 - 6.5.5.2 telephone
 - 6.5.5.3 utilities
 - 6.5.5.4 printing
 - 6.5.5.5 office supplies
 - 6.5.5.6 educational supplies
 - 6.5.5.7 reducing repair and alteration funds
 - 6.5.5.8 reducing unrestricted student aid funds, and

6.5.5.9 reducing work week and times of college operations through voluntary and, where necessary, mandatory furloughs.

6.5.6 Furlough – Voluntary and mandatory furloughs shall be considered. Vacation and sick leave days may not be used to offset salary cutbacks. Options may include a one day per week cut in pay. Previous and recent cuts in any area of the college should be considered in making recommendations to prevent disproportionate cuts.

6.5.7 Reductions in Workforce – After exhausting all possible financial benefits and savings from the above actions, the Committee may recommend that the President consider and recommend reductions in personnel. The President shall consider any Committee recommendations and shall make any personnel recommendations in accordance with the pertinent policies of the Board of Governors. A recommendation from the Committee is not required to enable the President to independently recommend reductions in personnel.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The President has primary responsibility for the implementation of the provisions of 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: July 2011 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.