



Southern
West Virginia
Community and Technical College

Board of Governors

AUGUST 19, 2014
MEETING AGENDA PACKET

Members

Thomas A. Heywood, Chair
Wilma J. Zigmond, Vice Chair
Glenn T. Yost, Secretary
Linda Q. Akers
Shelley T. Huffman

Jada C. Hunter
George Kostas
Terry R. Sammons
Debbie C. Dingess
Mary Nemeth-Pyles

Joanne Jaeger Tomblin
President

Southern West Virginia Community and Technical College Board of Governors
 Meeting of August 19, 2014
 Room 433, 1601 Armory Drive, Williamson, WV
 and by Teleconference

AGENDA

1. Applied Technology Center Tour Mr. Steven White
 Coordinator for Technical Program Development
2. Call to Order Mr. Thomas Heywood
 Board Chair
3. Call for Public Comments to the Board of Governors Chair Heywood
4. Suttle & Stalnaker Communication with the Board Ms. Kristin Moody
 Suttle & Stalnaker Representative
5. Introduction of New Academic Division Heads Ms. Joanne Jaeger Tomblin
 President
6. Business Accounting, A.A.S., Program Review Needs Assessment
 Follow-up Report Dr. Debra Teachman
 Vice President for Academic Affairs and Student Services
7. President's Report President Tomblin
8. Financial Report Mr. Samuel Litteral
 Vice President for Finance and Administration
9. Development Office Report Mr. Ronald Lemon
 Vice President for Development
10. Action Items:
 - 10.1 Approval of June 17, 2014 Board Meeting Minutes 30
 - 10.2 Request for Approval of Textbook Affordability Committee Report 41
 - 10.3 Action on Institutional Policies Presented for Final Approval
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 - 10.4 Action on Institutional Policies Presented for 30-day Public Comment
 - 10.4.1 SCP-1215, Use of Institutional Facilities 47
 - 10.4.2 SCP-1400, Guest Speakers, Lecturers, Performers, Organized Groups 54
 - 10.4.3 SCP-5830, Use of Southern West Virginia Community and Technical
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11.	Discussion Item:	
11.1	Higher Learning Commission Monitoring Report	Chair Heywood
12.	Informational Items:	
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13.	Adjournment	

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 19, 2014**

ITEM: Business Programs Needs Assessment Follow-up Report

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the Business Programs Needs Assessment Follow-up Report and the accompanying analysis as the basis for changes in Business programming to be developed and implemented by Fall 2015.

STAFF MEMBER: Debra Teachman

BACKGROUND:

At its August 20, 2013 meeting, the Board of Governors determined that the number of responses received from the businesses surveyed in the July 2013 needs assessment was too low to make a decision on the effectiveness of the Business Accounting program in meeting both employer and student needs. The Board determined a closer review of the Business Department programs was necessary.

Based on the recommendations of the Board, as well as a prior directive from President Joanne Jaeger Tomblin to review all aspects of the Business Department, a comprehensive needs assessment of businesses and industries in the region was developed. Analysis of the information gathered included not only the Business Accounting program but the Business Administration and Office Administration programs as well.

At its February 18, 2014 meeting, the Board of Governors agreed to extend the time provided for the needs assessment report until the August 2014 meeting. Steven Hall, now Division Head for Healthcare and Business Programs, conducted the needs assessment along with an analysis of the requirements of a Business associate of applied science degree that would be eligible for accreditation under the Accreditation Council for Business Schools and Programs (ACBSP). The results of this survey and analysis are presented to the Board for its review and consideration for approval.

Therefore, staff requests that the Board of Governors approve the Business Programs Needs Assessment Follow-up Report and the accompanying analysis as the basis for changes in Business programming to be developed and implemented by Fall 2015.

Southern West Virginia Community and Technical College

Department of Business

Needs Assessment and Department Review

Project Overview

- Provide data analysis of the current Business program structure
- Conduct a survey of need throughout the college service area
- Identify opportunities within the department
- Identify areas for improvement within the department
- Recommend changes necessary to begin the process of programmatic accreditation

Current Structure

- Associate in Applied Science
 - Business Accounting
 - Office Administration
 - Business Administration
 - Mine Management
 - Management
 - Salon Management and Cosmetology
- Certificates
 - Office Administration
- Skill Sets
 - Bookkeeping
 - Legal Office
 - Medical Office
 - Medical Transcription
 - Mine Permit Technician
 - Payroll Clerk
 - Records Clerk
 - Tax Preparation

Enrollment Data

Location/Campus	Average
Online	20
Boone/Lincoln	26*
Logan	18
Williamson	14
Wyoming	7**
Offsite/Fast-track	6***
Yearly Average Number of Students	91

* This number has dramatically declined over the past five years to an average of 10 students.

** Only four sections of this course have been offered in Wyoming in the past 10 years.

*** No offsite or fast track BU100 courses have been offered in the past 5 years.

Graduate Data

Degree/Certificate	Average
Business Administration	18
Business Accounting	12
Office Administration AAS	3
Office Administration Certificate	2
Total Graduates	35

Program Retention

Data	Average
Department Enrollment Per Year	91
Number Graduates Per Year	35
Attrition Rate	62%

Skill Sets

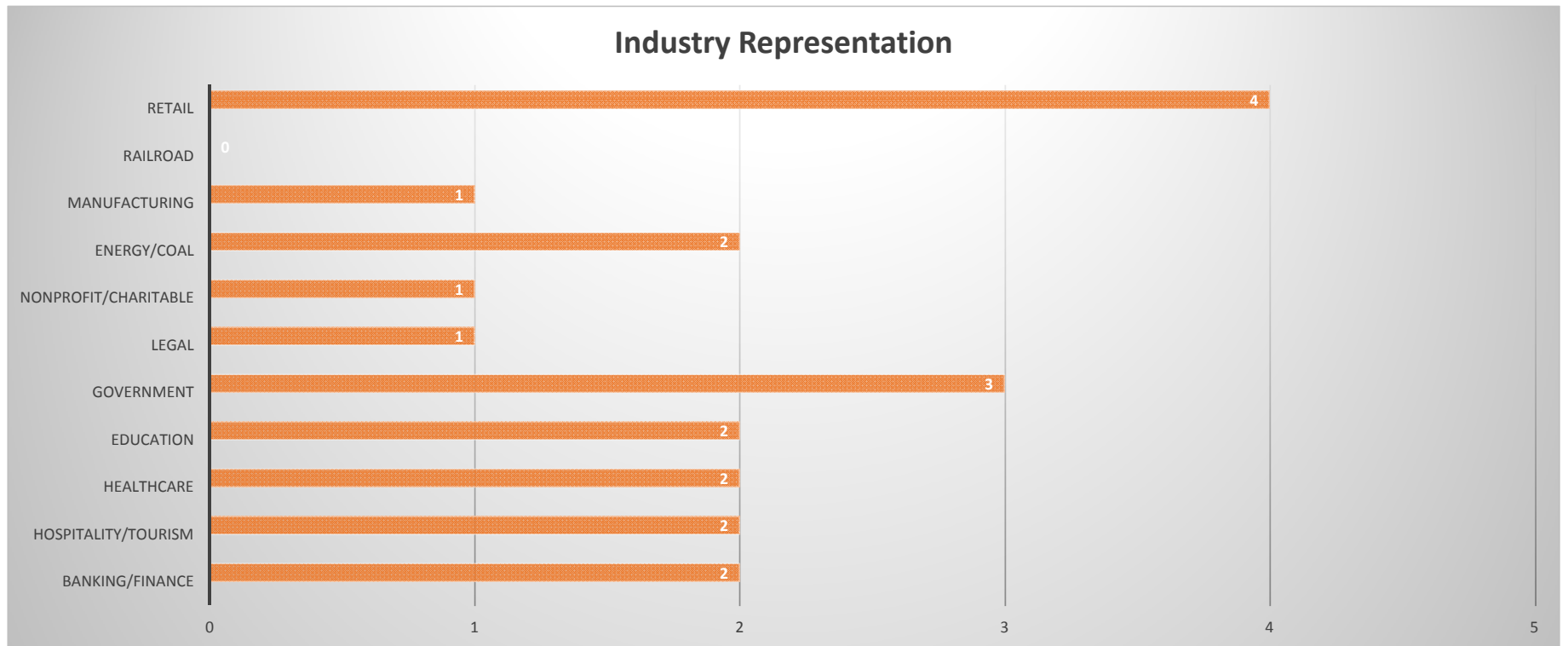
- No Data Available

Graduate Survey Participants

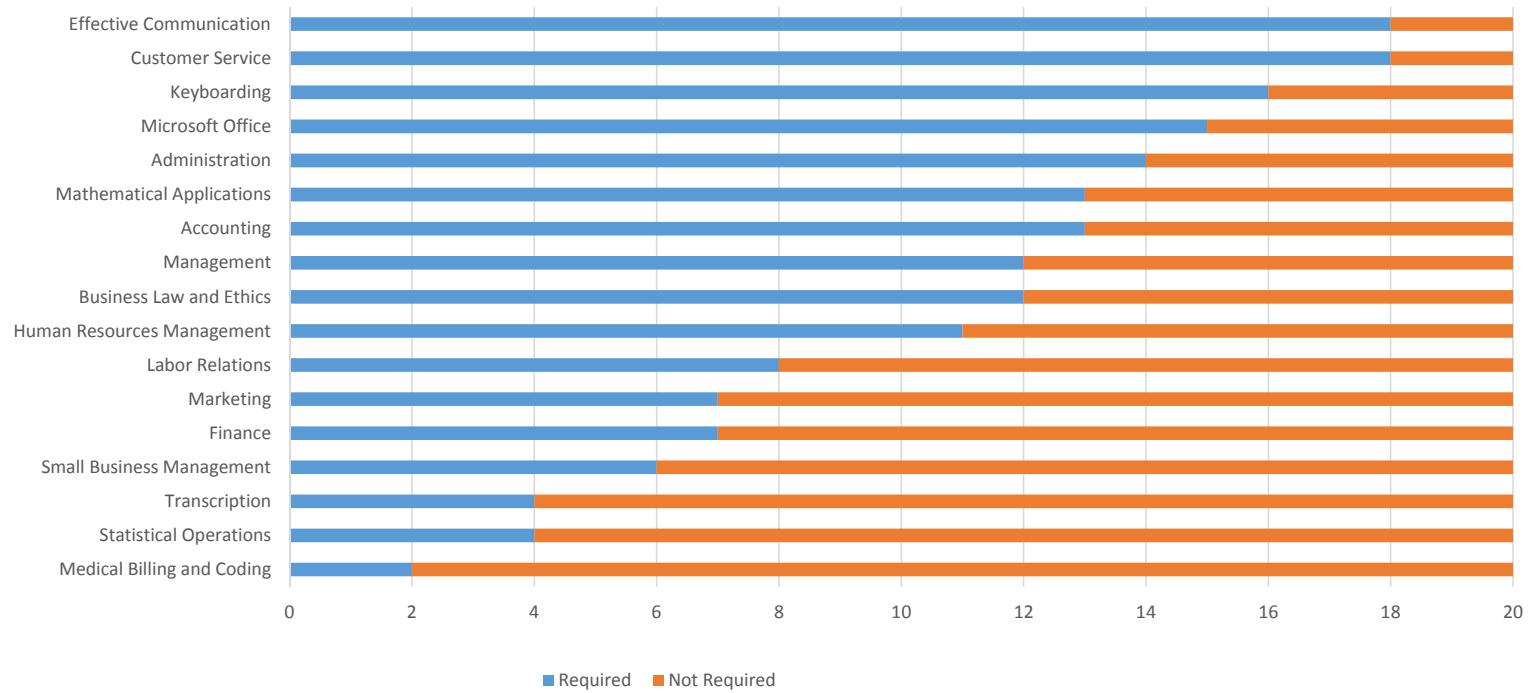
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Business Dept. AAS Degrees Obtained	179
Dual Degrees Awarded	17
Total Number of Students Surveyed	121
Total Number of Surveys Returned	20
Response Rate	17%

Industry Represented by Graduates



Skills Required of Graduates



Graduates Salaries



Factors Contributing to Success

Highest Rated

- Online Course Availability
- Financial Aid
- Business Department Faculty
- Other Faculty
- Library Services

Lowest Rated

- Staff
- Southern Foundation
- Student Support Services
- Veteran's Programs

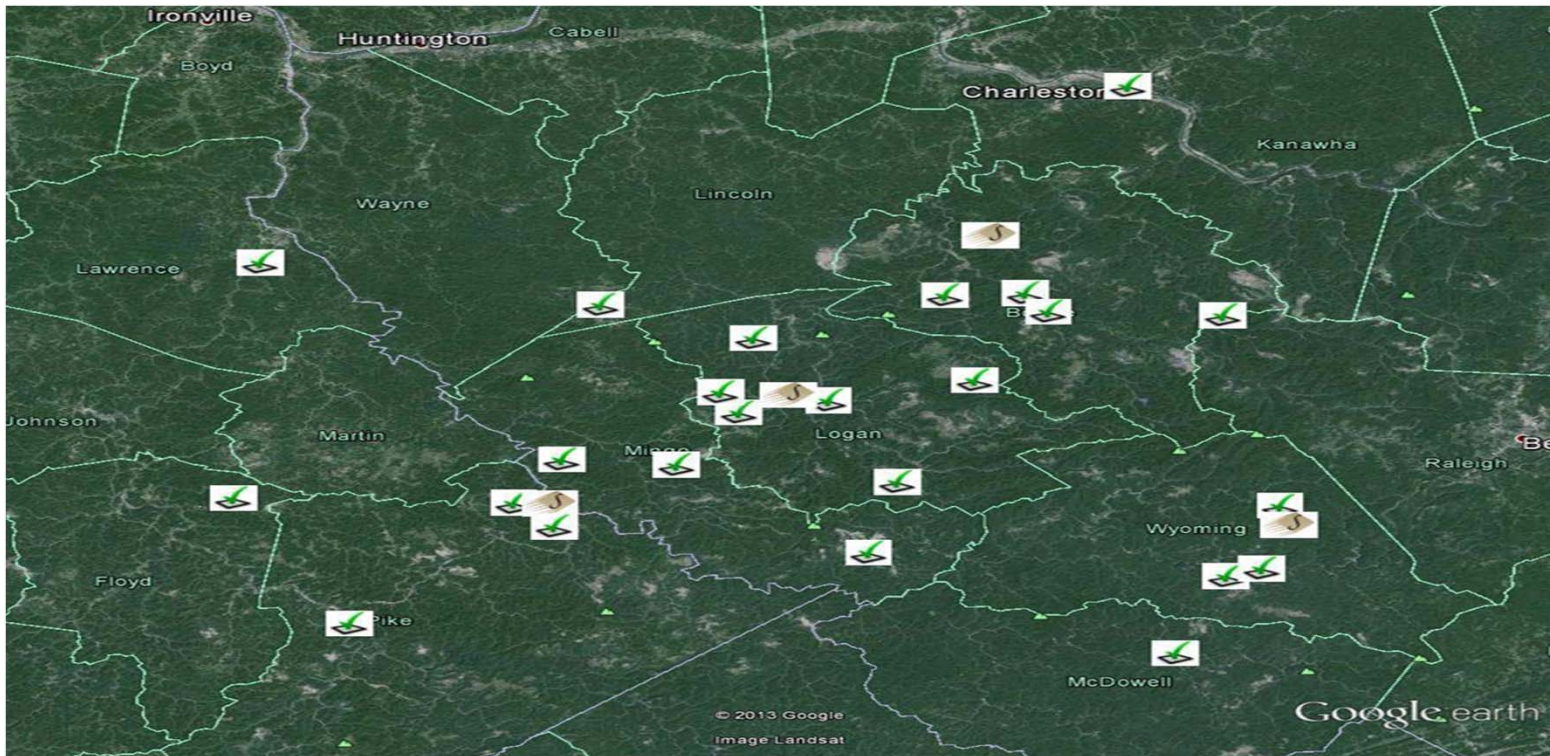
Graduates Future Plan

- 75% of the respondents stated that they would like to pursue an advanced degree beyond the two-year level

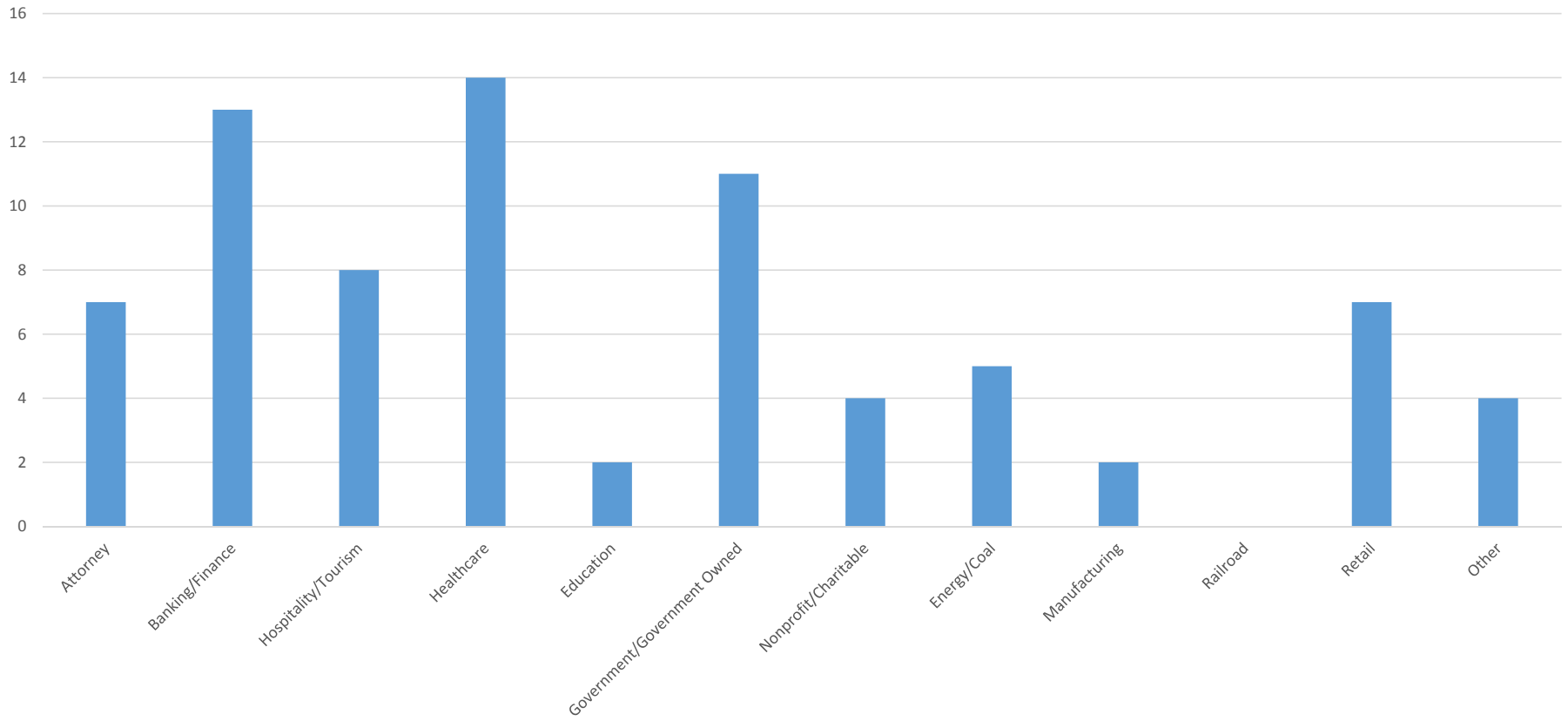
Survey of Need

Response Analysis	Total
Number of Surveys Delivered	189
Number of Surveys Returned	75
Survey Response Rate	40%

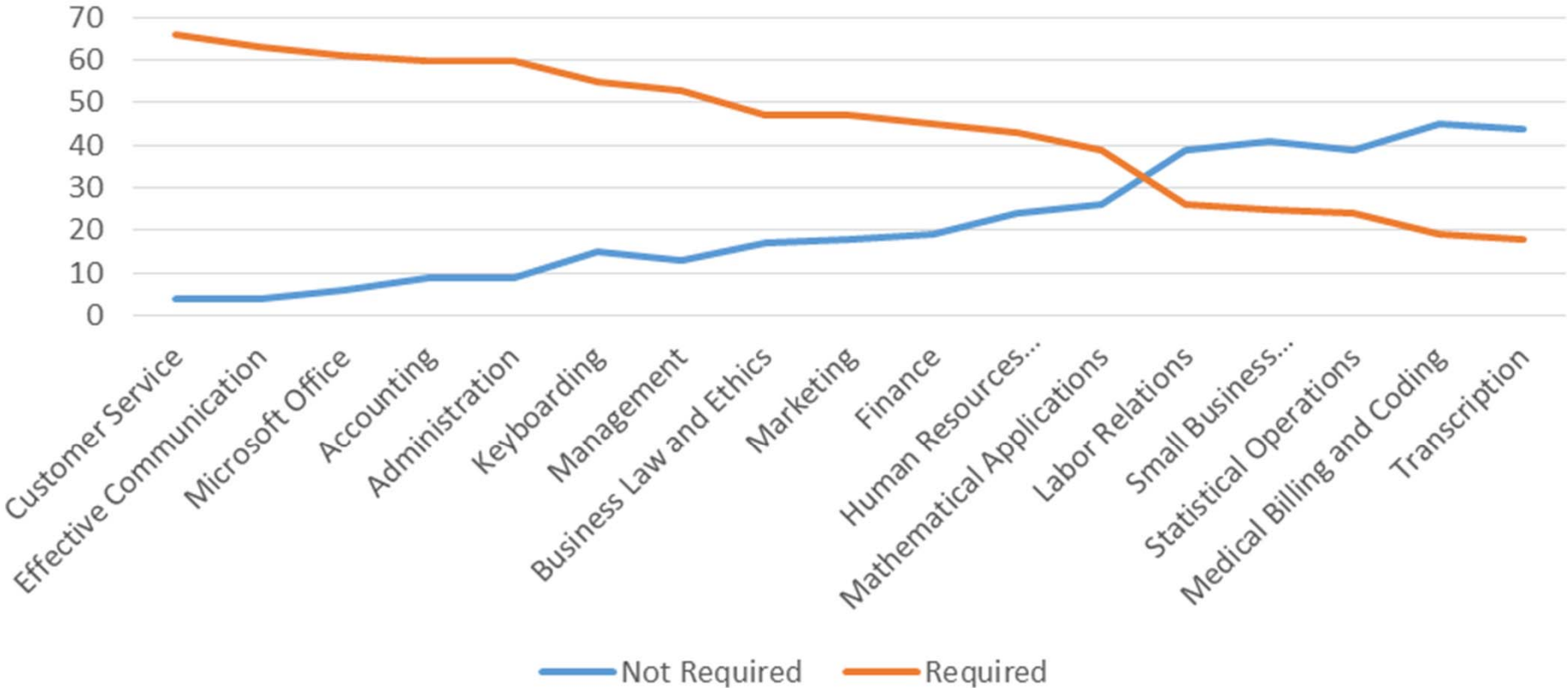
Area of Analysis



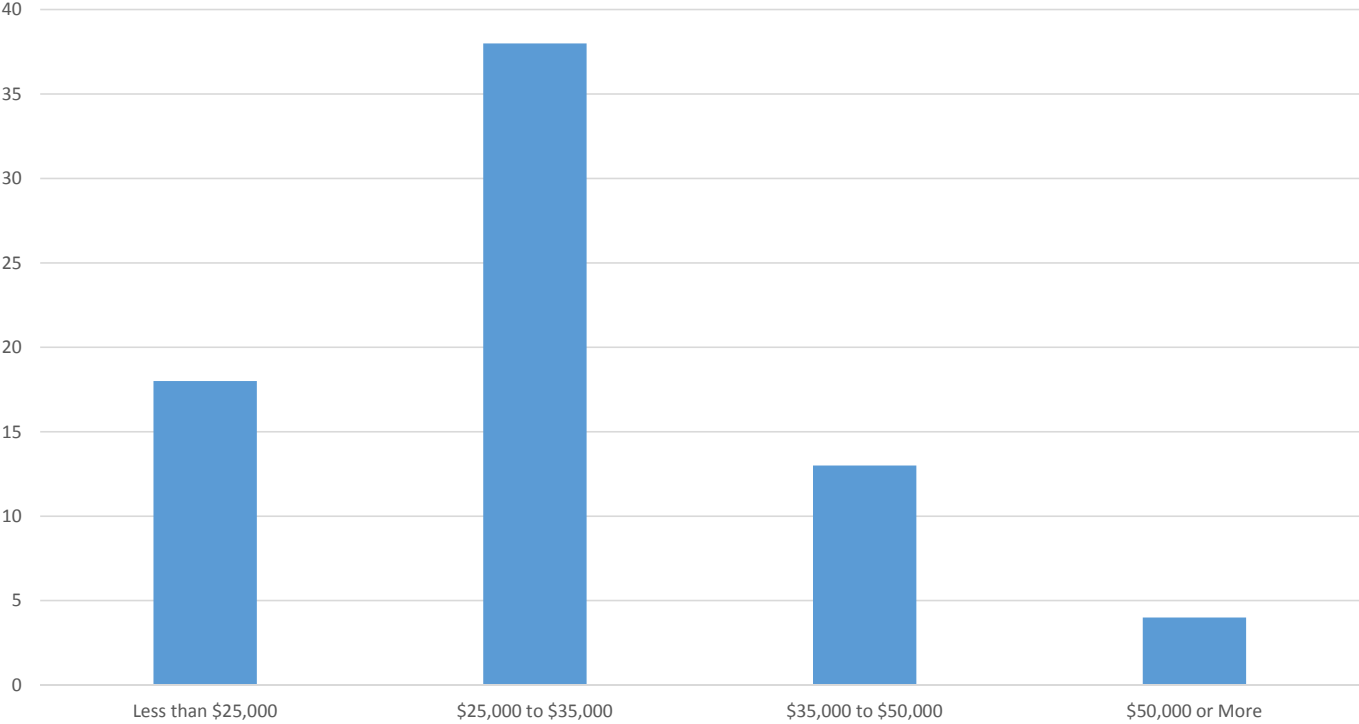
Industry Representation



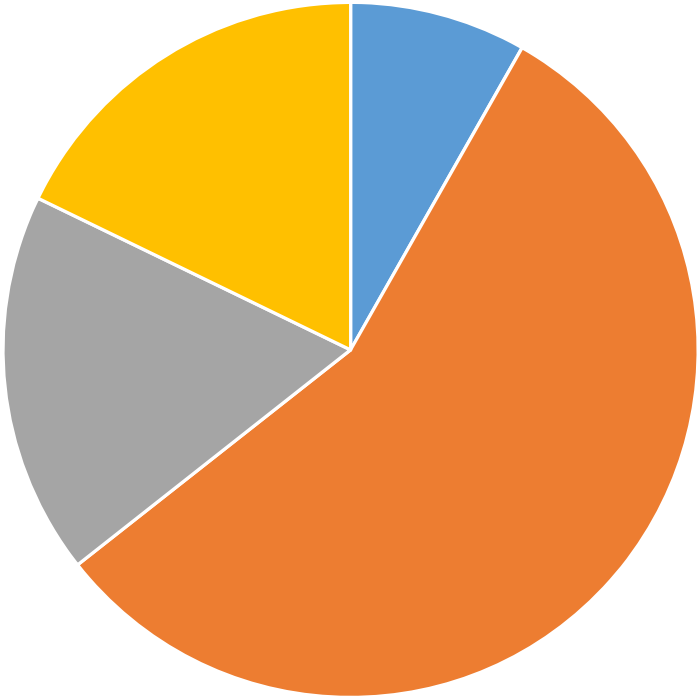
Skills Needed



Salaries Reported by Employers



Expected Opportunities



■ 0 ■ 1 to 5 ■ 6 to 10 ■ 11 or more

Comments

(Provided as Submitted)

- How to interview for a job, Basic understanding of basic work skills and attitudes employers expect new employees to have.
- We would like to see lumber grading/inspection, work ethics, communications, supervision.
- We are a mine related machine shop. Machine operations and welders needed.
- Collection of money, bookkeeping consists of receipts and balancing to cash, office machines, fax typewriter, adding machines
- We also employ field personnel who use heavy equipment and need to know about meters and chlorination, etc. How to lay line and connect line - pressure test.
- Offering a certificate with a particular curriculum would be a benefit. Maybe a specialized semester course within a specific field or a certain skill set or task.
- Our facility is in need of nurses if you have that program available.
- Selling skills, needs analysis
- Chemistry or some basic chemistry would be very helpful to employees that we hire for our lab.
- There is a profoundly ongoing need to staff our nursing department with certified nursing assistants. This is a profoundly common problem with staff in nursing facilities throughout our state in all the AMFM Facilities and those of other companies. There is a high demand for adult certified nursing assistant. Please give this consideration.
- Our biggest need is to have students back on site doing rotations. We employ about 409 employees and we hire about 10 employees per month.

Further Analysis

- Online offerings
- Office Administration low results
- Skill Sets
- Skills needed compared by surveys
- Salary discrepancies
- 23% of employers have more than 50 employees
- Future opportunities

Curriculum and Content

- Areas of Opportunity
 - Committed faculty
 - Community interest and enrollment
 - Committed administration
 - Technology
- Areas of Concern
 - Repetitive content
 - Course sequencing deficiencies
 - Transfer issues
 - Changing environment

Suggested Revisions

- Streamlined Business Degree Program
 - Associate in Applied Science – Strategic Business Integration
 - Five areas of emphasis
 - Business Accounting
 - Business Administration
 - Energy Management
 - Healthcare Leadership
 - Entrepreneurship/Small Business Management

New Design

- Creates a streamlines approach to a traditional business degree
- Allows the student the ability to make a decision on the emphasis after the first year
- Involves more transferrable courses early in the program
- Creates an entry and an exit point for all business programs
- Reduces overall faculty load
- Design will meet the initial accreditation standards of content

Moving Forward

- Faculty input
- Hold a special Business Advisory meeting
- Approval of appropriate departments and committees
- Train faculty and advisors on the new design
- Admit first class of students under the new design Fall 2015
- Follow with three years of data collection
- Initiate process of accreditation in the 2018-2019 academic year

Southern West Virginia Community and Technical College Board of Governors
Board of Governors Meeting of June 17, 2014
Room C-428, 2900 Dempsey Branch Road, Mount Gay, WV

Board Members Present: Thomas Heywood, Linda Akers, Terry Sammons, Jada Hunter, Darrell Farris II, Mary Nemeth-Pyles, Debbie Dingess (by phone), Wilma Zigmond (by phone), Shelley Huffman (by phone)

Board Members Absent: George Kostas, Glenn Yost

Southern Employees: President Joanne Jaeger Tomblin, Samuel Litteral, Allyn Sue Barker, Pam Alderman, Kathy Deskins, Chris Gray, Virginia Stepp, Teri Wells, Patricia Miller, Carol Jobe, Ruby Runyon, Dianna Toler, Shelia Combs, Emma Baisden

1. Call to Order:

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

2. Call for Public Comments to the Board of Governors

Chair Heywood announced last call for public sign up for comments to the Board. No signatures were recorded.

3. Classified Staff Council Annual 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 which affect classified employees. Mr. Chris Gray, Classified Staff Council Chair, and Ms. Teri Wells, Advisory Council of Classified Employees Representative, presented an overview of the Council's accomplishments, goals, and various College projects in which classified staff participated. The classified staff are committed to Southern West Virginia Community and Technical College, its goals, and its mission. On behalf of the classified staff, Mr. Gray thanked the Board of Governors, President/First Lady Tomblin, and Vice President Samuel Litteral for their commitment to funding the classified staff salary schedule. Following the presentation, Chair Heywood thanked Mr. Gray and Ms. Wells for providing the Board with a summary of the Council's actions this year. He commended them for an excellent presentation and the staff's focus on process. Chair Heywood commended President/First Lady Tomblin for creating a process where the classified staff are permitted to step forward. Much of the Council's success is because of the established procedures. Mr. Heywood appreciated the classified staff's understanding of the budgetary situation and reaffirmed the Board's, President's, and Chief Finance Officer's continuing commitment to fully funding the classified staff salary schedule. He also thanked Ms. Virginia Stepp for her past leadership of the Classified Staff Council.

4. Technology Services Report:

Chief Information Officer, Gary Holeman, presented the organizational structure of the Technology Services Department, highlights and accomplishments of 2013, and 2014 goals and projects to the Board of Governors.

5. **President's Report:**

- 5.1 President/First Lady Tomblin informed Board of Governors members that this is the ten-year anniversary of the Community and Technical College System of West Virginia.
- 5.2 Southern's Allied Health Pinning and Commencement ceremonies were held respectively on May 16 and 17, 2014. President/First Lady Tomblin thanked Board of Governors Chairman, Thomas Heywood, for bringing *Greetings from the Board* at both events. She informed the group that a record number was in attendance at this year's Commencement ceremony.
- 5.3 The final Governance Day for this academic year was held on April 25, 2014 at the Logan Campus.
- 5.4 The President's Administrative Retreat was held on May 21, 2014 at the Logan Campus. Approximately 80 administrative and managerial employees participated in the event.
- 5.5 President/First Lady Tomblin and Vice President Debra Teachman have held two meetings with Bluefield State College administrators to discuss development of 2+2 programs between Southern and Bluefield.
- 5.6 Dr. Gordon Gee and President/First Lady Tomblin held a teleconference regarding pathways and the development of 2+2 programs between Southern and West Virginia University.
- 5.7 The President's Cabinet conducted interviews on June 4 for the academic Division Head positions. There will be one Division Head placed at each campus. The following candidates were selected:
 - 5.7.1 Steven Hall, Division Head for Allied Health and Business - Logan Campus
 - 5.7.2 Steven Lacek, Division Head for Non-traditional/Crossover Programs - Wyoming/McDowell Campus
 - 5.7.3 Guy Lowes, Division Head for Applied and Industrial Technology - Williamson Campus
 - 5.7.4 Melinda Saunders, Division Head for University Transfer - Boone/Lincoln Campus
- 5.8 On June 12, 2014, the West Virginia Council for Community and Technical College Education (Council) approved Southern's new Ten-year Campus Master Facilities Plan and its Institutional Compact Update for the 2014-2015 academic year.
- 5.9 The Council has discussed the concept of changing the tuition structure from one that is based on 12 credit hours as being full-time enrollment to one based on a per-credit hour rate. The Council will make a decision regarding the per-credit hour rate at its August 2014 meeting.
- 5.10 President/First Lady Tomblin informed Board members that after ten years, Southern's Dental Hygiene Program has ended due to the scarcity of jobs in this area and the financial burden on

the College. All of the program's equipment has been removed from the Holden facility.

- 5.11 The Faculty Convocation will be held at the Logan Campus on August 7, 2014. Dr. Stan Jones, President of Complete College America, will facilitate the meeting.
 - 5.12 Dr. Bruce Vandal, Vice President of Complete College America, will facilitate the Board of Governors Annual Retreat on October 10, 2014.
 - 5.13 Equipment is being purchased for the Williamson Applied Technology Facility.
 - 5.14 Southern received a Technical Program Sustainability Grant award of \$196,495 for the Central Sterile Supply Technician program.
 - 5.15 The U. S. Department of Education holds community colleges responsible for students who default on student loans. Any college with a default rate of higher than 30% for three consecutive years, or higher than 40% for one year, automatically loses all financial aid eligibility, including Pell grants. Southern West Virginia Community and Technical College's default rate is approximately 27% and next year's anticipated default rate is 24.4%. Approximately five (5) colleges in the CTC System will have 30% next year, and three (3) colleges had 30% this year. Delinquency rates in West Virginia are above the national average and cohort default rates in West Virginia and nationally are trending higher. EdFinancial Services will work with all West Virginia CTCs to create strategies to lower the default rates.
 - 5.16 Southern's Monitoring Report is due to the Higher Learning Commission (HLC) by June 30, 2014. It was submitted on June 18, 2014 and a receipt of confirmation was received.
 - 5.17 Personal speaking engagements for First Lady Tomblin during the past two weeks include:
 - 5.17.1 Challenge Academy Graduation – Preston County
 - 5.17.2 Children and Youth Parent-Teacher Conference-Parkersburg History Bowl – Charleston
 - 5.17.3 Capitol High School Promise Scholars – Charleston
 - 5.17.4 Moorefield Middle School-Importance of Education – Hardy County
 - 5.17.5 Governor's Interns for Internship Program – Charleston
 - 5.17.6 Rotary Club of Williamson Guest Speaker – Williamson
 - 5.17.7 Main Street Award Winners – Charleston
- 6. Financial Report**
Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated May 31, 2014 to members of the Board. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures with the group.
- 7. Status of Post-Audit Follow-up Reports Required by the Community and Technical College System by August 15, 2014**
On behalf of Dr. Debra Teachman, Dr. Pamela Alderman reported that due to multiple changes in

personnel at Southern during the past year, both Chancellor James Skidmore and Dr. Mark Stotler, Director of Academic Programming, approved postponing the Post-audit follow-up reports due by August 15, 2014 on the CAS/A.A.S. in Addiction Counseling, and the A.A.S. in Homeland Security and Emergency Services until August 2015. Based upon the approval of Chancellor Skidmore and Dr. Stotler, upon a motion by Terry Sammons and second by Mary Nemeth-Pyles, the Southern West Virginia Community and Technical College Board of Governors also approved delay of the Post-audit follow-up reports until August 2015.

8. Action Items

8.1 Nominating Committee Report and Election of 2014-2015 Board Officers

On behalf of Mr. Glenn Yost, Nominating Committee Chair, Ms. Jada Hunter presented the committee's report and proposed recommendation of officers for fiscal year 2014-2015. Chair Heywood opened the floor for nominations for chair, vice chair, and secretary. There being no additional nominations from the floor, Linda Akers moved to close nominations. Jada Hunter seconded the motion. Chair Heywood declared nominations closed.

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect the slate of Board Officers for fiscal year 2014-2015 as proposed by the Nominating Committee: Tom Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously and Chair Heywood declared the motion approved and the officers adopted.

8.2 Election of 2014-2015 Lay Members to the Board Agenda Committee

MOTION: Mary Nemeth-Pyles moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors elect lay members Terry Sammons and Linda Akers to its 2014-2015 Board of Governors Agenda Committee.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

The Board of Governors Agenda Committee members are Thomas Heywood, Wilma Zigmond, Glenn Yost, Joanne Jaeger Tomblin, Terry Sammons, and Linda Akers.

8.3 Request for Approval of April 22, 2014, Board Meeting Minutes

MOTION: Mary Nemeth-Pyles moved to approve the April 22, 2014 minutes as presented.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted and the minutes approved.

8.4 Request for Approval of Special Tuition for High School Students

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve tuition of \$25.00 per credit hour for early enrollment courses for high school students, subsidizing the cost with tuition waivers in accordance with the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 19, *Guidelines for the Offering of Early Enrollment Courses for High School Students*.

ACTION: Linda Akers seconded the motion. The motion carried unanimously and Chair Heywood declared the motion approved.

8.5 Request for Approval of FY 2015-2016 Capital Projects and Expenditures

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 modification amounts and priorities of FY 2016 capital projects for Southern West Virginia Community and Technical College.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

8.6 Request for Approval of FY 2016-2020 Capital Projects and Expenditures

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the modification amounts and priorities of FY 2016 - FY 2020 capital projects for Southern West Virginia Community and Technical College.

ACTION: Linda Akers seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

8.7 Action on Institutional Policies Presented for Final Approval

8.7.1 SCP-1002, Official College Spokesperson and Media Releases

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 SCP-1002, *Official College Spokesperson and Media Releases*, following the required 30-day public comment period.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

8.7.2 SCP-2843, Sexual Harassment Policy

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

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

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

8.7.3 SCP-3620, Policy Regarding Program Review

MOTION: Mary Nemeth-Pyles moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-3620, *Policy Regarding Program Review*, following the required 30-day public comment period.

ACTION: Linda Akers seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

8.7.4 SCP-3736, Student Standards of Academic Progress

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 of SCP-3736, *Student Standards of Academic Progress*, following the required 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

8.7.5 SCP-5065, Awarding of Tuition and Fee Waivers

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-5065, *Awarding Undergraduate Tuition and Fee Waivers*, following an additional 30-day public comment period.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted and policy approved.

8.8 Action on Institutional Policies Presented for 30-day Public Comment

8.8.1 SCP-1400, Guest Speakers, Lecturers, Performers, Organized Groups

MOTION: Linda Akers 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-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Jada Hunter seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

8.8.2 SCP-8601, Emergency Presidential Succession Plan

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for advancement of SCP-8601, *Emergency Presidential Succession Plan*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously. Chair Heywood declared the motion adopted.

9. Discussion Item

9.1 2014 ACCT Leadership Congress, Chicago, IL

President/First Lady Tomblin informed Board members that the 2014 ACCT Leadership Congress will be held October 22-25, 2014 at the Hyatt Regency in Chicago, Illinois. If any Board members

would like to attend the annual conference, please inform the President's Office as soon as possible.

10. Informational Items

10.1 Report of Awarding of Undergraduate Tuition and Fee Waivers

In compliance with Southern College Policy (SCP) 5065, *Awarding of Undergraduate Tuition and Fee Waivers*, 7.2, the Vice President for Finance and Administration presented the 2013-2014 Awarding of Undergraduate Tuition and Fee Waiver Report to the Board of Governors. The report included the required information for all waivers awarded from July 1 through June 30 of the reporting year and covered fall semester, spring semester, and summer sessions as appropriate. During the 2013-2014 fiscal year, Southern awarded a total of \$217,676 in undergraduate waivers to a total of 73 students. Pursuant to the statute, the report on the awarding of undergraduate tuition and fee waivers is entered into the minutes of the Board of Governors June 17, 2014 meeting.

10.2 Faculty Promotion Decisions

The faculty promotion-in-rank and tenure review process at Southern West Virginia Community and Technical College runs from January 30 through April 30. The process involves faculty file preparation, reviews and recommendations by the department chair, academic dean, Vice President for Academic Affairs and Students Services, and approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of the review process. A list of the faculty promoted in rank was provided to the Board.

10.3 Revised Institutional Compact

The Southern West Virginia Community and Technical College's Institutional Compact Update for Academic Year 2014-2015 was approved by the Board of Governors at its April 22, 2014 meeting, and as required, submitted to the Chancellor for Community and Technical College Education prior to the April 30, 2014-deadline with a request to present it to the Council for approval at its June 12, 2014 meeting. The System's Compact Review Committee returned Southern's Compact Update and requested that we include a list of strategies for goals 3 and 4 for the 2014-2015 year. Southern's Compact Update for 2014-2014 was revised to include the strategies as requested, was resubmitted, and is included on the June 12 Council's agenda for consideration of approval. A copy of the revised Institutional Compact Update for 2014-2015 was provided for the Board's information.

10.4 2014-2015 Holiday Calendar

As authorized by Board of Governors policy SCP-2360, *Holidays*, a holiday schedule for 2014-2015 has been established and approved for Southern West Virginia Community and Technical College, a copy of which is provided for the Board. The holiday schedule has been aligned with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, Holidays, Southern's 2014-2015 academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia Code. The 2014-2015 Holiday Calendar has been announced college-wide and submitted to the Chancellor for Community and Technical College Education.

11. Executive Session under Authority of West Virginia Code §6-9a-(b) to discuss Personnel and Management Issues

Jada Hunter moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2b to discuss personnel and management issues. Debbie Dingess seconded the motion that carried unanimously. Chair Heywood declared the motion adopted and Board then met in an Executive Session at 8:08 p.m. At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from Executive Session and convene in Open Session at 9:10 p.m.

Further Action:

Based upon discussions in the Executive Session, the Board reconvened in an open session and the following action was taken:

11.1 Presidential Review Report and Approval of Annual Presidential Evaluation

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors authorize the Board Chair to submit the annual presidential evaluation report for the President of Southern West Virginia Community and Technical College for the 2013-2014 review period to the Chancellor of the West Virginia Council for Community and Technical College Education and the Council Chair on its behalf; and

RESOLVED FURTHER, that the Board of Governors approve the Presidential Review Committee recommendation to submit the presidential compensation package to the Chancellor and Chair of the West Virginia Council for Community and Technical College Education for action at the next Council meeting.

ACTION: Linda Akers seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted.

11.2 Approval of 2014-2015 Presidential Goals

MOTION: Jada Hunter moved to accept the proposed Goals for the President of Southern West Virginia Community and Technical College as presented for 2014-2015.

ACTION: Mary Nemeth-Pyles seconded the motion. The motion carried unanimously and Chair Heywood declared the motion adopted. The goals are attached and made a part of the minutes (Addendum 1).

12. Adjournment

There being no further business to come before the Board, Chair Heywood declared the meeting adjourned at 9:20 p.m. The next Board of Governors business meeting is scheduled for Tuesday, August 19, 2014 beginning at 6:00 p.m. in Room 433 at Southern's Williamson Campus.

Thomas A. Heywood, Chair

Emma L. Baisden
Executive Assistant to the President
and Board of Governors

DRAFT

Joanne Jaeger Tomblin, President
Southern West Virginia Community and Technical College
Goals for 2014-2015

1. Make Safety a Priority.
 - 1.1 Designate an individual as an Emergency Crisis Safety Director.
 - 1.2 Create *Campus Emergency Response Teams* at all locations.
 - 1.3 Bring college and community stakeholders together at each campus and site location to develop a plan specific to the campus or location.
 - 1.4 Complete a safety assessment for each campus and determine what equipment the institution will need to implement the plan and purchase needed equipment.
 - 1.5 Develop and complete an *Emergency Crisis Management Plan*.
 - 1.6 Conduct training for all employees and students upon completion of the plan and complete a schedule for ongoing training.

2. Implement an organizational structure for Academic Affairs and Students Services.
 - 2.1 Post positions and select appropriate Division Heads.
 - 2.2 Assure organizational changes are reflected in the Governance and Strategic Planning process.
 - 2.3 Assess structure after the first year implementation to determine gaps, needed changes and additions.

3. Increase Student Enrollment and Success.
 - 3.1 Create a Marketing and Recruitment Task Force by selecting a broad-based group of employees to serve as members.
 - 3.1.1 Review available data, marketing plans, and the 2012-2015 *Enrollment Management Plan*.
 - 3.1.2 Develop plans, strategies, and schedules for increasing enrollment through marketing.
 - 3.2 Conduct a review of the College's current advising system, assess available student success data, and develop or revise current advising system as needed.
 - 3.3 Streamline current registration processes.
 - 3.4 Streamline financial aid processes.
 - 3.5 Schedule 5-10 high school visits during the academic year.
 - 3.6 Create an Adult Recruitment Task Force.
 - 3.7 Create a Course Scheduling Task Force.
 - 3.8 Develop data points for periodic review and reporting of student success.
 - 3.9 Review and assess the success of the new co-requisite developmental redesign and fully implement the *Complete College America* initiative by July 1, 2015.

4. Provide constant oversight of College resources during times of budget reductions.
 - 4.1 Review budget monthly with the Vice President for Finance and Administration and adjust spending, purchasing, travel, etc., as necessary.
 - 4.2 Oversee campus improvements and renovations to assure projects are completed within budget allotment.
 - 4.3 Continue to seek resources and new donors for the "Vision 2020 Major Gifts Campaign."

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 19, 2014**

ITEM: Request for Approval of Textbook Affordability Committee Report

RECOMMENDED 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.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The West Virginia Council for Community and Technical College Education approved Series 51, *Bookstores and Textbooks*, at its April 15, 2010 meeting. This rule, effective May 22, 2010, was the outcome of the Statewide Task Force on Textbook Affordability, which established a process and guidelines for institutions to adopt rules governing the selection, adoption, use and sale of textbooks and other course materials.

W.Va. Code §18B-10-14 mandates that each governing board adopt rules governing bookstores and the selection of textbooks and other course materials. Series 51 is intended to guide governing boards in their adoption of rules as mandated by W.Va. Code §18B-10-14. At its August 17, 2010 meeting, the Southern West Virginia Community and Technical College Board of Governors gave final approval to SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*.

The staff seeks approval of the Textbook Affordability Committee Annual Report and its submission to the Chancellor for Community and Technical College Education as required by Title 135, Series 51, Bookstores and Textbooks, Section 3.1.f.

**Southern West Virginia Community and Technical College
Textbook Affordability Committee
Annual Report**

Southern West Virginia Community and Technical College's Textbook Affordability Committee consists of representatives from faculty, students, administration, and the campus bookstores. The Textbook Affordability Committee met as required by policy during the 2013-2014 academic year to discuss affordability issues, initiatives, and textbook selection guidelines and procedures.

In accordance with the provisions of the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 51, *Bookstores and Textbooks*, Section 3.1.f., the Textbook Affordability Committee at Southern West Virginia Community and Technical College has:

1. Established a firm deadline of one week prior to the first day of class for faculty to be assigned to courses.
 - 1.1 For the 2013-2014 academic year, 94.7% of the Fall semester classes were staffed one week prior to the first day of class, and 96.3% of classes were staffed one week prior to the first day of class in the Spring semester.
2. Established a deadline of four weeks prior to the first day of registration for textbooks and course materials to be selected.
 - 2.1 All textbooks and course materials for the 2013-2014 academic year were selected by the established deadline.
3. Posted the listing of all selected textbooks and materials as required in Section 3.1.e. of Series 51.
 - 3.1 The textbook list was posted on December 12, 2013, for the Spring 2014 semester, and on April 1, 2014, for the Summer/ Fall 2014 semesters.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 19, 2014**

ITEM: Request for Final Approval of SCP-8601, *Emergency Presidential Succession Plan*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-8601, *Emergency Presidential Succession Plan*, following the required 30-day public comment period.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The purpose of this policy is to outline the process for the temporary appointment of an Acting President for Southern West Virginia Community and Technical College in the event of a planned or unplanned departure of the current president due to disability, death, or other instance of significant absence.

Should Southern West Virginia Community and Technical College be faced with a planned or unplanned vacancy, or other type of significant absence in the Office of the President, this policy regarding emergency succession planning will be implemented in order to insure that the President's duties in organizational leadership, program development, program administration, operations, Board of Governors' relations, financial operations, resource development, and community presence are performed during the aforementioned planned or unplanned absence.

At its June 17, 2014 meeting, the Southern West Virginia Community and Technical College Board of Governors authorized release of the proposed policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. A notice was issued on June 18, 2014, providing an opportunity for comment period ending on July 17, 2014. No comments were received at the end of the comment period. Therefore, the staff recommends the Board of Governors grant approval of the policy as presented and its submission to the Chancellor for Community and Technical College Education.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-8601**

SUBJECT: Emergency Presidential Succession Plan

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents

ORIGINATION: May 22, 2014

EFFECTIVE: September 18, 2014

REVIEWED:

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to outline the process for the temporary appointment of an Acting President for Southern West Virginia Community and Technical College in the event of a planned or unplanned departure of the current president due to disability, death, or other instance of significant absence.
- 1.2 Should Southern West Virginia Community and Technical College be faced with a planned or unplanned vacancy, or other type of significant absence in the Office of the President, this policy regarding emergency succession planning will be implemented in order to insure that the President's duties in organizational leadership, program development, program administration, operations, Board of Governors' relations, financial operations, resource development, and community presence are performed during the aforementioned planned or unplanned absence.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 In order to protect the Southern West Virginia Community and Technical College Board of Governors (Board) from sudden loss of Presidential services, the College President will have at least two senior College Vice Presidents familiar with Board and Presidential matters and processes. The College President will furnish the Board with the names of the individuals familiar with Board and Presidential matters and processes at the first regular meeting of the Board at the beginning of each academic year.
- 2.2 In the event of a sudden loss of Presidential services, the Board will make a recommendation for an Acting President and for compensation of these services for the interim period to the Chancellor for the West Virginia Community and Technical College System.

SECTION 3. DEFINITIONS

- 3.1 Short-term or Unplanned Absence – An absence of more than one month, but less than six months, in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved.
- 3.2 Long-term or Planned Absence – An absence that is expected to last more than six months in which the President will not return to his/her position for an unknown period of time or permanently.

SECTION 4. POLICY

4.1 Short-term or Unplanned Absence

- 4.1.1 In the event of the short-term or unplanned absence of the President, in contrast to a planned leave, the Southern West Virginia Community and Technical College Board of Governors authorizes the Board Chair to activate the terms of this Emergency Presidential Succession Plan.
- 4.1.2 In the event of the short-term or unplanned absence of the President, the Executive Assistant to the President and Board of Governors will immediately inform the Board Chair of the absence. As soon as feasible, the Board Chair will convene a meeting of the Board of Governors to affirm the procedures prescribed in this Emergency Presidential Succession Plan or make modifications as the Board deems appropriate.
- 4.1.3 The Board Chair will submit in writing the name of the individual whom the Board has recommended as Acting President, and a recommendation for compensation of the duties assigned for the interim period to the Chancellor for the West Virginia Council for Community and Technical College Education. Upon the Council's selection of an Acting President and compensation for these services, the Board of Governors will be responsible for monitoring the work of the Acting President and be sensitive to the support needs of the Acting President in the temporary leadership role.
- 4.1.4 Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify the employees of Southern West Virginia Community and Technical College and key stakeholders of the delegation of authority.

4.2 Long-term or Planned Absence

- 4.2.1 Should a long-term absence (an absence of more than six months) occur, in which the President will not return to his/her position for an unknown period of time, the Executive Assistant to the President and Board of Governors will inform the Board Chair of the absence. As soon as feasibly possible, the Board Chair will convene a meeting of the Board of Governors to activate the procedures prescribed in this policy.
- 4.2.2 The Board Chair will submit in writing the name of the individual whom the Board has recommended as Acting President, and a recommendation for compensation of the duties assigned for the interim period to the Chancellor for the West Virginia Council for Community and Technical College Education. Upon the Council's selection of an Acting President and compensation for these services, the Board of Governors will be responsible for monitoring the work of the Acting President. He or she will serve at the will and pleasure of the Board of Governors.
- 4.2.3 Immediately upon transferring the responsibilities to the Acting President, the Board Chair will notify the employees of Southern West Virginia Community and Technical College and key stakeholders of the delegation of authority.
- 4.2.4 Should the long-term absence of the College President develop into a permanent absence, the Board of Governors will follow the procedures of the West Virginia Council for Community and Technical College Education, Title 135, Legislative Rule, Series 5, Employing and Evaluating Presidents.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 The President of Southern West Virginia Community and Technical College will furnish the Board of Governors with the names of the Vice President’s familiar with Board and Presidential matters and processes at the first regular meeting of the Board at the beginning of each academic year.

7.2 In the event of a short-term or long-term absence of the President, the Executive Assistant to the President and Board of Governors will inform the Board Chair of the absence.

7.3 As soon as feasible, the Board Chair will convene a meeting of the Board of Governors to activate the procedures prescribed in 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: May 22, 2014 – Initial Release

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 19, 2014**

ITEM: Request for Approval for Advancement of SCP-1215, *Use of Institutional Facilities*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1215, *Use of Institutional Facilities*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

President Joanne Jaeger Tomblin charged the Vice President of the Finance and Administration Unit with the review of SCP-1215, *Use of Institutional Facilities*. The purpose of this policy is to identify the procedures and requirements for using the institutional facilities.

The policy was reviewed by Executive Council on May 7, 2014. Following the Council's review, revisions were made to provide clarity and reflect changes in administrative titles. The agreement for the use of institutional facilities was developed, SCP-1215. A, *College Facility Use Agreement*, and added as an attachment to this policy. This agreement outlines the rules and procedures for renting or using the college facilities.

The staff recommends that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1215**

SUBJECT: Use of Institutional Facilities
REFERENCE: None
ORIGINATION: January 1, 1985
EFFECTIVE: May 1, 1985
REVIEWED: ~~January 05, 2010.~~ May 07, 2014

SECTION 1. PURPOSE

1.1 To identify the procedures and requirements for using the institutional facilities.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy governs the use of institutional facilities by persons or groups.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

- 4.1 Facilities of Southern West Virginia Community and Technical College are intended for use in the conduct of educational programs. As such, first priority for the use of facilities will be given to the academic, administrative and student functions at each campus.
- 4.2 In its many aspects of service to the public, the Board also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Each campus will be responsible to set procedures governing the community use of the facilities.
- 4.3 Southern West Virginia Community and Technical College declares its commitment to providing equal opportunities and equal access to college facilities.
- 4.4 To adequately protect the institution, individuals are to work with the Director of Campus Operations and complete the College Facility Use Agreement (SCP-1215.A). ~~It is the responsibility of Director(s) of Campus Operations to develop an agreement for all participants to sign before using the college facilities to help adequately protect the institution.~~

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 The ~~Chief Financial Officer~~ Vice President for Finance and Administration for Southern West Virginia Community and Technical College is responsible for administration 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: SCP-1215.A, College Facility Use Agreement

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

Revision Notes: January 2010 – Revisions reflect changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

May 2014 – Revisions provide clarity and reflect changes in administrative titles. The agreement for the use of institutional facilities was developed, SCP-1215. A, College Facility Use Agreement.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1215.A**

SUBJECT: College Facility Use Agreement

REFERENCE: SCP-1215, Use of Institutional Facilities

EFFECTIVE: DRAFT

SECTION 1. GENERAL POLICY COVERING THE USE OF THE FACILITIES

- 1.1 The parties of this agreement are Southern West Virginia Community and Technical College acting under specific authority granted by its Board of Governors to contract for the use of the facility identified under Section 8 of this agreement, hereinafter referred to as the College; and the organization contracting to use the College facilities, hereinafter referred to as the Lessee.
- 1.2 Before a College facility may be used, the College Facility Use Agreement (SCP-1215.A) must be completed and signed. All information must be received 10 working days prior to the date of intended use.
- 1.3 The buildings and grounds of the College are primarily for educational purposes. No other use shall be permitted to interfere with the primary purpose for which these facilities are intended. Facilities shall not be made available for any use which might result in any undue damage or wear. The College reserves the right to reject any application for use of its facilities.
- 1.4 Every possible opportunity will be provided for the use of the College facilities by citizens of our service area, provided that the purpose of the event is in harmony with public interest and welfare, and subject to the laws of the state of West Virginia and the policies of the College. Any use to the contrary shall be grounds for immediate cancellation of the agreement.
- 1.5 The College reserves the right to prohibit the use of its facilities by groups or activities which are secret, of a private nature, or which restrict membership or attendance, in a manner inconsistent with the public and nondiscriminatory character of the College set forth in its written policies and commitments.
- 1.6 The College Facility Use Agreement shall not be entered into for any use that, in the judgment of the College, may be in any way prejudicial to the best interest of the College or the education program, or for satisfactory sponsorship or adequate adult supervision is not provided.

SECTION 2. LICENSEE'S RESPONSIBILITY

- 2.1 Those wishing to use the College facilities must complete the College Facility Use Agreement form and submit it to the appropriate Director of Campus Operations at the corresponding scheduling office listed below. The Lessee shall accept responsibility for any damage to the College's property. Completion of the College Facility Use Agreement shall constitute acceptance by the Lessee of the responsibilities stated herein and willingness to comply with all rules and regulations regarding the use of College facilities as prescribed by the College. If the use of the facility is not as represented on the College Facility Use Agreement form, an additional charge may be made. In the event of property damage, the Lessee shall accept and pay the College's estimate of the amount of damage. The College may require posting a bond.
- 2.2 Lessee is responsible for the safety and security of all minors participating in the Lessee's use of College facilities. Lessee shall closely supervise all minors and establish appropriate security procedures to ensure the safety and security of all minors. Adult leaders of using organizations shall remain with their groups during all activities, and be responsible for the conduct of their groups.

SECTION 3. RESTRICTIONS

- 3.1 No decorations or the application of materials to walls, ceilings, or floors shall be permitted which will mar, deface, or injure these surfaces. The Lessee is required to arrange for the disposal of decorations, materials, equipment, furnishings or rubbish left after the use of College facilities; otherwise, the Lessee will be billed for any expense involved.
- 3.2 To the fullest extent permitted by law, the College prohibits the use of drugs, or other controlled substances, or any other condition which is objectionable in the judgment of the College. Smoking and the use of tobacco products, including the use of smokeless cigarettes, is prohibited in all College buildings. The use of alcoholic beverages is also prohibited in and on College property.
- 3.3 Games of chance and lotteries shall not be permitted except as prescribed by law and with prior approval of the College.
- 3.4 Keys to buildings or facilities shall not be issued or lent on any occasion to the Lessee. Doors will be opened by authorized College personnel.
- 3.5 College owned equipment shall not be removed from the buildings. Charges for equipment rental and operation may be required.
- 3.6 All shifting of furniture and equipment shall be done under the supervision of an appropriate College employee.
- 3.7 Any and all products that the Lessee wishes to sell, in the event it is not provided by the College, must be approved by the College in advance.
- 3.8 The College may have a food service vendor on the site that is the sole provider of food services provided at the College. The vendor will have first right of refusal prior to an outside vendor being brought on the College property.

SECTION 4. NON-ASSIGNMENT AND CANCELLATION

- 4.1 The College Facility Use Agreement shall be non-assignable. Only the Lessee as named in the College Facility Use Agreement shall use the facilities.
- 4.2 The College reserves the right to cancel this agreement at any time and to refund any payment made to the College for the use of the College facilities and equipment when it deems such action advisable and in the best interests of the College.
- 4.3 Facilities contracted by non-college groups may be canceled for scheduling or priority College events.
- 4.4 The College reserves the right to cancel this agreement if payment is not received from the Lessee on or before the scheduled event.
- 4.5 The College reserves the right to refund or retain all or part of any payment made to the College for cancellations of this agreement by the Lessee.

SECTION 5. COLLEGE PERSONNEL REQUIRED

- 5.1 The College reserves the right to require that an appropriate College staff member be present at any meeting or event held on College facilities.
- 5.2 An authorized member of the College staff shall be available on campus at all times when the College facilities are in use by any group. The staff member should be contacted to correct problems in the operation of any facility in use. The staff member will be alert to discover any damage or misuse of the premises and will report same immediately to the Lessee and the College.
- 5.3 When the use of special facilities makes it necessary that supervision be provided, a College employed supervisor shall be assigned as required by the College.
- 5.4 The College reserves the right to require a security officer to be present at any scheduled event at the expense of the Lessee.

SECTION 6. USE FEE

- 6.1 The use fee depends on the purpose of the meeting/event and the nature of the group using the facility.
- 6.2 Additional charges may be added to include supervision and/or security staff, above-normal or overtime custodial help when required, above normal set-up costs, hauling or handling equipment, use of projectors or other equipment, equipment operators, repairs and damage, or other costs as determined by the College. Such services will be paid by the Lessee at the current established rate, including overtime.
- 6.3 All charges shall be paid to the appropriate College Cashier's Office. All facility and service charges shall be paid in advance. Additional charges for damages shall be billed directly to the Lessee. College employees are paid directly by the College not the Lessee.

SECTION 7. RELEASE OF CLAIMS/HOLDS HARMLESS

- 7.1 The Lessee agrees that, in consideration of the permission granted to the Lessee and the minimal fee charged by the College for the use of its facilities, to the fullest extent permitted by the law the Lessee hereby and forever releases the College and its agents, employees or officers from all debts, claims, demands, damages, actions, and causes of action whatsoever, which they may have or may hereafter have, as a result of their use of said facility.
- 7.2 The Lessee further agrees, to the fullest extent permitted by law, to protect, indemnify, and hold harmless the College, its Board of Governors, its agents, employees, and officers from any claims, demands, actions, damages, or causes of action directly or indirectly arising out of the use of the facilities or premises contemplated by this application.
- 7.3 The Lessee further agrees, if required, to attach to this document a certificate of insurance for liability and property damage which names Southern West Virginia Community and Technical College as an additional insured during Lessee's use of College facilities.

SECTION 8. RENTAL/LEASE AGREEMENT

THIS Agreement made this _____ day of _____ in the year _____ between the _____ Campus of Southern West Virginia Community and Technical College (Lessor), and _____ (Lessee).

The purpose of this agreement is to provide floor space for a _____ sponsored by _____. The facility/facilities covered by this Agreement will be _____, or classrooms _____ on the _____ Campus of Southern West Virginia Community and Technical College for the following date(s) _____ during the following time period: _____.

It is understood that the Lessee will pay the sum of _____ dollars for said purpose and use. This fee must be paid on or before the day of the event. The sum shall be paid in full by _____. Failure to pay in full shall result in cancellation of a said event. Any cost incurred by the College as a result of a cancellation shall be the financial responsibility of the Lessee. All payments must be made by check or money order **Payable to Southern West Virginia Community and Technical College**. Payment must be made prior to the use of the facility. The undersigned have read and understand the terms of the rental/lease agreement and by their signatures agree to abide by said terms and conditions.

SECTION 9. SIGNATURES

_____	_____
<i>Signature of Lessee</i>	<i>Signature of Campus Director</i>
_____	_____
<i>Name Printed</i>	<i>Name Printed</i>
_____	_____
<i>Name of Organization</i>	<i>Campus/Location</i>
_____	_____
<i>Contact Phone Number</i>	<i>Contact Phone Number</i>
_____	_____
<i>Date</i>	<i>Date</i>

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF AUGUST 19, 2014**

ITEM: Request for Approval of Additional 30-day Comment Period for SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, to Southern's constituents and the Chancellor for Community and Technical College Education for an additional 30-day public comment period.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

The President's Office drafted a policy to establish a consistent process with clear guidelines when bringing guest speakers, lecturers, performers, and organized groups to Southern West Virginia Community and Technical College. The purpose of the policy is to insure the College against damage or interference with its overall educational program.

At its June 17, 2014 meeting, the Southern West Virginia Community and Technical College Board of Governors authorized release of the proposed policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. A notice was issued on June 18, 2014, providing an opportunity for comment period ending on July 17, 2014. One comment was received during the comment period as follows:

"Could we look at the second sentence of Section 1. Purpose 1.1 and clarify?"

The following response was provided for clarity and accepted by the individual:

However, there is no absolute right to assemble, lecture in classrooms, or make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting, activities, or events on campus which may be damaging to the reputation or operation of the institution and/or community.

It was recommended that the following underlined language be added to Section 4.4 regarding payments for services and to Section 4.7 regarding availability of space:

4.4 A request to invite an external guest speaker, lecturer, performer, or organized group to whom

payment would have to be from the College funds is subject to the availability of funds. In order to receive payment for services, the guest speaker, lecturer, performer, or organized group must be a registered vendor with the State of West Virginia. An electronic vendor application is available at <https://www.wvoasis.gov/>.

- 4.7 Any external guest speaker, lecturer, performer, or organized group request is subject to the availability of the requested space for the meeting time and date requested. In the event that space is unavailable for the requested time and date of the meeting, or otherwise inappropriate for the request, or the request would impose substantial interference with normal activities of the institution, alternative space which is available may be offered by the institution, or the sponsoring organization is free to request a more suitable date and location. The individual or group inviting the external guest speaker, lecturer, performer, or organized group is responsible for confirming the availability of space with the appropriate Director of Campus Operations.

Additionally, SCP-1400.A, *Request for Approval of External Guest Speaker, Lecturer, Performer, or Organized Group*, was developed and is included as an attachment to the draft policy.

Due to these changes, the staff recommends the Board of Governors grant approval for an additional 30-day public comment period to allow sufficient time for review of the policy by all constituents.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1400**

SUBJECT: Guest Speakers, Lecturers, Performers, and Organized Groups

REFERENCE: None

ORIGINATION: May 28, 2014

EFFECTIVE: DRAFT

REVIEWED:

SECTION 1. PURPOSE

- 1.1 It is the right of officially recognized student organizations, faculty, and groups to hear off-campus or guest speakers or lecturers at Southern West Virginia Community and Technical College. However, there is no absolute right to assemble, lecture in classrooms, or make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting, activities, or events on campus which may be damaging to the reputation or operation of the institution and/or community.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 The provisions of this policy outline the acceptance and procedures for guest speakers, lecturers, performers, and organized groups at Southern West Virginia Community and Technical College. These guidelines insure the College against damage or interference with its overall educational program.

SECTION 3. DEFINITIONS

- 3.1 Guest Speakers, Lecturers, Performers, and Organized Groups – A person or group neither attending Southern, nor otherwise employed by the College, who is invited to make a public address, give a public performance or lecture, or speak in the classroom.

SECTION 4. POLICY

- 4.1 A request to invite an external guest speaker, lecturer, performer, or organized group will be considered only when made by an officially recognized student organization, faculty member or group, classified staff member or group to the President of the College.
- 4.2 No invitation will be issued to an external guest speaker, lecturer, performer, or organized group without the prior written approval of the President of the institution, or such person as may be designated by the President (hereinafter referred to as authorized designee); provided that the President of the institution may authorize organizations to invite guest speakers for meetings of the organization without prior approval where attendance at the meeting will be limited to members of the organization and where no fee or compensation will be paid to the external guest speaker, lecturer, performer, or organized group.
- 4.3 Any student, faculty, or staff organization meeting for which an external guest speaker, lecturer, performer, or organized group will be invited will be limited to members of the organization, provided that a request to

invite an outside speaker may include a request to permit students or faculty members who are not members of the organization initiating the request, and/or other designated guests, to attend the meeting.

- 4.4 A request to invite an external guest speaker, lecturer, performer, or organized group to whom payment would have to be from the College funds is subject to the availability of funds. In order to receive payment for services, the guest speaker, lecturer, performer, or organized group must be a registered vendor with the State of West Virginia. An electronic vendor application is available at <https://www.wvoasis.gov/>.
- 4.5 Any external guest speaker, lecturer, performer, or organized group request shall be made in writing by an individual faculty, classified or non-classified staff member, or an officer of the student, faculty, or classified staff organization desiring to sponsor the proposed speaker not later than ten (10) days (excluding holidays and weekends) prior to the date of the proposed speaking engagement, performance or lecture to the President of the College or authorized designee. Exceptions to the minimum notice requirements in appropriate cases may be authorized by the same.
- 4.6 A request to invite an external guest speaker, lecturer, performer, or organized group request shall contain the following:
 - 4.6.1 the name of the sponsoring individual or organization,
 - 4.6.2 the proposed date, time and location of the meeting, lecture, or performance,
 - 4.6.3 the expected size of the audience,
 - 4.6.4 the name and address of the proposed guest speaker, lecturer, performer, or organized group, and
 - 4.6.5 the topic.
- 4.7 Any external guest speaker, lecturer, performer, or organized group request is subject to the availability of the requested space for the meeting time and date requested. In the event that space is unavailable for the requested time and date of the meeting, or otherwise inappropriate for the request, or the request would impose substantial interference with normal activities of the institution, alternative space which is available may be offered by the institution, or the sponsoring organization is free to request a more suitable date and location. The individual or group inviting the external guest speaker, lecturer, performer, or organized group is responsible for confirming the availability of space with the appropriate Director of Campus Operations.
- 4.8 A request for an external guest speaker, lecturer, performer, or organized group may be denied if the President of the College, or authorized designee, determines that the proposed individual or group will constitute a clear and present danger to the institution's orderly operation such as:
 - 4.8.1 The willful damage or destruction of College property; or
 - 4.8.2 The disruption, impairment, or interference with the institution's regularly scheduled classes; or
 - 4.8.3 The physical harm, coercion, intimidation, or invasion of lawful rights of students and college personnel; or
 - 4.8.4 The incitement of violence due to its inherently offensive nature (i.e., 'fighting words' or traditional hate speech); or
 - 4.8.5 The obscenity (that which appeals to the obscene interest in sex; is patently offensive; and lacks serious literary, artistic, political or scientific value) or profanity is such that it causes disruption to the normal operations of the College or to a classroom; or
 - 4.8.6 Any campus disorder of a violent nature where there is reasonable apprehension of such.

- 4.9 The individual or group inviting the external guest speaker, lecturer, performer, or organized group shall provide the speaker, performer, or organized group with a copy of this policy. By acceptance of the invitation, the external guest speaker, lecturer, performer, or organized group shall assume full responsibility for any violation of the law or College policies while on Southern West Virginia Community and Technical College's campuses.
- 4.10 Any meeting, assembly, or activity to which an external guest speaker, lecturer, performer, or organized group may be invited is subject to all requirements, conditions, and approvals set forth in any policy of the Board of Governors and/or the institution concerning the use of campus property and facilities.
- 4.11 The views expressed by an external guest speaker, lecturer, performer, or organized group are his or her own and do not necessarily represent the views of Southern West Virginia Community and Technical College.
- 4.12 The individual or group inviting an external guest speaker, lecturer, performer, or organized group shall notify the Public Relations Specialist of visiting speakers, lecturers, performers, or groups on campus with the approved request by the President of the College or authorized designee.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 The President of Southern West Virginia Community and Technical College or authorized designee is responsible for the implementation of this policy and for maintaining a file with the names of individuals or groups that have been approved or denied as a guest speaker, lecturer, performer, or organized group.

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-1400.A, Request for Approval of External Guest Speaker, Lecturer, Performer, or Organized Group

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

Revision Notes: May 28, 2014 – Initial Release

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1400.A - DRAFT**

Request for Approval of External Guest Speaker, Lecturer, Performer, or Organized Group

Potential speakers, lecturers, performers, and organized groups are not to be contacted until official approval has been received. Any external guest speaker, lecturer, performer, or organized group request must be made to the President of the College or authorized designee ten (10) days prior to the date of the proposed speaking engagement, performance or lecture. Upon completion of this form, please submit it to the President's Office.

Section 1. General Information *(To be completed by the individual/group making the request.)*

Name of Sponsoring Individual or Organization:	
Name of Person Completing this Form:	
Your Contact Information (Phone Number and E-mail):	

Section 2. External Guest Speaker, Lecturer, Performer, or Organized Group Information

Full Name of External Speaker/Lecturer/Performer/Group:	
Mailing Address:	
Telephone Number:	
E-mail Address:	
Company Speaker/Lecturer/Performer/Group Represents:	

Section 3. Event Information

Proposed Date(s) of Event/Class/Meeting:	
Proposed Time(s) of Event/Class/Meeting:	
Proposed Location of Event/Class/Meeting:	
Expected Attendance for Event/Class/Meeting:	
Title/Topic/Performance being Presented:	

Section 4. Signatures and Dates

Individual or Organization's Representative Signature:	Date:
Student Organization's Advisor's Signature <i>(if required)</i> :	Date:

Section 5. Signature of College President or Authorized Designee and Date

<input type="checkbox"/> Approved <input type="checkbox"/> Denied President's or Designee Signature:	Date:
--	-------

OFFICE USE ONLY
Copy to:
<input type="checkbox"/> Individual or Organization's Representative
<input type="checkbox"/> Organization Advisor <i>(if required)</i>
<input type="checkbox"/> Appropriate Director of Campus Operations

Institutional policy, SCP-5830, Use of Southern West Virginia Community and Technical College Vehicles, was tabled for action by the Executive Council at its May 7, 2014 meeting due to the new ARI Travel System and forthcoming changes in travel which are anticipated to become effective in January 2015. These changes are due to the implementation of the wvOasis System.

Informational Items

Board of Governors

July 8, 2014

Mr. Thomas A. Heywood
Chair

Ms. Wilma J. Zigmund
Vice Chair

Mr. Glenn T. Yost
Secretary

Ms. Linda Q. Akers

Ms. Shelley T. Huffman

Ms. Jada C. Hunter

Mr. George Kostas

Mr. Terry R. Sammons

Ms. Debbie C. Dingess
Classified Staff Representative

Ms. Mary Nemeth-Pyles
Faculty Representative

Mr. Darrell Farris II
Student Representative

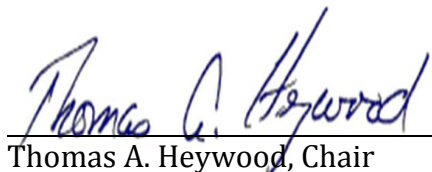
Ms. Joanne Jaeger Tomblin
President

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

Dear Chancellor Skidmore:

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

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



Thomas A. Heywood, Chair
Southern West Virginia Community and
Technical College Board of Governors

July 8, 2014
Date

TAH:elb

Attachment: 2014 Institutional Rulemaking Report

cc: Joanne Jaeger Tomblin, President

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2014**

**Manuals, Announcements and Polices (Map) System
Classification Table**

1000 GENERAL

Policies related to general administrative issues, such as: MAP Development System, Governance, History, Vision, Mission, Goals, Strategic Planning, Naming Rooms/Buildings, Tobacco Use, Solicitation, Records/Document Retention/Security/Control, Weapons/Firearms, Safety, Public Relations, Institutional Publications, Marketing, Fund-raising, etc.

2000 HUMAN RESOURCES

Policies relating to Human Resource issues and terms or conditions of employment such as: Employee Relations, Employment and Hiring Policies, Benefits, Attendance and Leave, Sabbatical, Professional Development, Performance Appraisal, Hiring Practices, Promotion, Tenure, Discipline, Workloads, Sexual Harassment, AA/EEO, ADA, etc.

3000 ACADEMIC AFFAIRS

Policies relating to academic areas regardless of particular division or program, and/or academic services/issues such as: School-to-Work/Tech Prep, Academic Programs, Delivery of Instruction via Interactive/Distance Learning, Libraries, Developmental Education, Institutional and Student Assessment, Accreditation, Academic Freedom, etc.

4000 STUDENT SERVICES

Policies relating to services provided to/for students, such as: Student Conduct, Activities, SGA, Grievances, Grade Appeals, FERPA, Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

5000 FINANCE

Policies relating to financial issues, physical plant and auxiliary enterprises, such as: Accounting, Budget Planning, Bookstores, Business Offices, Facilities/Physical Plant, Automotive Usage, Travel, Purchasing, Payables, Food Services, etc.

6000 ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT

Policies relating to economic, workforce, and community development, such as: Economic Development, Continuing Education, Small Business Development Center, Workforce Training and Development, etc.

7000 TECHNOLOGY

Policies relating to Computer Center/Services, Instructional Technologies, Interactive/Distance Learning Technologies, Educational Media/Television Services, Student Computer Labs, Telephone Services/Equipment, Internet, WEB Technology, etc.

8000 BOARD OF GOVERNORS

Policies relating to general operations of Southern West Virginia Community and Technical College: General, Human Resources, Academic Affairs, Student Services, Finance, Economic and Community Development, and Technology.

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2014**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1000	GENERAL		
1000	Manuals, Announcements, and Polices (MAP) Development System	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012; 09/2012 - Reviewed policy for accuracy and made minor revisions to provide clarity and changes in management. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised policy review cycle from every 3 years to a review on a regular basis with a time frame for review of each policy to be determined by the President or President's designee. 02/21/06. Replaced SCP-1467.
1000.A	Classification Table	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment A' from the title and made minor technical revisions. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06. Technical revisions.
1000.B	Format for Southern College Policy (SCP)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment B' from the title. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 01/24/08 - Revised paragraph numbering system to incorporate a legal numbering system. 02/21/06. Technical revisions.
1000.C	Format for Southern Administrative Announcements (SAA)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment C' from the title. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to form.
1000.D	Format for Southern Administrative Manuals (SAM)	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/19/2012 - Reviewed form and removed 'Attachment D' from the title and made minor technical revisions. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 02/21/06 - Technical revisions made to the form.
1001	Records Retention Policy	07/01/2011	06/21/2011 - BOG granted final approval; 05/21/2011 - Received no comments; 04/19/2011 - Policy originated and BOG released for a 30-day public comment period expiring 05/21/2011.

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2014**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1002	Official College Spokesperson and Media Releases	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no comments; 04/22/2014 - Policy originated and BOG released for a 30-day public comment period expiring 05/24/2014.
1010	Use of Alcoholic Beverages on Campus	02/21/2003	10/14/10 - BOG granted final approval; 09/17/2010 Received comments from one individual which are available for review upon request. It is the position of the administration that the issues, concerns and suggestions raised in these comments are addressed in a separate policy, SCP-2156, Drug and Alcohol Policy. The individual was satisfied with the response provided. All reference to drugs has been removed from the final version of SCP-1010; 09/17/2010 - Comments received; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 09/20/2005 - Reviewed.
1040	Use of College Bulletin Boards, Directories, and Information Dispensing Equipment	02/01/2005	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruction as a procedure. 07/27/00 - Policy amended.
1091	Classified Staff Council Constitution	06/19/2012	06/19/2012 - BOG granted final approval; 05/19/2012 - Received no comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 12/2011 - Policy reviewed and revised to permit electronic and proxy voting. 06/23/2009 - BOG granted final approval; 05/22/2009 - Received no comments; 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009; 03/04/2009 - Revisions clarify membership representation with no substantial changes in procedures. 12/13/2006 - Technical revisions. 11/28/2003 - Originated to supercede SCI 1672 and SCI 1672.01.
1153	Consumer Complaint Procedures	12/10/2013	12/10/2013 - BOG rescinded this policy and approved its reconstruction as a procedure. Both groups recommended cancellation and reconstruction as a procedure. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; Amended 08/08 - Revisions reflect no substantial changes in procedure or reporting requirements. The policy and attachment were revised to reflect the institution's current organizational structure. 09/01/2000 - Amended.
1153.A	Consumer Complaint Form	12/10/2013	12/10/2013 - BOG rescinded the policy and approved its reconstruction as a procedure. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 Amended - Revisions reflect the institution's current organizational structure. 09/01/2000 - Amended.

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2014**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1160	Diversity Philosophy	08/20/1998	10/14/10 - BOG granted final approval; 09/17/2010 Received one comment pertaining to grammar. The suggested correction was made to the final policy; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; Amended 09/01/00
1167	Emergency Procedures	01/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/120/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1180	Equipment Loans	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended cancellation and reconstruct-ion as a procedure. 09/01/00 - Policy amended.
1180.A	Contract of Equipment Loan	07/01/84	12/09/08 - Form repealed with rescission of SCP-1180.
1215	Use of Institutional Facilities	05/01/85	04/27/10 - BOG granted final approval; 04/03/2010 Received one comment pertaining to grammar. The suggested correction was made to the final policy; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00
1233	First Aid	03/01/85	02/17/09 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/120/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. 08/20/00 - Amended.
1375	Reports of Accidents/Incidents	01/28/91	04/22/2014 - BOG tabled action on this policy to allow sufficient review of new Clery Crime Act requirements imposed by the Violence Against Women Reauthorization Act; 03/21/2014 - Received additional Clery Crime Act requirements requiring extensive review of materials; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity, correct grammatical errors, and change job titles. Revisions also include the addition of the Clery Crime Act definitions and crime definitions from the Uniform Crime Reporting Handbook. 02/17/09 - BOG granted final approval; 01/120/09 - Received no comments; 12/09/08 - Board released for 30-day public comment period expiring 01/12/2009. Amended 09/01/00
1375.A	Accident / Incident Report Form		02/17/09 - Amended. 09/01/00 - Amended.
1375.B	Monthly Report of Accidents / Incidents		02/17/09 - Amended. 09/01/00 - Amended.
1400	Guest Speakers, Lecturers, Performers, and Organized Groups	New	06/17/2014 - Policy originated and BOG released for a 30-day public comment period expiring 07/17/2014.

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2014**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1435	Inclement Weather and Emergency Situations	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 04/2012 - Policy reviewed and revised to reflect changes in titles and management responsibilities. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; Amended 02/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 11/02 - Replaced SCI-1370, Inclement Weather and Emergency Situation, Effective 12/12/96; and SCI-1435, Inclement Weather and Emergency Situation, Effective 10/94.
1435.A	Media Notification List	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 04/2012 - Attachment A was removed from the form's title to reflect: SCP.A, Media Notification List. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; Amended 02/08; Amended 11/02.
1435.B	Essential Employee Guidelines	04/22/2014	04/22/2014 BOG granted final approval; 03/21/2014 - Received no additional comments. 02/18/2014 - Based upon comment received, the guidelines were revised and released by the BOG for an additional 30-day public comment period expiring 03/21/2014; 01/09/2014 - Received one comment which is available for review upon request; 12/10/2013 - BOG released for the required 30-day public comment period expiring 01/09/2014; 12/2013 - Attachment B developed and reviewed by Executive Council and President's Cabinet.
1467	MAP Development System	06/24/02	Repealed 02/21/06. Assigned a new classification number, SCP-1000. Reviewed 10/20/05 – Major revisions required to comply with Series 4. Reassigned classification number of SCP-1000. Comment Period Expires 11/22/05; Amended 04/05/02
1481	Naming of Facilities or Organizational Units	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/2012 - Reviewed policy for accuracy and proposed minor changes to provide clarity. Policy was reformatted in the new SCP format. 11/20/2007 BOG granted final approval with no revisions; 11/18/2007 Received no comments; 10/18/2007 Board- released for 30-day public comment period expiring 11/18/2007. 09/04/2007 – Reviewed and recommended continuation with no revisions. 12/09/04 - Reviewed - Replaced SCP-1480, Naming and Renaming of Buildings and Organizational Units, Effective 11/27/01.
1500	Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College	07/01/84	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revisions reflect no substantial changes in procedure or documentation requirements, but provides clarity and includes the new institutional mission statement. 07/27/00 - Policy amended. Repealed Chapter 29A-2, Series I, Policy Statement on Philosophy and Mission, Effective 07/01/84

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2014**

SCP Number	Policy Name	Effective Date	Date of Latest Action
1625	Publications and Productions	07/01/84	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/05/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
1725	Private Scholarships	12/11/2012	10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 09/25/2012 - Reviewed policy for accuracy and revised to reflect changes in position titles. 06/17/08 - BOG granted final approval; 05/22/08 - Received no comments; 04/15/08 - Board released for 30-day public comment period expiring 05/22/08; Amended 03/08 - Revisions reflect changes in procedure requirements and changes in management responsibilities. Amended 09/01/00
1735	Solicitation Policy	06/15/2004	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/13/2011 - BOG granted final approval; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. 04/24/2007 BOG granted final approval. 01/2007 - Revised the policy to include clarification and develop a more formalized method for solicitation requests. SCP-1735.A, On Campus Solicitation Request Form developed. Originated 05/20/04
1735.A	On Campus Solicitation Request Form	04/24/2007	07/2011 - Form was streamlined. Originated 01/02/2007
1750	Tobacco Usage	01/01/1988	04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; Amended 09/01/00; Repealed SCI-1375

**Southern West Virginia Community and Technical College Board of Governors
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SCP Number	Policy Name	Effective Date	Date of Latest Action
2000	HUMAN RESOURCES		
2000	Elimination of Faculty Positions Due to Program Reduction or Elimination	09/01/1985	10/13/2011 - BOG granted final approval and assigned a new classification number, SCP-2000 and a new title "Elimination of Faculty Positions Due to Program Reduction or Elimination." Former SCP-3650, Program Reduction or Elimination; 09/17/2011 - Comments received were restricted to grammatical and technical corrections; 08/16/2011 - BOG released for 30-day public comment expiring 09/17/2011; 07/2011 – Revisions reflect major changes in policy. 04/19/2011 - Based on the comments received, substantive changes will be made to the policy presented to the Board on 2/15/2011 and will require an additional 30-day comment period prior to adoption. Taking into consideration that many employees are gone during the summer months, the administration will defer action until the Board's first business meeting in Fall 2011 to assure that all employees have an opportunity to review the amendments and provide comment. 03/19/2011 - Comments received. 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - The Academic Affairs Management Council reviewed and revised the policy to provide clarity and reflect no substantial changes in procedure or documentation requirements. 09/01/00 Amended - Repealed SCI 1542
2005	Catastrophic Leave	04/19/2005	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Originated 02/15/05
2005.A	Catastrophic Leave Request Form	04/19/2005	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed; Originated 02/15/05
2005.B	Catastrophic Leave Donation Form	04/19/2005	03/02/2010 - BOG rescinded; 01/11/2010 - Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08; 01/2008 - Reviewed Originated 02/15/05
2006	Employee Leave	03/02/2010	03/02/2010 - BOG granted final approval. 01/11/2010 - Comments received were grammatical and spelling related. Suggested corrections were made in the final policy presented to BOG for approval. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.

**Southern West Virginia Community and Technical College Board of Governors
Institutional Rulemaking Report
Policies Effective as of July 1, 2014**

SCP Number	Policy Name	Effective Date	Date of Latest Action
2125	College-wide Employee / Personnel Policy	07/01/1984	08/20/2013 - Rescinded by Board of Governors. 04/19/2011 - BOG deferred action on this policy until the Employee Handbook is revised, approved, published, and made available to employees. Upon completion of the Employee Handbook, SCP-2125 will be resubmitted to the BOG with a recommendation for rescission. 02/15/2011 - BOG approved release for a 30-day public comment period expiring 03/19/2011 with a recommendation for rescission; 01/2011 - Policy was reviewed by Finance Unit and Executive Council. It was determined that the information contained in this policy can also be found in: SCP-1735 Solicitation Policy, SCP-2006 Employee Leave, SCP-2171 Professional and Educational Requirements for Faculty, SCP-2202 Personnel Assessment Philosophy and Practice Statement, SCP-2575 Overtime and Compensatory Time Policy, SCP-2580 Part-Time Employees, Classified Staff, Adjunct Faculty and the Employee Handbook. The staff will recommend rescission of this policy. Amended 09/01/00
2156	Drug and Alcohol Policy	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Policy reviewed and revised to reflect changes in position titles and web links. Policy was reformatted to new format. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG Released for additional 30-day public comment period expiring 01/04/2008. 09/18/2007 – BOG deferred action until the administration conducts a meeting with the faculty to review and discuss the provisions of the revised draft. 07/2007 – The draft policy was revised to comply with federal regulations requiring inclusion of specifics on criminal sanctions and health risks. Other minor changes were made for clarity. 03/23/2007 – Comments were received and the policy was sent to Bowles, Rice, McDavid, Graff & Love for legal review. 02/20/2007 – BOG released draft policy for 30-day public comment period expiring 03/23/2007. 04/24/2007 - Currently under revision. Amended 09/01/00
2156.A	Employee Drug Awareness Clarification Form	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received no comments; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Form was reformatted and revised to reflect changes in position titles. 02/19/2008 - BOG granted final approval. Amended 09/01/00

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2165	Educational Release Time Policy	02/17/2004	<p>04/16/2013 - Board granted final approval. 03/19/2013 - No comments received. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Policy reviewed to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes.</p> <p>04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes.</p> <p>11/28/06 - BOG granted final approval; 10/27/06 - No comments received; 09/26/06 Released for 30-day comment expiring 10/27/06 .</p> <p>08/31/06 – Clarifications made to policy.</p> <p>2nd 30-day comment period expired 11/22/03</p>
2165.A	Educational Release Time Request	02/17/2004	<p>04/16/2013 - Board granted final approval. 03/19/2013 - No comments received. 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Policy reviewed to address unforeseen circumstances with regular overtime due to approval of educational release time and excessive hardships due to absence based on approval of fast track scheduled classes.</p> <p>04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012. 11/28/06 - BOG granted final approval.</p> <p>09/26/06 Released for 30-day comment--expired 10/27/06 - No comments received.</p> <p>08/31/06 – Technical revision of form.</p> <p>2nd 30-day Comment Period Expired 11/22/03</p>
2171	Professional and Educational Requirements for Faculty	06/18/2013	<p>06/18/2013 - Board granted final approval. 05/23/2013 - no additional comments or inquiries received. The individual who requested clarification on Section 6.1.1.4 restudied the policy and has no objection to the wording as it is. 04/16/2013 - Board granted additional 30-day comment period to allow research to be conducted on section in question. Comment period expires 05/23/2013; 03/19/2013 - Received one request for clarification which was not answered, therefore, staff will request additional 30-day comment period.</p> <p>02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revisions reflect a reduction in the minimum requirement for faculty teaching transitional studies courses. Definition of full time faculty modified to match that found in other institutional policies. Expanded requirement for vocational/occupational program faculty to include equivalent credentials, such as licenses and certifications. Include requirement to review Faculty Credentials Certification Form annually with faculty evaluation.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008.</p> <p>09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references.</p> <p>Amended 05/04. Repealed SCI-2122</p>

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2171.A	Faculty Credentials Certification Form	06/18/2013	06/18/2013 - Board granted final approval; 05/23/2013 - no additional comments received; 04/16/2013 - Board granted additional 30-day comment period expiring 05/23/2013; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revised form. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 09/28/2007 - Reviewed and revised to exclude references to instructional staff, to update current institutional position titles, and to add references. Amended 05/04 Repealed SCI-2122
2202	Personnel Assessment, Philosophy, and Practice Statement	07/01/1987	10/14/10 - BOG granted final approval; 09/17/2010 Received no comments; 08/17/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 09/17/2010; 07/2010 - Policy was revised to be compliant with WV Code and rules of the WV Council for Community and Technical College Education. Amended 08/21/00
2218	Evaluation Process for Full-time Faculty	02/21/2012	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 - Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2218.A	Supervisor's Evaluation of Faculty Member	02/21/2012	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 11/28/06 - BOG granted final approval. 09/26/06 Released for 30-day comment--expired 10/27/06 - One comment received; policy adjusted based on comment. 04/06 - Revisions reflect changes to better serve institutional needs. Amended 09/01/00
2220	Course Feedback Policy	06/17/03	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 04/03 - Policy amended.

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2220.A	Course Feedback Form	06/17/03	12/09/08 - Form repealed with rescission of SCP-2220. 04/03 - Form amended.
2226	Faculty Incentive Pay Plan	10/16/01	06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment pertaining to the WV Code - suggested correction was made in the final policy. 04/19/2011 - SCP-2226 was revised to reflect the changes provided for in the response to comments received. Because these represent significant changes from the policy presented for comment on 02/15/2011, the policy was released for an additional 30-day public comment period expiring 05/20/2011/ 03/19/2011 - Received comments which are available for review upon request and responses were provided to the individuals making comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011. 12/09/08 - BOG granted final approval; 11/19/08 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment; 11/11/08 - Technical revisions made to this policy; 10/16/08 Board released for 30-day public comment period expiring 11/19/08. 09/06/05 – Technical revisions made to this policy. Comment Period Expired 09/28/01. Originated 04/01/01
2226.A	Faculty Merit Pay Program Criteria and Application Deadline	10/16/01	06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; 2/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011. 12/09/08 - BOG granted final approval. 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/06/05 – Technical revisions made to this policy. 8/20/01 - Board released for 30-day public comment Period expiring 09/28/01. Originated 08/01
2226.B	Faculty Incentive Pay Program Agreement Form		06/21/2011 - BOG granted final approval; 05/20/2011 - No additional comments received; 04/19/2011 - Released for an additional 30-day public comment period expiring 05/20/2011; Originated 03/2011.
2234	Flex Work Schedule	06/01/87	12/08/09 - BOG granted final approval. 11/18/09 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/2009 – Policy was extensively revised to reflect requirements of the WV Code, WVCCTCE policy, and various work arrangements in place at Southern. Amended 09/01/00

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2250	Hiring Adjunct Faculty	11/01/84	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. Amended 09/01/00 Originated 11/01/1984.
2254	Hiring Process	09/01/00	04/24/2007 - Policy repealed by BOG. Amended 09/01/00 - Repealed WV Administrative Regulations, SWVCTC: Procedures for Hiring Full-time Employees Effective 01/15/85
2360	Holidays	10/11/2012	10/11/2012 - BOG granted final approval; 09/21/2012 - Received comments restricted to grammatical and technical corrections. Corrections were made to the final policy to reflect the comments provided. Corrections do not change the content of the document and do not require resubmitting the instrument for additional public comment; 08/21/2012 - BOG released for the required 30-day public comment period expiring 09/21/2012; 07/2012 - Policy reviewed and revised to clarify that election days will be observed as holidays when they fall on a regularly scheduled workday. Elections held on days the College is closed will not be designated as a holiday. 04/15/08 - BOG granted final approval. 03/20/08 - Received no comments. 02/19/08 - Board released for 30-day public comment period expiring 03/20/08. 01/08 - Policy reviewed; No substantial changes. Comment Period Expired 12/20/02 Originated 11/02
2375	Home Campus Assignment and Campus Requirements for Faculty	07/01/85	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 12/00/05 Technical Revision Amended 09/01/00
2406	Illness of the Faculty Member, Responsibilities for Meeting Affected Classes, and Leave Request Due to Illness	01/01/85	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2406.A	Faculty Absence Request / Report	01/01/85	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
2484	Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded this policy; 01/11/2010 Received no comments. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.

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2484.A	Request for Medical Leave of Absence	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Revised 01/03/06
2484.B	Treating Licensed Physician Statement - Medical Leave Verification	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2484.C	Return to Work Authorization Medical Release Form	09/01/00	03/02/2010 - BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010.
2562	Faculty Outside Employment or Non-College Related Activities	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - One comment was received at the end of the comment period which is available upon request. The policy reference has been corrected to reflect Title 135 instead of Title 133; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 11/06/2013 - Reviewed by the Executive Council and minor grammatical revisions were made, but no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 09/08 - Revisions reflect no substantial changes in procedure or documentation requirements. Coverage was expanded to include full-time exempt professional employees. Definitions were revised to provide clarity. 03/2008 - Amended - Revisions reflect changes in procedure requirements and changes in management responsibilities. 09/01/2000 - Amended
2562.A	External Professional Activities for Pay Report Form	02/18/2014	09/08 - Modified to indicate the specific outside employment activity; 09/01/2000 - Amended
2575	Overtime and Compensatory Time Policy	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 08/2012 - Reviewed policy for accuracy and revised to reflect changes in position titles. Clarification of lunch periods for four and five day workweeks. 02/19/2008 - BOG granted final approval; 01/04/2008 - No comments received; 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 - Revised policy to provide clarity and reflect changes in management responsibilities. 02/17/2004 - BOG grants final approval of policy; 10/21/2003 - Significant revisions were made to the draft policy. The BOG approved amendments and released the policy for a 2 nd 30-day public comment period expiring 11/22/2003. 10/16/2003 - Comments were received and responses provided for each issue raised; 09/16/2003 - BOG released for 30-day public comment period expiring 10/16/2003. 09/2003 - Originated

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2575.A	Request to Work Additional Hours	12/11/2012	12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 10/04/2012 - Reformatted to new SCP format and made minor technical revisions. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 02/17/2004 - BOG grants final approval. 09/2003 - Originated
2580	Part-time Employees: Classified Staff and Adjunct Faculty	06/15/04	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 11/2012 – Policy was reviewed and reformatted into the SCP template. No modifications were made to the terms of this policy. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 10/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 06/15/2004 – BOG grants final approval; 05/20/2004 – Received no comments; 04-21-2004 – Released for 30-day public comment period expiring 05/20/2004; 04/04 - Originated
2593	Payments to Employees for Contracted Services (Other Than Regular Employment)	04/22/98	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to include compliance statement regarding overtime and compensatory time. Sections were rewritten for clarity. 09/01/2000 Amended
2593.A	Payment to Individuals for Services Form	04/22/98	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments; 10/14/2010 - BOG Released for a 30-day public comment period expiring 11/17/2010; 09/2010 - Form revised to provide clarity. 09/01/00 Amended
2624	Employee Development	01/28/1991	04/22/2014 - BOG granted final approval; 03/21/2014 - Received no comments; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/2008 - Substantial changes were made to this policy. Procedural items were deleted. The policy was revised to communicate the philosophical support for employee development. The policy title was changed from "Professional Development" to "Employee Development." 09/01/2000 - Amended and placed in new SCP format. Repealed SCI-1623, Personnel Development, Effective 01/28/91

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2624.A	Funding Request Form (Staff)	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2624.B	Presentation Request Form	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2624.C	Funding Request Form (Faculty)	01/28/1991	12/09/08 - Form repealed with passage of SCP-2624, Employee Development. 09/01/00 - Policy amended.
2686	Promotion-in-Rank and Tenure Policy	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - Received no comments;; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 11/06/2013 - Reviewed by the Executive Council - revisions were made to the policy and forms which provide clarity and reflect changes in administrative titles. 06/23/2009 - BOG granted final approval. 05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes. 04/22/09 - Board released for 30-day public comment period expiring 05/22/2009. 02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements. 11/20/2007 – Board granted final approval with recommended revision. 11/17/2007 – Two comments received; Revised policy to reflect recommended changes to the WV Code, reference to the WV Council, and grammatical errors. Clarification was provided on the number of graduate hours since last promotion. 10/18/2007 – BOG released draft for 30-day public comment expiring 11/17/2007. 07/31/2007 – AAMC and Faculty Senate revised draft to provide clarity and reflect changes in management responsibilities. 01/2006 – Reviewed and revised by Faculty Senate advanced draft to Academic Affairs Management Council for review and approval. Amended 10/01/01 Repealed SCI-2321

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2686.A	Promotion-in-Rank and/or Tenure Criteria and Forms	02/18/2014	<p>02/18/2014 - BOG granted final approval; 01/09/2014 - Received no comments; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014;</p> <p>11/06/2013 - Reviewed by the Executive Council - revisions were made to the policy and forms which provide clarity and reflect changes in administrative titles. 06/23/2009 - BOG granted final approval.</p> <p>05/22/2009 - Comments received were related to grammatical and technical corrections. The policy was revised to reflect the recommended changes.</p> <p>04/22/09 - Board released for 30-day public comment period expiring 05/22/2009.</p> <p>02/06/2009 - Revisions reflect change in committee structure to create separate promotion and tenure committees. There is no change in documentation requirements.</p> <p>11/20/2007 – Board granted final approval.</p> <p>07/31/2007 AAMC and Faculty Senate streamlined the form. Amended 10/01/2001; Repealed SCI-2321</p>
2700	Reduction in Workforce – Classified Personnel	12/11/2012	<p>12/11/2012 - BOG granted final approval; 11/14/2012 - Received no comments; 10/11/2012 - Board released for the 30-day required public comment period ending 11/14/2012. 10/2012 - Policy reviewed with changes based on recommendations in outline of reduction in force statutes by the Office of the General Council for the West Virginia Higher Education Policy Commission. Reformatted to current SCP format.</p> <p>02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements.</p> <p>04/20/2004 – BOG granted final approval.</p> <p>03/23/04 – No comments received.</p> <p>02/17/2004 – Due to comments received, significant revisions were made to draft policy. BOG approved amendments and released draft for an additional 30-day comment period expiring 03/23/2004.</p> <p>11/22/2003 – Comments received and responses provided for each issue raised.</p> <p>10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003</p>

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2701	Reduction in Workforce – Faculty Personnel	04/20/2004	06/18/2013 - Board tabled action until a new draft policy is developed and resubmitted for review and comment; 04/16/2013 - Due to comments received, the Board granted an additional 30-day comment period expiring 05/23/2013; 03/19/2013 - Received three comments which are available for review upon request and responses were provided to the individuals making comment; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 12/2012 - Minor modifications were made to the policy to reflect correct authority and methods for elimination of faculty positions. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to provide clarity and reflect changes in organizational structure. No substantial changes in procedures or documentation requirements. 04/20/2004 – BOG granted final approval 11/22/2003 – Received no comments. 10/21/2003 – BOG released for 30-day public comment expiring 11/22/2003. Originated 10/21/2003
2748	Request for Release Time for Full-time Faculty	12/09/2004	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 12/2011 - Policy reviewed with minor changes to reflect current titles. 11/28/06 - BOG granted final approval; 10/27/2006 - One comment received; no adjustment was made based on comment received; 09/26/06 Released for 30-day comment expiring 10/27/06. 08/2006 – Revisions provide clarity and reflect changes in management responsibilities. 09/01/2000 - Amended 09/01/00. 04/2004 - Amended; Repealed SCI-2420
2748.A	Release Time Request Form for Full-time Faculty	12/09/04	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012. 06/2006 - Streamlined Form. 04/2004 - Amended
2810	Sabbatical Leave for Full-Time Faculty	10/15/02	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2011 - Policy reviewed and revised to provide clarity and reflect changes in management responsibilities; forms streamlined. 04/18/06 - BOG granted final approval of amended policy. 02/21/06 - Released for 30-day comment-expires 03/24/06. 02/06 Amended to clarify responsibilities and application requirements. Amended 09/02 - Repealed SCP-2810, Sabbatical Leave for Full-time Faculty, Effective 08/92 and SCI-2411
2810.A	Sabbatical Leave Request Form	10/15/02	04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. Amended 02/06. Amended 09/02

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2810.B	Sabbatical Leave Promissory Note	10/15/02	04/19/2011 - BOG granted final approval. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed amendments and approved released draft for a 30-day public comment period expiring 03/19/2011 04/18/06 - BOG granted final approval. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Revised Form. Originated 10/02
2825	Salary Administration	04/19/05	02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 – BOG released for 30-day public comment period expiring 01/04/2008. 10/2007 – Policy reviewed and amended to incorporate the institutional Faculty Compensation Program and Salary Schedule. 04/19/2005 – BOG granted final approval. 03/18/2005 – No additional comments. 02/15/2005 – Due to substantive changes made to the existing draft policy, comment period extended for an additional 30 days expiring 03/18/2005. 02/14/2005 – Six comments received. 03/18/05 01/14/2005 – Comment period extended for additional 30-days (expiring 02/14/2005) due to Christmas and New Year's holidays, and the short time frame the institution had to develop the draft policy. 12/09/2004 – Released for a 30-day public comment period expiring 01/10/2005. Originated 12/04
2843	Sexual Harassment Policy	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no additional comments; 04/22/2014 - Due to policy revisions, BOG released for additional 30-day comment period ending 05/24/2014; 03/21/2014 - Received one comment. Incorporated recommended changes for corrective actions recommended by the Civil Rights Office during its March 12, 2013 Civil Rights Audit; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements. 04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - Reviewed and revised to provide clarity. 04/18/06 - BOG granted final approval; 02/21/06 Released for 30-day Comment-expired 03/24/06; 01/20/06 Amended; 05/17/02 Amended; 09/01/00 Repealed College-wide Employee Personnel Policy Series II, 1984, Section 12; Sexual Harassment of Students Series VI, 1987, Section 1-2; SCP-2843, Harassment Policy.

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2875	Workload Requirements for Full-time Faculty	01/28/1991	03/02/2010 - BOG granted final approval. 01/11/2010 - No comments received. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.A	Class Load Formula Matrix (Summer)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
2875.B	Class Load Formula Matrix (Fall and Spring)	01/28/1991	01/11/2010 - No comments received. Form deleted as attachment in revised policy. 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/00 Amended
3000	ACADEMIC AFFAIRS		
3000	Distance Learning	04/17/2012	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG released for the required 30-day public comment period expiring 03/23/2012; 02/07/2012 - Originated .
3100	Faculty Responsibilities for Academic Advising of Students	04/18/1985	02/21/2012 - BOG granted final approval; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012. 01/05/2007 - Policy reviewed and amended to provide clarity and reflect changes in organizational structure. 10/21/2004 - Policy amended.
3160	Course Syllabus	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. Repealed Chapter 29A-2 Series I, Course Syllabus, Effective 07/01/81; References to course syllabi in SM 1275.1c, Faculty Handbook, Effective 08/20/90, Revised 07/93; Adjunct Faculty Handbook, Effective 01/97, pp. 13-14.
3160.A	Course Syllabus Format	07/01/1984	12/09/08 - Form repealed with the rescission of SCP-3160. 09/20/05 - Form amended.
3165	Adding Courses to the Curriculum and Revising Existing Courses	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended. Repealed WV Administrative Regulations, SWVCTC, Chapter 29A-2, Series I, Revising Courses, Effective 07/01/84.

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3170	Deleting Courses from the Curriculum	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure. 10/10/08 - Received no comments. 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3188	College Level Exam Program (CLEP)	11/01/85	08/17/2010 - BOG released draft for a 30-day public comment period expiring 09/17/2010; 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3201	Challenging a Course/Credit by Examination	02/15/05	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Revised policy to provide clarity and reflect changes in management responsibilities. Policy was reformatted into the new policy template. 11/20/2007 – Board granted final approval of revised policy; 10/18/2007 - Received one comment regarding the dates of withdrawal. Clarification was provided to the individual; no change to the draft policy was warranted; 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007. 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Amended 10/27/04 Replaces SCP-3201, Challenge Exam For Credit, Effective 07/01/86, Revised 09/01/00; Effective 06/24/02, Revised 02/15/02.
3201.A	Challenge Examination Request Form	02/15/05	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Reviewed and revised form. 11/20/2007 – Board granted final approval. 08/2007 – Streamlined form. 10/27/2004 – Amended policy.
3201.B	Challenge Examination Results Form	02/19/2013	02/19/2013 – BOG granted final approval; 01/11/2013 – Received no comments; 12/12/2012 - BOG released draft for 30-day public comment expiring 01/11/2013; 10/2012 – Originated form.

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3214	College Board Advanced Placement Credit	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - One comment was received at the end of the comment period which is available upon request. The policy reference has been corrected to reflect Title 135 instead of Title 133; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed by the Academic Affairs Management Council. Removed the Advanced Placement Course list and inserted reference to the Advanced Placement course list on the CTCS website. 10/15/2009 – Board granted final approval of revised policy; 9/17/2009 - Received no comments. 08/18/2009 - BOG released draft for 30-day public comment expiring 09/17/2009. 07/2009 – Revised policy to provide clarity and reflect changes in course titles. Amended 09/01/00
3227	Credit Based on Experience	01/01/85	10/14/2010 - BOG rescinded this policy and form (3227.A) and its reconstruction as a procedure; 09/17/2010 - Received no comments; 08/17/2010 - BOG released draft for a 30-day public comment period expiring 09/17/2010. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05.
3227.A	Portfolio Evaluation Form	01/01/85	10/14/2010 - BOG rescinded. 09/20/05 - Reviewed
3240	Assignment of Credit/Non Credit Courses	07/01/86	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
3245	Faculty and Administrative Productivity	02/21/2006	04/19/2011 - BOG granted final approval of amended policy. 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/2010 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. Originated 10/20/2005
3250	Final Examinations	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.

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3401	Independent Study	07/01/1984	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received one comment which is available for review upon request. The individual was satisfied with the response provided; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/06/08 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 11/20/2007 – Board granted final approval of revised policy. 10/18/2007 - Received no comments; 09/18/2007 - BOG released draft for 30-day public comment expiring 10/18/2007; 08/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. Independent Study forms SCP-3401.A and SCP-3401.B were added to the policy. Amended 09/01/00
3401.A	Independent Study Request Form	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Revisions reflect changes in management responsibilities.
3401.B	Independent Study Contract	07/01/1984	12/09/2008 - Repealed with the rescission of SCP-3401. 08/2007 - Reviewed and revised to create a standard learning contract to be used in conjunction with the independent study.
3479	Mid-Term Grade Reports	09/23/1991	03/02/2010 - BOG rescinded this policy; 01/11/2010 - Received no comments; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3479.A	Mid-Term Grade Report Form	09/23/1991	03/02/2010- BOG rescinded; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 09/01/00
3551	Meeting Scheduled Classes	01/1985	02/21/2012 - BOG rescinded this policy and approved its reconstruction as a procedure; 01/13/2012 - Received no comments; 12/14/2011 - BOG released for the required 30-day public comment period expiring 01/13/2012 with recommendation to rescind and reconstruct as procedures within the Academic Affairs Unit as recommended by the Academic Affairs Management Council and Executive Council. Amended 01/2007 - Revisions reflect no substantial changes in procedure or documentation requirements; provide clarity and reflect current practice. Amended 04/28/2005
3600	Faculty Office and Class Schedule	07/01/1984	02/15/2011 - BOG granted final approval to rescind; 11/17/2010 - Received no comments; 10/14/10 - Board released for 30-day public comment period expiring 11/17/10 with recommendation to rescind and reconstruct as a procedure within the Academic Affairs Unit; 07/2010 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation as a policy and reconstruction as a procedure. Amended 09/01/00

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3600.A	Faculty Office and Class Schedule Form	07/01/1984	02/15/2011 - BOG rescinded this policy and approved its reconstruction as a procedure; 11/17/2010 - Received no comments; 10/14/10 - Board released for 30-day public comment period expiring 11/17/10 with recommendation to rescind and reconstruct along with the procedure within the Academic Affairs Unit. 07/2010 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 09/01/00
3620	Policy Regarding Program Review	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no comments; 04/22/2014 - Board released for 30-day public comment period expiring 05/24/2014; 02/2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities or titles. 12/09/2008 - BOG granted final approval; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Originated 10/08/01.
3625	General Studies (University Parallel) Program Evaluation Model Policy	09/01/1985	04/27/2010 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed / revised.
3625.A	General Studies (University Parallel) Program Evaluation Model	09/01/1985	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed / revised.
3637	General Education Philosophy and Goals	04/16/2013	04/16/2013 - Board granted final approval; 03/19/2013 - No comments received; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Revisions reflect no substantial changes in procedure or documentation requirements. The policy was reformatted into the new policy template. 02/19/2008 - BOG granted final approval. 01/04/2008 - No comments received. 11/20/2007 - BOG released draft policy for 30-day public comment period expiring 01/04/2008. 08/30/2007 - Reviewed and revised to include references to provide clarity. Amended 01/05

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3650	Program Reduction or Elimination	09/01/1985	10/13/11 - Assigned a new classification number, SCP-2000 and a new title "Elimination of Faculty Positions Due to Program Reduction or Elimination." 04/19/2011 - Based on the comments received, substantive changes will be made to the policy presented to the Board on 2/15/2011 and will require an additional 30-day comment period prior to adoption. Taking into consideration that many employees are gone during the summer months, the administration will defer action until the Board's first business meeting in Fall 2011 to assure that all employees have an opportunity to review the amendments and provide comment. 03/19/2011 - Comments received. 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 01/2011 - The Academic Affairs Management Council reviewed and revised the policy to provide clarity and reflect no substantial changes in procedure or documentation requirements. 09/01/00 Amended - Repealed SCI 1542
3670	Public School Service Program	11/29/2005	06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05. 09/20/05 - Originated
3670.A	Public School Service Form	11/29/2005	06/21/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 09/20/05 - Originated
3693	Instructional Schedule Development	07/01/1984	04/17/2012 - BOG rescinded this policy and approved its reconstruction as a procedure. 03/23/2012 - No comments received. 02/21/2012 - Board released for required 30-day public comment period expiring 03/23/2012; November/ December 2011 - Policy was reviewed by the Academic Affairs Management Council and Executive Council. Both groups recommended its rescission and reconstruction as a procedure. 11/28/06 - BOG granted final approval; 10/19/06 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 - No comments were received. 09/23/2005 - Technical revision. 09/01/00 Amended policy; Repealed SCI-1271 effective date of 08/30/93
3705	Student Academic Rights	04/15/02	04/18/06 BOG Repealed policy. 03/24/06 - No comments received; 02/21/06 Released for 30-day comment-expires 03/24/06. Technical revision 03/06/03. Originated 02/02

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3736	Student Standards of Academic Progress	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received no comments; 04/22/2014 - BOG released for 30-day public comment period expiring 05/24/2014; 02/2014 - Revisions reflect changes in WV Code, changes in federal reporting requirements, greater consistency with national standards of student progress, and movement of procedural matters from policy to academic procedure. 04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. 09/01/00 - Reviewed/revised.
3780	Textbook Selection Policy	06/24/02	03/02/2010 - BOG rescinded this policy; 01/11/2010 -Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. Amended 11/16/02; Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00.
4000	STUDENT SERVICES		
4000	Basic Admissions Guidelines	07/01/2012	06/19/2012 - BOG granted final approval; 05/19/2012 - Received not comments; 04/17/2012 - BOG released for the required 30-day public comment period expiring 05/19/2012; 03/07/2012 - Policy reviewed and revised to reflect new federal financial assistance guidelines and clarify other admission requirements. 10/13/2011 - BOG granted final approval; 09/17/2011 - No comments received; 08/16/2011 - Policy originated and BOG released for a 30-day public comment period expiring 09/17/2011.
4110	Institutional Policy Regarding ACT Requirements	12/01/84	12/08/09 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/09 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/00.
4151	Academic Standards and Expectation from Students	07/01/97	02/15/2011 - BOG granted final approval; 11/17/2010 - Received no comments 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Policy revised to provide clarity and reflect no substantial changes in procedure or documentation requirements. 04/18/06 - BOG granted final approval of amended policy. 02/21/06 Released for 30-day comment-expires 03/24/06. 02/06 Amended to incorporate relevant information from SCP-3705, Student Academic Rights (cancelled 04/18/05) into SCP-4151 and revised this policy to meet the needs of the institution and its students. 09/01/2000 - Amended; 06/09/1987 - Originated

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4192	Administrative Withdrawal and Administrative Drop of Students	12/09/04	08/08/2013 - BOG granted final approval; 07/19/2013 - No comments were received; 06/18/2013 - BOG released for a 30-day public comment period expiring 07/19/2013. 10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments; 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - BOG reviewed policy revisions and approved for 30-day comment period expiring 11/21/2006 – No comments were received. Grammatical and technical revisions 10/2006. Policy amended 05/19/2004.
4233	Deans's List of Students; Graduation with Honors Status	07/01/85	04/19/2011 - BOG granted final approval; 03/19/2011 - Received no comments; 02/15/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 03/19/2011; 12/2010 - Reviewed and revised to provide clarity and changes in responsibilities and procedures. Reformatted in new SCP format. 09/01/2000 - Reviewed and revised.
4274	Standards of Progress for Federal Financial Assistance Recipients	01/01/84	06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval; 10/19/2006 - Released for 30-day comment--expired 11/21/2006 - One comment received; policy adjusted based on comment; 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4356	Financial Aid Recipient - Change in Enrollment Status	01/01/85	06/21/2011 - BOG granted final approval; 05/20/2011 - Received no comments; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 04/2011 - Revisions reflect changes in procedure and documentation Title IV requirements effective 07/01/2011. 11/28/2006 - BOG granted final approval. 10/19/2006 Released for 30-day comment--expired 11/21/2006 - No substantive comments received. 10/2006 – Revisions provide clarity and reflect grammar and technical changes. Revised 09/01/2000
4385	Reduced Tuition and Fee Program for State Residents Age 65 and Older	02/15/05	02/21/05 - Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051. Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05. Originated 12/02/04

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4398	Student Grades and Grade Point Average Requirements for Graduation	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed and revised by the Curriculum and Instruction Committee. Revisions reflected no substantial change in procedure or documentation requirements, but provide clarity. 12/09/08 - BOG granted final approval; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08. 09/2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. 11/29/05 - BOG granted final approval of amended policy. 10/21/05 - Received no comments. 09/20/05 - Amended and repealed SCP-4397, Student Grades and Related Concerns, Effective 09/01/00 and SCP-4520, Submitting Student Grades by the Faculty to the College's Student Records Office and Authority for Changing Student Grades, Effective 09/01/00; SCP-4520.A, Final Grade Report Form, Effective 09/01/00.
4558	Administration of Credit Course Registration Procedures	11/01/84	11/28/2006 - BOG rescinded SCP-4558. 10/19/2006 - BOG reviewed policy and approved for 30-day comment period expiring 11/21/2006 – No comments were received. 10/2006 – Policy reviewed by Academic Affairs and Student Services Units. Group deemed the document does not meet the criteria for a policy, but is a statement of procedures and rules. Recommended cancellation. Amended policy 09/01/2000
4634	Student Activities	07/01/84	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure. 09/17/2009 - Received no comments. 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009. 08/04/2009 - Policy was reviewed by the Student Development and Special Services Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/2000 - Reviewed.
4672	Student Class Attendance	07/01/84	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure. 11/18/2009 - Received no comments. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed.
4710	Academic Dishonesty	07/01/84	04/17/2012 - BOG granted final approval. 03/23/2012 - No comments received. 02/21/2012 - BOG reviewed revised policy and released for required 30-day public comment period expiring 03/23/2012; November/ December 2011 - Reviewed a made significant revisions to include aspect of integrity and technology advancements. 05/2006 - Technical Revision. 09/01/2000 - Reviewed.

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4748	Southern West Virginia Community and Technical College Student Government Constitution	07/01/85	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a working document within the Student Government Association. 11/18/2009 - Received one comment. Available for review upon request. Response provided to the individual who submitted the comment. 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed
4770	Student Rights and Responsibilities	04/16/02	04/19/2011 - BOG granted final approval of amended policy; 03/19/2011 - One comment received - policy adjusted based on comment; 02/15/2011 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 03/19/2011; 02/2011 - Reviewed and revised to provide clarity. Reformatted to new SCP format. 09/20/05 - Three-year review only - no revisions.
4786	Transfer Student Requirements and Credit Evaluation	07/01/84	06/22/2010 - BOG granted final approval; 05/29/2010 - Received two comments. One comment was grammatical in nature and was addressed in the final policy. The second comment related to an inaccurate definition in Section 3.7 of the policy. The section was revised to include the word "regional" in the definition. Revisions of 09/01/2009 reflect title changes and include content from the rescinded policy, SCP-4825, Transfer of Student Credit Hours from Another Institution; 04/27/2010 - Due to significant changes in the content of this policy, the BOG released draft policy for an additional 30-day public comment expiring 05/29/2010; 03/02/2010 - Policy continues under review; 11/18/2009 - Received one comment. Available for review upon request. Response has not yet been provided; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 09/01/2000 - Reviewed
4825	Transfer of Student Credit Hours from Another Institution	03/01/1985	12/08/2009 - BOG rescinded this policy and approved its reconstruction as a unit procedure; 11/18/2009 - Received no comments; 10/15/2009 - BOG released draft for 30-day public comment expiring 11/18/2009. 11/29/05 - BOG granted final approval of amended policy; 10/21/05 - Received no comments; 09/20/05 - BOG reviewed policy amendments and approved for 30-day comment period expiring 10/21/05; Amended 09/20/05 to include additional language in Sections 3 and 6 of this policy.
5000	FINANCE		
5050	Assessment, Payment and Refund of Fees	02/19/2002	06/21/2011 - BOG granted final approval; 05/20/2011 - Received one comment related to grammar - suggested correction made in the final policy; 04/19/2011 - BOG reviewed policy amendments and approved release of draft for a 30-day public comment period expiring 05/20/2011; 01/2011 - Revisions reflect no substantial changes in procedure or documentation requirements, but provide clarity and reflect changes in management responsibilities. 02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 01/2002 Originated.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5051	Reduced Tuition and Fee Program for State Residents Age 65 and Older	12/10/2013	12/10/2013 - BOG granted final approval; 11/13/2013 - Received no comments; 10/10/2013 - Board released for 30-day public comment period expiring 11/13/2013; 09/2013 - Reviewed by the Executive Council and minor grammatical revisions were made, but no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Reviewed by the Executive Council and recommended its continuation without revision. 02/21/05 - Transferred responsibility of SCP-4385 from Student Services Unit to Finance Unit and assigned a new classification number, SCP-5051, and Repealed SCP-3780, Selection of Textbooks, Effective 07/01/86, Revised 09/01/00. Comment Period Expired 01/10/05 Originated 12/02/04
5065	Awarding of Undergraduate Tuition and Fee Waivers	07/17/2014	06/17/2014 - BOG granted final approval; 05/24/2014 - Received one comment to omit Section 5.5 regarding statutory caps on waivers - section was removed from the policy; 04/22/2014 - BOG released for additional 30-day public comment period ending 05/24/2014; 03/21/2014 - Received comments recommending removal of policy sections referring to tuition and fee waiver limits due to removal of statutory caps on waivers. Policy revised to reflect the recommended changes; 02/18/2014 - Board released for 30-day public comment period expiring 03/21/2014; 12/04/2013 - Reviewed by Executive Council. Revisions were made to provide clarity and reflect no substantial changes in procedure or documentation requirements. 12/09/08 - BOG granted final approval; 10/10/08 - Received one comment correcting the specific section of the WV State Code cited in the definitions section; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08. Amended 08/08 - Revisions reflect significant changes in state code pertaining to undergraduate tuition and fee waivers. 02/21/06 - Revised policy to comply with WV Code §18B-10-5, -7, 7b. 02/19/2002 - BOG granted final approval; 02/15/2002 - Received no comments. 01/16/2002 - BOG released for 30-day public comment period expiring 02/15/2002; 01/15/2002 - Originated
5066	Third-Party Tuition and Fee Waivers	08/17/2010	08/17/2010 - BOG granted final approval; 07/23/2010 - Received no comments; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy which addresses approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third parties and offered for academic credit by Southern West Virginia Community and Technical College.

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5074	Selection, Adoption and Sale of Textbooks and Other Course Materials	08/17/2010	08/17/2010 - BOG granted final approval; 07/23/2010 - Received one comment pertaining to grammar. The suggested correction was made in the final policy; 06/22/2010 - BOG released draft for a 30-day public comment period expiring 07/23/2010; 06/2010 - This is a new policy and addresses the requirements of Series 51 of the Council for Community and Technical College Education and the mandates of Public Law 110-315, the Higher Education Opportunity Act of August 2008 regarding the selection, adoption, use and sale of textbooks and other course materials. This policy supersedes any and all previous policies pertaining to these subjects and related bookstore procedures.
5075	Bookstore Textbook Procedures	07/01/1984	03/02/2010 - BOG rescinded this policy; 01/11/2010 -Received one comment; 12/08/2009 - BOG released draft for 30-day public comment expiring 01/11/2010. 09/01/2000 - Replaced <i>Textbook Policy Procedures</i> , Effective 01/17/97
5100	Disposition of Sale of Surplus/ Excess Property	04/16/2013	04/16/2013 - Board granted final approval; 03/19/2013 - No comments received; 02/19/2013 - BOG released for the required 30-day public comment period expiring 03/19/2013; 11/2012 - Policy was reviewed with no recommended revisions. The policy was reformatted into the new policy template. 11/20/2007 – Board granted final approval of revised policy; 11/17/2007 - Received no comments; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007; 09/02/2007 – Revised policy to provide clarity and reflect changes in management responsibilities. 04/19/2005 BOG grants final approval; 03/18/2005 Received no comments; 02/15/2005 BOG released draft policy for 30-day public comment expiring 03/18/05; 02/05 Originated
5260	Meeting Financial Exigencies	06/18/2013	06/18/2013 - Board granted final approval; 05/23/2013 - No comments received; 04/16/2013 - BOG released for the required 30-day public comment period expiring 05/23/2013; 04/2013 - Policy was reviewed and revised to expand the committee membership. 10/13/2011 - BOG granted final approval; 09/17/2011 - Received no comments; 08/16/2011 - BOG released for a 30-day public comment period expiring 09/17/2011. 11/2006 - Policy Reviewed-No changes were made; 11/22/2003 - Comment Period Expired; 10/2003 Amended. 05/27/1988 Originated
5525	Maintenance Work Order Request System	07/01/1984	04/19/2011 - BOG rescinded this policy and approved its reconstruction as a procedure; 03/19/2011 - Received no comments; 02/15/2011 - Board released for 30-day public comment period expiring 03/19/2011; 11/02/2010 - Policy was reviewed by the Executive Council and Finance Unit. Both groups recommended its cancellation and reconstruction as a procedure. Amended 09/01/00 - Replaced the Maintenance Work Order Request System, Effective 07/01/84, in Chapter 29A-2, Series I of Southern's Administrative Regulations

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SCP Number	Policy Name	Effective Date	Date of Latest Action
5620	Parking Regulations Policy	02/01/1989	02/15/2011 - BOG granted final approval; 11/17/2010 Received no comments; 10/14/2010 - BOG reviewed policy amendments and approved released draft for a 30-day public comment period expiring 11/17/2010; 09/2010 - Revisions reflect substantial change in procedure and provide clarity to reflect changes in responsibilities. The policy title was changed from "Parking Regulations Policy" to "Traffic and Vehicle Speed, Flow and Parking Regulations Policy". Form SCP-5620.A was eliminated. 09/01/2000 - Amended; Replaced Parking Policy, Effective 02/01/1989 and Parking Policy, Effective 09/02/97.
5620.A	Parking Decal Log	02/01/1989	09/2010 - Eliminated from SCP-5620; 09/01/2000 Amended
5780	Travel Regulations Policy	02/18/2014	02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - Reviewed and revised by the Finance and Administration Unit, Executive Council, and President's Cabinet. Revisions reflected no substantial change in procedure or documentation requirements, but provide clarity. 04/17/2012 - BOG granted final approval. 03/23/2012 - Comments received were restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting instrument for additional public comment. 02/21/2012 - BOG reviewed policy revisions and released for required 30-day public comment period expiring 03/23/2012; 12/2011 - Reviewed and revised to provide clarity and reflect changes in management responsibilities. 11/2006 - Policy reviewed with no recommended changes. 06/15/2004 - BOG granted final approval of the policy with the following modification to Section 4.A.2(c): <u>Travelers will use State approved rental car vendors when traveling by air or when departing from College locations.</u> ; 05/20/2004 - Two comments were received and responded to at the end of the 30-day public comment period; 04/21/2004 - Released for 30-day public comment period expiring 05/20/2004; 02/25/2004 - Policy amended. 09/2002 - Policy originated
5830	Use of Southern West Virginia Community and Technical College System Vehicles	01/28/1991	04/27/10 - BOG granted final approval; 04/03/2010 - No comments received; 03/02/2010 - BOG released for 30-day public comment period expiring 04/03/2010. Amended 09/01/00; Repealed SCI-1381, Use of Southern System Vehicles, Effective 01/28/91; State Vehicle Requisition Policy, Effective 12/09/07; Use of Southern Vehicles Policy, Effective 02/01/99.
6000	ECONOMIC, WORKFORCE AND COMMUNITY DEVELOPMENT		

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SCP Number	Policy Name	Effective Date	Date of Latest Action
6125	Contractual Training for Workforce Development	07/01/99	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 11/19/08 - Received no comments; 10/16/08 - Board released for 30-day public comment period expiring 11/19/08; 08/08 - Policy was reviewed by the Executive Council and Workforce Development Unit. Both groups recommended its cancellation and reconstruction as a procedure. 07/01 - Policy amended.
7000	TECHNOLOGY		
7000	Email Established as an Official Form of Communication	07/26/2012	07/26/2012 - BOG granted final approval; 07/25/2012 - Received no comments; 06/19/2012 - Board released for the required 30-day public comment period expiring 07/25/2012; 02/03/2012 - Originated.
7125	Information Technology Acceptable Usage	07/07/97	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to reflect up-to-date terms and current acceptable usage. 09/01/2000 Amended
7680	Reports for External Use	05/01/85	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. 07/27/2000 - Amended.
7688	Reports for Internal Use	05/01/85	10/15/2009 - BOG rescinded this policy and approved its reconstruction as a procedure; 09/17/2009 - Received no comments; 08/18/2009 - Board released for 30-day public comment period expiring 09/17/2009; 07/22/2009 - Policy was reviewed by the Technology Unit and Executive Council. Both groups recommended its cancellation and reconstruction as a procedure. Amended 07/27/2000.
7712	Requests for Media Service and Television Agreements	05/01/85	12/09/08 - BOG rescinded this policy and approved its reconstruction as a procedure; 10/10/08 - Received no comments; 09/09/08 - Board released for 30-day public comment period expiring 10/10/08; 08/08 - Policy was reviewed by the Executive Council and Communications Unit. Both groups recommended its cancellation and reconstruction as a procedure. 09/01/00 - Policy amended.
7720	Security of Management Information Technology	05/01/88	04/21/09 - BOG granted final approval; 03/19/09 - Received no comments; 02/17/09 - Board released for 30-day public comment period expiring 03/19/2009; 02/2009 - Revised to include all forms of technology and to meet the standards of the payment card industry. Amended 09/01/00
8000	BOARD OF GOVERNORS		

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SCP Number	Policy Name	Effective Date	Date of Latest Action
8600	Board of Governors Operational Guidelines Policy	08/21/2001	<p>02/19/2013 – BOG granted final approval; 01/11/2013 – Received one comment restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting the instrument for an additional 30-day comment period; 12/12/2012 - Board released for 30-day public comment period expiring 01/11/2013; 09/28/2012 - Reviewed policy and added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, <i>Rules and Administrative Procedures</i>, to the Reference Section of the policy which addresses the process for the adoption, amendment, or repeal of rules and administrative procedures by institutions.</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines; 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007. 09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised policy to remove reference to the Institutional Compact. 08/21/2001 – All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines (SCP-8600.A) of the Board of Governors approved 08/21/2001.</p>

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8600.A	Board of Governors Operational Guidelines	02/18/2014	<p>02/18/2014 - BOG granted final approval; 01/09/2014 - No comments received; 12/10/2013 - Board released for 30-day public comment period expiring 01/09/2014; 10/2013 - The Board's Operational Guidelines were revised to include language to ensure that no detriment or appearance of detriment to the College's interests results from a conflict between the best interests of the College and any personal, financial, or other interest of a Board member or College officer. Also, it was updated to comply with legislation passed through House Bill 2747 during the 2013 First Special Session regarding public notice of meetings.</p> <p>02/19/2013 – BOG granted final approval; 01/11/2013 – Received one comment restricted to grammatical and technical corrections. These corrections do not change the content of the policy and does not require resubmitting the instrument for an additional 30-day comment period;</p> <p>12/12/2012 - Board released for 30-day public comment period expiring 01/11/2013; 09/28/2012 - Reviewed for compliance with West Virginia Code §18B-2A-4. Amended Section 1.4.3; 1.4.6; 1.4.19; and 1.4.20 to be in compliance with West Virginia Code §18B-2A-4 which passed through the 2012 1st Special Legislative Session.</p> <p>04/15/08 - BOG granted final approval; 03/20/08 - Received no comments; 02/19/08 - Board released for 30-day public comment period expiring 03/20/08.</p> <p>02/08 - Amended Section 4.3.1 to include past BOG chair and one lay member to the Agenda Committee membership.</p> <p>11/20/2007 – Board granted final approval of revised policy and operational guidelines; 11/17/2007 - Received comments regarding technical changes concerning WV Code citations and references to the WV Council. Policy was revised to reflect these recommendations; 10/18/2007 - BOG released draft for 30-day public comment expiring 11/17/2007. Policy presented was revised a 2nd time to include language revising the term limit for chairpersons to comply with a new law that was effective 09/06/2007.</p> <p>09/18/2007 – BOG deferred action on draft policy until the 10/18/2007 BOG meeting.</p> <p>09/2007 – Reviewed and revised guidelines to remove reference to the Institutional Compact.</p> <p>06/10/02 Amended guidelines.</p>
8601	Emergency Presidential Succession Plan	New	<p>06/17/2014 - Policy originated and BOG released for a 30-day public comment period expiring 07/17/2014.</p>

RECEIVED

JUL 01 2014

PRESIDENT'S OFFICE

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

Mrs. Tomblin,

Twenty-eight years ago I was a student in your Speech Fundamentals class at SWVCC. At the time, it was my favorite class. I didn't know then, that what I learned from you, I would apply as a part of my job with the FBI.

Over the last 18 years I have been blessed to travel for the FBI, supporting our mission and liaising with representatives from the law enforcement community. I have presented and spoke at various conferences and meetings. Though so many years ago, I remember the fundamentals you taught me about speaking before a group of people. I've enhanced these fundamentals with on-the-job refresher courses.

I will admit to experiencing nervousness before every speaking occasion. I think most folks do, unless, of course, one has a natural talent for public speaking. I like to think, through what I've learned; I am a decent speaker.

Many years have passed since I was a student, but I don't believe it is too late to say thank you. Thank you for the passion you brought to the class, and for making an otherwise scary subject enjoyable.

Warmest regards,



Drema Fouch
Class of 1986



July 21, 2014

Mrs. Joanne J. Tomblin
President
Southern West Virginia Community and Technical College
Post Office Box 2900
Mount Gay, West Virginia 25637

Dear President Tomblin:

Pursuant to Series 4 of the Council for Community and Technical College Education's rules, I have reviewed the following policies approved by the Southern West Virginia Community and Technical College Board of Governors and hereby approve them.

- SCP-1002 Official College Spokesperson and Media Releases
- SCP-2843 Sexual Harassment Policy
- SCP-3620 Policy Regarding Program Review
- SCP-3736 Student Standards of Academic Progress
- SCP-5065 Awarding of Undergraduate Tuition and Fee Waivers

Should you have questions or need additional information, please contact me.

Sincerely,

A handwritten signature in blue ink that reads "James L. Skidmore".

James L. Skidmore
Chancellor

cc: Thomas A. Heywood, Chair
Board of Governors

WEST VIRGINIA

SPECIAL REPORT

ISSUE 4 - 2014

EDGE

**BIG PLANET,
BIG OPPORTUNITIES:**
W.VA. BUSINESSES TAP THE
POTENTIAL OF CROSS-BORDER TRADE



**LET'S GET
CRACKING**

A GLOBAL PETRO-GIANT LAYS PLANS TO TURN
WEST VIRGINIA GAS INTO GOLD

announcement followed a high-level meeting between Governor Tomblin and Odebrecht officials in Düsseldorf, Germany, at K 2013, the world's largest plastics trade fair.

The governor's itinerary also included several events designed to spark new interest in the Mountain State. At K 2013, which is held every three years and attracts thousands of exhibitors from around the globe, he was able to meet with dozens of potential investors. Governor Tomblin also participated in two other business-recruiting events: a luncheon at the Swiss-American Chamber of Commerce and the Vicenza Trade Association investment seminar.

This European swing was Governor Tomblin's second international mission. In June 2012, the governor led a similar mission to Japan. Shortly after his return, five Japanese companies announced a total of more than \$100 million in expansions of their West Virginia operations.

"The face-to-face discussions that we can have on these investments missions are simply invaluable," says Governor Tomblin.

THE CHINA CHALLENGE

First Lady Joanne Jaeger Tomblin also made an international trip in October 2013, creating and maintaining relationships that will help West Virginia grow and thrive.

First Lady Tomblin and other representatives from Southern West Virginia Community and Technical College, where she is president, participated in the 2013 Coal and Mining Expo in Beijing, where the first lady represented West Virginia in the opening ceremonies. The expo is the largest coal mining exhibition in China and draws a worldwide audience.

This was the first lady's second trip to China to talk to coal operators about receiving hands-on training at Southern, which houses

the Academy for Mine Training and Energy Technology. First Lady Tomblin helped develop the academy, which started in 2006.

"We had an award-winning training program



Gov. Tomblin and Commerce Sec. Burdette speak with Richard Northcote, Bayer MaterialScience's Head of Communications and Public Affairs during the 2013 European investment mission.



First Lady Joanne Jaeger Tomblin tours a coal liquefaction plant in China's Shanxi Province.



at Southern, and we wanted to help coal producers that needed training in the areas of rescue, management and communications. We didn't want to limit ourselves to the United States,"

First Lady Tomblin says. "We teamed up with Dr. Qingyun Sun, who is involved with the mine training program at WVU. He recommended that we go to China. In just one province, there are about 900,000 miners underground at any given time. That's a lot of people trying to do their jobs and stay safe."

The first lady initially visited the Expo in 2011, and talks held then led to the first group of Chinese trainees coming to the academy in 2012 for hands-on training.

"We have a simulated mine. We have simulators that teach people how to drive trucks, we have management training, and fire and rescue training," she says. "We have a great communications unit that lets us talk to

people all over the world. During the incident in Chile in 2010, we were on standby because we could have put our communications unit in a C-130 and flown to Chile, if they needed us."

During the 2013 trip to China, the representatives from Southern also attended a meeting hosted by officials of Shanxi Province. In August 2013, Southern signed an official agreement with Shanxi officials for students from their province to train at Southern's academy over the next four years. First Lady Tomblin doesn't think the deal would have been accomplished without that first step in 2011.

"If you want to do business with China, there's simply no substitute for being there in person," she says. "You can talk and text all you want, but when you sit down and express to them face-to-face what you can offer them, when you show what you can do for them, it



makes a world of difference. After you build those relationships, you can do some things via the Internet. But knowing people by name, knowing where they come from, I think that is the best thing you can do in any business or industry. The relationships we've built mean economic development for West Virginia. The people who come here for training stay in hotels, shop, eat out, and they're paying for training. So not only is it good for economic development, but we're also providing a lifesaving service to people who need it."

W.VA. AND JAPAN: SENATOR ROCKEFELLER'S LEGACY

The Tomblins are the latest in a long line of West Virginia leaders to make international outreach a priority. Six previous governors undertook missions to Japan, beginning with current Senator and former Governor

Jay Rockefeller. Senator Rockefeller led a dozen trade missions to Japan and played a key role in attracting more than 20 Japanese companies to the state – companies that have invested billions of dollars and created thousands of jobs.

"I wanted to do something big for West Virginia that would create jobs and invest in the future of our state's economy. And I knew this would take a dedicated effort to find overseas business opportunities," Senator Rockefeller says. "So as governor, I did my best to put West Virginia on the map for global investment. Since we opened the West Virginia Development Office in Japan, we've seen it grow into many special and strong relationships with Japanese companies, including Toyota, Hino, Wheeling Nisshin, NGK, and Kureha, among others. I am grateful to our Japanese partners for their investments in our economy and workforce,

and contributions they've made to our communities. We know from our experience with the Japanese business community that West Virginia can be – and will be – competitive in the global economy. I remain committed to this effort."



Sen. Jay Rockefeller (left) and then-West Virginia Gov. Gaston Caperton (right) with Toyota Motor Company's President Hiroshi Okuda at the opening of the Toyota plant in Buffalo, W.Va., May 9, 1996.

