



Southern
West Virginia
Community and Technical College

Board of Governors

DECEMBER 8, 2015
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
Brandon K. Elkins
Russell F. Saunders
Virginia L. Stepp

Merle Dempsey, Ed.D
Interim President

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 8, 2015
6:00 p.m.
2900 Dempsey Branch Road, Room 428, Building C
Mount Gay, West Virginia and by Teleconference**

AGENDA

1. Call to Order Mr. Thomas Heywood
Board of Governors Chair
2. Call for Public Comments to the Board of Governors Chair Heywood
3. Presidential Search Report Chair Heywood
4. Executive Session Under Authority of WV Code §6-9A-4(b)2A
regarding Personnel and Management Issues Chair Heywood
5. Student Services Report Dr. Debra Teachman
Vice President for Academic Affairs and Student Services
6. President’s Report Dr. Merle Dempsey
Interim President
7. Financial Report Mr. Samuel Litteral
Vice President for Finance and Administration
8. Action Items
 - 8.1 Appointment of Ad Hoc Committee on Tuition and Fees Chair Heywood
 - 8.2 Approval of October 8, and November 16, 2015 Minutes 11
 - 8.3 Request for Approval of Administrative Appointments to the
Lincoln County Joint Administrative Board 20
 - 8.4 Request for Final Approval of Proposed Institutional Policies
 - 8.4.1 SCP-3245, *Faculty and Administrative Productivity* 21
 - 8.4.2 SCP-4151, *Academic Standards and Expectations of Students* 25
 - 8.5 Request for Approval to Release for 30-day Public Comment Period
 - 8.5.1 SCP-1375, Reports of Incidents/Accidents and Forms 29
 - 8.5.2 SCP-2810, Sabbatical Leave for Full-time Faculty and Forms 36
 - 8.5.3 SCP-3670, Public School Service Program 45
 - 8.5.4 SCP-4233, The Dean’s List of Students; Graduation with
Honors Status 50
9. Informational Item
 - 9.1 Chancellor’s Approval of Institutional Policies 53
10. Adjournment Chair Heywood

Report on Student Services and Admissions/Records Southern West Virginia Community and Technical College

This report provides an overview of the activities of Student Services and Admissions and Records for approximately one year. Some data is taken from reports written in Spring/Summer 2015; other data includes Summer/Fall 2015.

Student Services provides a broad range of support services at Southern, serving on all four campuses to help students and potential students access education at Southern. Below are various activities performed in the Registrar/Admissions and Student Services areas of the college. (NOTE: These lists of activities are representational, but are not comprehensive. A comprehensive listing of all activities conducted in Student Services and Admissions/Records is beyond the scope of this report.)

Admissions and Records (Registrar Office/Admissions)

(Teri Wells, Interim Registrar; Angie Dotson; Paula Maynard; Ricky Ellis)

Applications for Admissions

For Fall 2015-Spring 2016: 793 new student applications processed (so far)

For Fall 2016 (so far): 360 new student applications processed by Nov. 15, 2015

For Fall 2015: processed 98 early entry apps for dual credit registrations

Application/Admission follow up

- 1) Contact made within first week of application arriving in Admissions (immediately after application is entered into Banner) thanking and providing contact information for each campus, as well as other information, by email if possible.
- 2) Email contact to personal email (if provided) from IT with Southern email address included is sent with the initial contact or very shortly after.
- 3) Approximately 7-10 days after receiving and entering the online applications into the Banner database, the Records Office personnel on each campus process the Admission Acceptance Letters. These letters include student Southern ID #, program of study, and Southern email address (again)

Transcripts

- Processed 1,876 official transcripts to other institutions, agencies, employers and students, as well as unofficial transcripts to students (2015 calendar year)
- Received 296 official transcripts from other institutions for transfer students (by Nov. 15)
- Entered 63,569.8 hours of transfer credit on behalf of transfer students

Graduation applications

- Processed 31 graduation applications for Fall 2015

Veterans Services

- Fall 2015
 - o 27 Veterans using benefits
 - o 23 dependents using benefits
 - o 5 non-benefit veterans
 - o 4 ARNG members (National Guard)
- Spring 2016 (as of Nov 23, 2015)
 - o 22 Veterans using benefits
 - o 15 dependents using benefits
 - o 1 non-benefit veteran
 - o 8 ARNG members (National Guard)
- Retention: currently a 64.41% retention rate

Miscellaneous

- Self-Service online application has been updated and is available for use
- Interim Registrar is in the process of becoming a CAEL certified PLA assessor. This means that she will be a nationally certified evaluator for Prior Learning Assessment (determining appropriate prior learning equivalencies for college credit)

Registration and Records Current Projects

- The position of a transfer coordinator has been approved and applications have been received. The Transfer Coordinator will have the primary function of entering transfer credits for students (working with appropriate faculty for determining appropriate transcript equivalencies), as well as entering other kinds of articulated credit (EDGE, AP, CLEP, PLA, etc.), and overseeing DegreeWorks and the catalog scribe process.
- Beginning in December 2015, the Registrar's Office will begin sending recruitment letters to students who have chosen to send their ACT scores to Southern at the time of their testing. Recruitment letters will also be mailed to students who have submitted a FAFSA to the Financial Aid Office but who have not submitted an Admission Application to Southern.
- Starting in December 2015, the Registrar's Office will begin sending follow-up letters to those who have applied to be admitted to Southern but who have not yet registered for classes (phone calls will also be made by other units in the college to this population).

- Acceptance letters for provisional, fully admitted, readmitted, and early entry students will be developed and sent through a centralized automated resource (Argos). The process is currently being refined by IT and the Registrar.
- Registrar’s Office is working with the IT department to implement the National Student Clearinghouse electronic transcript and degree verifications (process that will partially automate these activities)
- Registrar is working to streamline graduation application and degree check process for students and to research use of self-service graduation application (online)

Financial Aid

(August Kafer, Director; Mary Trent, Stella Estep, and Beverly McFarland)

Financial Aid assists students with applying for financial aid, determining what financial aid they are eligible for (Pell, state grants, scholarships, and loans), and processing the financial aid they are eligible for. They provide workshops throughout our service area for potential students and parents, as well as public school counselors, to help students and potential students understand what financial help is available to assist them with college. They also provide financial counseling for all students applying for loans.

In Spring 2015, Southern had a consultant from Ellucian in to work on Banner usage with Financial Aid processes. A full evaluation of the methods used to process financial aid was conducted, and a detailed plan for better use of Banner processes was developed and implemented over the late spring/early summer period. These processes impacted Financial Aid, Admissions, and the Business Office. The implementation of these processes has enabled Financial Aid and the Business Office to disburse all Federal and State grants to students at 30 days into the semester. According to our personnel in these areas, this is the first time that Southern has been able to disburse 100% of Federal and State grants this early in the semester.

Below is a chart showing the number of students who were served in Financial Aid, per month, through 2014 and 2015 (through Oct. 2015). Note the lower number of visits in Sept and Oct 2015 compared to the previous year. This lower traffic number is a result of the earlier disbursement of funds than in previous years combined with the number of students who are getting a jump on preparing for financial aid in future semesters.

	Number of Students who came in to see Financial Aid In 2014	Number of Students who came in to see Financial Aid In 2015
January	395	372
February	127	103
March	105	99
April	547	274

May	261	313
June	583	252
July	882	849
August	433	692
September	250	120
October	853	127
November	283	Not Available
December	430	Not Available

Financial Aid Projects/Process Changes in 2015-Plans for Process Changes in 2016

- Prior to Fall 2015 and the Banner process changes made, students needed to come in to the college to complete deferment forms prior to last date to pay. These forms were paper, and had to be completed and taken to the Business Office in order for students not to be dropped from their classes. In addition, Financial Aid personnel had to create invoices for the Finance Dept. to use to draw down the funds from the federal and state funding sources. These invoices have been able to be eliminated with the improved Banner processes for Financial Aid, resulting in a more efficient and accurate process.
- Prior to Fall 2015 and the Banner process changes made, PELL grants were the only awards processed in the first disbursement. State awards, scholarships, etc., were disbursed later in the term, and students received separate checks for any funds owed them after tuition and fees were paid. As of Fall 2015, 900 students received their federal and state funds with the first disbursement and in a single check.
- Previously, students had to come to the Financial Aid Office to request a student loan rather than it being offered in their award package. Now students can accept or reject the loan part of their award through MySouthern. The Financial Aid staff receive notice through MySouthern, and a follow-up email is provided by the loan officer. Plans to automate the email sent to the student and to include specific instructions in it about the requirements for and dates of face-to-face counselling sessions are underway for 2016.
- Financial aid award letters have been and still are being sent to students through US Mail. Work is currently being done to update the award letters and to arrange to send them through student email in a more timely manner.
- Financial Aid staff members are working on information to update the Southern website and are reviewing other college Financial Aid websites to determine best format for the information on Southern's website.
- Additional customer service training will be held in 2016 for Financial Aid staff and student workers, as well as for all others working in Student Services.

Student Program Advisors and Student Service Specialists/Counselors

(Darrell Taylor, Director: Linda Workman, Josie Lacek, Brian Carter, Rhonda Collins)
 (Dianna Toler, Director: Sheila Combs, Tim Ooten, Hattie Evans/DHHR)

Student Services Program Advisors and Specialists/Counselors advise, register, and otherwise assist students throughout the year. The Student Program Advisors provide the bulk of the new student advising and registration. They continue to advise many students after their first semester, although students are encouraged to work with a faculty advisor in their program of study. The Program Advisors assist in areas other than academic advising and registration as needed throughout the school year (recruitment, testing/placement, new student orientation, DegreeWorks upkeep, student government advising, etc.), always maintaining as their primary function the advising and registration of students.

Location	1 year data total New/continuing students advised/registered By Student Program Advisor	Notes
Logan	1779	Logan has by far the greatest number of student advising interactions with SPA.
Williamson	353 (8 month total)	New SPA at Williamson started in April 2015 – partial year total for student advising
Boone/Lincoln	795	With no Specialist/Counselor assigned specifically to Boone, SPA has taken over several tasks previously handled by Specialist/Counselor
Wyoming	730	SPA is also responsible for keeping DegreeWorks database up-to-date. With no Specialist/Counselor assigned to Wyoming, SPA has taken over several tasks previously handled by Specialist/Counselor

The Specialists/Counselors also advise and register students, especially during high traffic times in Student Services. Their activities are more fluid, however, serving in a variety of functions on the various campuses and in the community, including working with the public school counselors on dual credit registrations, high school recruitment visits, college fairs, etc. They work with student government on various campuses, assist students with career exploration, and assist K-12 schools with visits to our various campuses. Directors, Student Program Advisors, and Faculty assist with these activities as well, but at the present time, these functions are primarily the responsibility of the Specialists/Counselors (Note: those paid fully through grant funds are restricted to working on activities that impact the populations determined by those grants).

The following charts indicate the number of students being served in a particular category by Specialists/Counselors and/or Student Program Advisors. In some categories, a student may be served only once (as in New Student Orientation); in others, a single student is or may be served many times.

DHHR TANF Pilot Project		
24 Participants		
DUAL CREDIT	Spring 2015	Fall 2015
	151	133
RECRUITMENT EVENTS	# of Events	# of Interactions with Potential Students
Campus Tours	6	435
College Fairs	9	5675
High School Visits	15	1540
Summer Recruitment Events	38	Open tables at area events: numbers not kept

TESTING/PLACEMENT				
Boone: 295	Lincoln: 110	Logan: 972	Williamson: 279	Wyoming: 183
NEW STUDENT ORIENTATION				
Boone: 35	Lincoln: 20	Logan: 125	Williamson: 75	Wyoming held a different orientation event

DISABILITY SERVICES	Dianna Toler provides services to students who request and qualify for ADA Services. At present, Southern has 46 active student participants registered with the Disability Services Office.
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The roles of the Student Program Advisors and the Counselors/Specialists have considerable overlap. This, combined with the fact that the SPAs report directly to the Director for Enrollment Management and Student Engagement (as they did when he held the position of Dean of Enrollment Management) and that the Counselors/Specialists (except those on federal grant funding) report to the Director of Disability and Adult Services (as they did when I was hired at Southern), continues to create confusion at times about roles and duties. The section below about delayed plans for reorganization includes some discussion of this situation.

The Student Support Services positions that had been funded by the federal TRIO grants for approximately twenty years at Southern are no longer available due to our application for the TRIO grant not being renewed for another round. Therefore, Student Support Services, which served a total of 200 students a year between the Logan and Williamson campuses for advising,

tutoring, and educational counseling is no longer available for those purposes. Those students are now absorbed into the general population of Southern students for all services.

DIRECTOR ROLES IN STUDENT SERVICES

Director of Financial Aid: Responsible for all operations related to financial aid at Southern. Supervises Financial Aid staff. Participates in recruitment activities involving financial aid. Represents Southern at state meetings involving financial aid issues.

Registrar/Director of Admissions and Records: Responsible for all operations related to academic records and admissions. Supervises Admissions and Records staff members, with coordinating supervisory line to those at Boone and Wyoming campuses and Lincoln site who perform admissions and records work as a portion of their jobs (although they have campus-specific supervisors). Participates in activities involving admissions, transfers, prior learning assessment, retention efforts, graduation, transcripts, and the maintenance and use of DegreeWorks. Represents Southern at state meetings involving registrars, admissions issues, prior learning assessment, and DegreeWorks.

Director of Disability and Adult Services: Responsible for Disability Services and for coordinating/supervising most of the activities engaged in by the Counselors/Specialists. The term “Adult Services” is almost a misnomer at this point, as all counselors/specialists and advisors are assigned to work with both “traditional” (18-22) and “adult” (23 and up) students. Her role is, however, to ensure that service to adults is not lost in all the attention to traditional aged students.

- Responsible for direct services to students requesting and eligible for accommodations for disabilities, as well as for all documentation required for that process
- Coordinates and maintains information on recruitment events
- Coordinates the public side of recruitment events
- Coordinates most of the Counselor/Specialist activity with the public schools and in recruitment and retention efforts
- Coordinates placement testing
- Assists with career counseling
- Assists with advising of all students, as needed
- Assists with Title IX related issues (received Title IX training)
- Directs supervision for Counselor/Specialists except those on federal grants (TAACCCT 3 and TAACCCT 4)
- Represents Southern at state meetings involving ADA issues, and general student services issues

Director of Enrollment Management and Student Engagement: Responsible for guiding enrollment management and student engagement efforts for the college

- Coordinating the backroom processes for recruitment processes

- Developing and maintaining database for recruitment;
- Scheduling of phone calls, emails, and letters to follow up on leads;
- Coordinating activities and processes to support Retention and Student Engagement, among which are the following:
 - Handling student discipline issues
 - Working on student exceptions (with VPAA-SS and VPFA)
 - Coordinating Student Government elections and activities
- Handling student discipline issues
- Serving as Title IX Coordinator for Southern
- Providing direct supervision for Student Program Advisors on all campuses
- Providing direct supervision for TAACCCT 3 grant-funded Counselor/Specialist and part-time Peer Coaches funded by the grant
- Represents Southern at state meetings involving Student Government, Title IX, and general student services issues

Delay of Plans for Completion of Reorganization of Student Services

When I took the position as VP for Academic Affairs and Student Services, I was tasked with reviewing the organizational structures, as well as the performance, of both the Academic Affairs unit and the Student Services unit.

President Tomblin asked me to start the detailed review and work with the academic affairs unit. I spent the first four months or so determining the structural changes I believed necessary to make the instructional areas more effective and efficient. The positions of the Division Heads were posted, Division Heads were selected, and the newly created academic division units became the academic organizational structure as of July 1, 2014.

In order to create integrated services for students between academics and student services, it was also necessary to move from an Academic Affairs Management Council (made up primarily of academic deans and department heads, with no student service or registrar representation) to a joint management council with representation from Registrar/Student Services as well. Therefore, the Dean for Enrollment Management, who supervised the Directors in Student Services as well as the Student Program Advisors, was moved to a Director position, and the four institutionally supported Student Service Directors (including the Registrar/Director of Admissions and Records) joined the Division Heads and me to create the voting members of the Management Council for Academics and Student Services (MCAS). Each member of that Council then began to report directly to the VP for Academic Affairs and Student Services, creating a core leadership council for better integrated Academic Affairs and Student Services functions.

Through Summer and Fall 2014, I worked extensively with the Division Heads, providing guidance for them in their new positions, and helping them to negotiate issues that arose

among segments of the faculty and staff about the new organization. Since the Division Head positions have significantly more and higher level responsibilities than the department chairs had previously, even those who had been department chairs had a steep learning curve. I continued to work on developing my proposal for further changes in the organizational structure and duties for Student Services, and over Christmas break 2014, put together a proposal for President Tomblin. She and I discussed parts of the proposal in January and February, but she indicated that she was not ready for me to make significant changes yet at that time. In February, she revealed her plans to retire, at which time she told me that she believed it best to make no further changes to the Student Services structure until a new president was in place. I understood her concerns, and backed off from making any significant changes. Instead, I worked with the Registrar/Director and Directors on issues such as improving processes, and developing and implementing a stronger recruitment plan, as well as continuing to work on strengthening connections between academic affairs and student services in order to improve communication and serve students better.

I will be talking with President Gunter early in his time at Southern about the AA/SS organizational changes that have been implemented as well as about changes that have been delayed due to the presidential transition. These changes, as I currently see them, will better clarify roles and responsibilities in areas that Counselors/Specialists and Student Program Advisors now share. I look forward to sharing my knowledge and experience with him and to learning from his knowledge and experience as we make the changes that are needed to improve both the structure and the services of Student Services in the future.

Submitted by Debra Teachman, Ph.D., Vice President for Academic Affairs and Student Services

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of October 8, 2015
6:00 p.m.
Stonewall Resort and Conference Center
940 Resort Drive, Pecan Room, Roanoke, WV**

DRAFT MINUTES

Board Members Present: Thomas Heywood, Chair; Glenn Yost, Secretary; Linda Akers, Shelley Huffman, Jada Hunter, George Kostas, Brandon Elkins, Student Representative; Russell Saunders, Faculty Representative; Virginia Stepp, Classified Staff Representative

Board Members Absent: Terry Sammons, Wilma Zigmond, Vice Chair

College Staff Present: Merle Dempsey, Interim President; Samuel Litteral, Allyn Sue Barker, Ronald Lemon, Debra Teachman, Bill Cook, David Lord, Rita Roberson, Randy Skeens, Steven Hall, Steven Lacek, Guy Lowes, Melinda Saunders, Emma Baisden (Recorder), Gary Holeman, Howard Seufer (General Counsel)

1. Call to Order

Board of Governors Chair, Thomas Heywood, declared a quorum present and convened the meeting at 6:15 p.m. Mr. Heywood asked individuals present to introduce themselves to the group.

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. Presidential Search Update

Chair Heywood informed the group that the Presidential Search Committee is scheduled to hold a meeting immediately following the Board of Governors meeting this evening. The Committee is expected to immediately move into Executive Session to discuss personnel considerations related to the search for a new College president. It is expected that the Search Committee will select semi-finalist candidates to interview at an off-campus location. The semi-finalist candidates' identities will remain confidential. Once interviews are complete, the Committee will select three to four final candidates for on-campus interviews.

4. Board of Governors and Administration Self-Assessment Report

Mr. Howard Seufer, Board Counsel, led the Board of Governors and administrators through the results of the 14th annual self-evaluation which was conducted on an aggregated and anonymous basis. Mr. Seufer explained the scoring scale and informed the group that 11 Board members completed the evaluation this year as compared to 10 in 2014, and 15 administrators completed this year's evaluation as compared to 13 in 2014. Mr. Seufer first led Board members through the results of the Board self-evaluation and identified questions which improved and slipped in rank. Overall, the self-assessment results were excellent, the Board is well informed, decisions of the Board are supported by its members, and Board operations are rated high. Board members agree that there is a climate of mutual trust and respect among its members, and the Board had a positive relationship with the College President. Results showed that Board members agreed they are prepared for meetings

which are effective and efficient, and the Board adheres to and understands its responsibilities and are knowledgeable about key College issues. There were five areas (numbers 1b, 1k, 2b, 11, and 13) which improved this year over last, and one (2b) which demonstrates solid progress over the three-year period. Only one area (16) declined. The overall administration self-evaluation results remained the same or improved significantly over last year. The highest improvement was that new administrators received an appropriate orientation to their new roles and responsibilities. Another improvement was that administrators as a group believe they are knowledgeable about the operations of the College (number 11). The largest downward deviation from 2014 was reflected in the responses to question number one – administrators as a group are not meeting their established Compact goals, and the second largest decrease was response to question number two – individual administrators are not meeting established goals. Administrators also believe that information should be provided in advance of meetings of administrators, and in the past year, there were issues that the Board of Governors should have addressed or spent more time considering such as: (1) Customer service training for all college employees who work with the public; and (2) the handling of SCP-1400, Guest Speakers, Lecturers, Performers and Organized Groups. Chair Heywood thanked Mr. Seuffer for his presentation and commented that the survey results are helpful to Board members and administrators.

5. President's Report

- 5.1 Southern was designated as a "Military Friendly School" and recently became a member institution in the West Virginia "5 Star Challenge" by adopting a set of exemplary standards for supporting student veterans and their eligible dependents. Dr. Dempsey complimented Ricky Ellis, Veteran's Support Program Coordinator, on doing an excellent job. He has established a Veteran's Lounge at the Logan Campus and is working to identify space for a Veteran's Lounge at the Williamson Campus.
- 5.2 In September 2015, Dr. Pamela Alderman resigned her position as Director of Institutional Effectiveness at Southern to accept a position at the University of Charleston. A major portion of Dr. Alderman's responsibility has been reassigned to Mr. Steven Lacek, Accreditation Liaison Officer and Division Head of Social Sciences, Education, and Non-traditional Programs.
- 5.3 Letters from President Dempsey were mailed to 310 individuals who had registered for classes between April 5, when fall registration began, and August 10, the first day of classes, but ended up being dropped from registration. A brief survey was included with the letter that these individuals were asked to either complete on-line or complete and return by U. S. Mail. The survey asked for reasons why they had registered for classes, but did not attend. As of October 5, only 22 (8%) students had responded to the survey. Dr. Dempsey stated that although this is an insufficient return rate to determine any real trends from the responses, nonetheless, we are reviewing each response to glean any information that we might be able to use to improve either our communication with, information provided to (or lack thereof), and/or the timeliness of services delivered to preregistered students.
- 5.4 The Boone County Joint Administrative Board met on September 16, 2015 at Southern's Boone Campus. Unfortunately, no voting members from the Boone

County Board of Education were able to attend the meeting and no business could be conducted. Dr. Dempsey reported that he did have an opportunity to meet with the Board Chairman, Kevin Hill. Dr. Dempsey and Mr. Bill Cook, Director of Boone/Lincoln Campus Operations, have been working on updating the Affiliation Agreement for the shared facility and plan to present the updated document at the Joint Administrative Board's November meeting.

- 5.5 President Dempsey and Vice President Samuel Litteral met telephonically with Major General James Hoyer, Adjutant General of the West Virginia National Guard, on September 16, 2015 regarding working toward the transfer of ownership of the Armory property and building in Williamson to the College within the next 60 days. The conversation was positive and the only stated stipulation was that the College would place a permanent marker (plaque) in the facility honoring the Gaujot Brothers for whom the Armory is named. Dr. Dempsey stated that to his knowledge, the Gaujot Brothers were and continue to be, the only set of brothers from West Virginia to be awarded the Congressional Medal of Honor. Each brother won his medal in separate wars. In anticipation of the ceremony for placing the plaque, Dr. Dempsey has asked retired faculty member and Department Chair, Dr. Gail Hall, to lead an effort to gather any historical documents that may exist pertaining to these brothers.

6. Financial Report

Vice President for Finance and Administration, Samuel Litteral, provided the financial report dated September 30, 2015 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures for the period. Mr. Litteral informed Board members that he has completed revisions to the College's budget as directed by the Governor's Executive Order requiring a 4 percent (4%) General Revenue spending reduction. The cut reflects more than \$325,000 has been cut from Southern's FY 2016 expenditure schedule. There may be another budget cut in January 2016. There has been more than one million dollars in budget cuts over the last three years.

7. WVOasis Bi-weekly Pay Conversion Update to the Board

Vice President Litteral informed the Board of Governors that WVOasis is a \$123 million dollar financial system purchased by the State. State lawmakers approved to move West Virginia's payroll process from semimonthly to biweekly pay for all state employees. State employees will now receive 26 biweekly paychecks annually instead of 24 semimonthly paychecks. The transition is part of a system wide plan to bring employees at all state locations into a standardized pay schedule, with the goal of improving the quality and efficiency of the State's business processes. The new payroll system is being implemented in Waves. Higher education is listed in Wave 2 and is scheduled to "go live" on November 14, 2015, with employees receiving their first biweekly paycheck on December 14, 2015. Although the employee's annualized salary will not change, biweekly gross pay will be less than semimonthly pay. Mr. Litteral and his team, consisting of finance and human resources personnel, have participated on conferences calls every Tuesday for the past two years and attended countless training sessions in preparation for implementation of the new payroll system. All Southern employees have been updated on the progress of this new system during Governance Days for the past two years. The most recent update was provided during the September 11, 2015 Governance Day.

8. Community and Workforce Development Office Report

Ms. Allyn Sue Barker, Vice President for Workforce and Community Development, presented a PowerPoint presentation to Board members highlighting the Unit. The Community and Workforce Development Unit consists of three departments – Academy for Mine Training and Energy Technologies; Community and Leadership Development; and Workforce and Continuing Education. The Unit is committed to supporting the needs of employees and employers. It serves as a mechanism for economic development in the region by offering continuing education, non-academic credit courses, customized training programs to expand and upgrade workplace skills, and to provide community interest programs and activities which promote personal growth and cultural enrichment.

9. Student Success Data

Mr. Steven Lacek, Accreditation Liaison Officer and Division Head of Social Sciences, Education, and Non-traditional Programs, provided Board members with a report of student success data for a five-year period (2011-2015). The report was compiled from data which is annually reported to the West Virginia Higher Education Policy Commission (HEPC), the Integrated Postsecondary Education Data System (IPEDS), and internal metrics found in the ARGOS database.

10. Action Items

10.1 Request for Approval of August 18, 2015 Board Meeting Minutes

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

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

10.2 Request for Approval of the 2015-2020 Master Plan Update

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the Southern West Virginia Community and Technical College's strategies and target dates for the Community and Technical College System Master Plan, *Fulfilling the Vision: 2015-2020*, and authorize its submission to the West Virginia Council for Community and Technical College Education for its approval.

ACTION: George Kostas seconded the motion. Chair Heywood declared the motion adopted.

It was noted that the document being presented to the Board was not in the official format, but does include the strategies and target dates that will be transferred to the official template, once finalized and received from the Community and Technical College System of West Virginia. The College staff recommended that the Board approve the plan's strategies and target dates as presented and submission on the official template to the Council for approval.

10.3 Request for Final Approval by Board of Governors and Submission to Chancellor

10.3.1 SCP-1160, Diversity Philosophy

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-1160, *Diversity Philosophy*, and its submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: George Kostas seconded the motion. Chair Heywood declared the motion adopted.

10.3.2 SCP-1500, Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1500, *Philosophy, Vision, and Mission of Southern West Virginia Community and Technical College*, and its submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

ACTION: Glenn Yost seconded the motion. Chair Heywood declared the motion adopted.

10.4 Request for Approval to Release for 30-day Public Comment Period

10.4.1 SCP-3245, Faculty and Administrative Productivity

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed rescission of the aforementioned policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Russell Saunders seconded the motion. Chair Heywood declared the motion adopted for 30-day public comment.

10.4.2 SCP-4151, Academic Standards and Expectations of Students

MOTION: Russell Saunders moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed rescission of the aforementioned policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Shelley Huffman seconded the motion. Chair Heywood declared the motion adopted for 30-day public comment.

11. Informational Item

11.1 Council's Decision Regarding 2015 Post-audit and Post-audit Follow-up Reports

12. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 8:00 p.m. The next Board meeting is scheduled for 6:00 p.m. on December 8, 2015 and will be held in Building C, Room 428, at Southern's Logan Campus.

Thomas A. Heywood, Chair

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

DRAFT

**Southern West Virginia Community and Technical College
Board of Governors
Special Meeting of November 16, 2015
4:20 p.m.
Bowles Rice LLP
600 Quarrier Street, Conference Room 3-C, Charleston, WV**

DRAFT MINUTES

Board Members Present: Thomas Heywood, Chair; Wilma Zigmond, Vice Chair; Glenn Yost, Secretary; Linda Akers, Shelley Huffman (by phone), Jada Hunter, George Kostas (by phone), Terry Sammons (by phone), Russell Saunders, Faculty Representative; Virginia Stepp, Classified Staff Representative

Board Members Absent: Brandon Elkins, Student Representative

College Staff Present: Emma Baisden, Recorder

1. Call to Order

Board of Governors Chair, Thomas Heywood, declared a quorum present and convened the meeting at 4:21 p.m.

2. Executive Session Under Authority of WV Code §6-9A-4(b)2A regarding Personnel Considerations

Chair Heywood called for a motion to move into Executive Session. Ms. Jada Hunter moved pursuant to §6-9A-4(b)2A of the West Virginia Code that the Board enter into Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person. Mr. Glenn Yost seconded the motion which carried unanimously. Chair Heywood declared the motion adopted and the Board entered into an Executive Session at 4:22 p.m. The Board Chair requested that Emma Baisden join Executive Session.

At the conclusion of discussions, Chair Heywood declared the Board of Governors rise from Executive Session and convene in Open Session at 4:25 p.m. Based upon discussions, the following item was brought forward for action from the Executive Session.

3. Selection of President of Southern West Virginia Community and Technical College

MOTION: Russell Saunders moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the selection of Dr. Robert E. Gunter for the position of President at Southern West Virginia Community and Technical College subject to the approval of the West Virginia Council for Community and Technical College Education.

FURTHER RESOLVED, That the Board of Governors authorize its Chairman, in

consultation with Southern's Vice President for Finance and Administration, to negotiate and execute an employment contract in compliance with Title 135, Legislative Rule, West Virginia Council for Community and Technical College Education, Series 5, *Employing and Evaluating Presidents*, and to present its selection decision to the Council for Community and Technical College Education for final approval.

ACTION: Glenn Yost seconded the motion. Chair Heywood declared the motion adopted.

Pursuant to state statute, the West Virginia Council for Community and Technical College Education (Council) must confirm presidential appointments and approve presidential contracts proposed by institutional governing boards. The Southern West Virginia Community and Technical College Board of Governors will request for the appointment of Dr. Gunter as President at Southern and the proposed contract be placed on the Council's December 10, 2015 agenda for review and consideration of final approval.

4. Adjournment

There being no further business, Chair Heywood declared the meeting adjourned at 4:40 p.m. The next regular Board meeting is scheduled for 6:00 p.m. on December 8, 2015 and will be held in Building C, Room 428, at Southern's Logan Campus.

Thomas A. Heywood, Chair

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

DRAFT

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 8, 2015**

ITEM: Request for Approval of Appointments to the Lincoln County Joint Administrative Board

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the appointment of William H. Cook and Debra K. Teachman to represent the Board of Governors on the Lincoln County Joint Administrative Board established to facilitate the administration, operation, and financing of joint programs and facilities of Southern West Virginia Community and Technical College and the Lincoln County Board of Education; and

FURTHER RESOLVED, William H. Cook and Debra K. Teachman will serve a six-month term ending June 30, 2016. By mutual consent of the Board of Governors and the Lincoln County Board of Education, Dave Roberts will serve as the at-large member and Chair of the Joint Administrative Board.

STAFF: Merle Dempsey

BACKGROUND:

Pursuant to West Virginia Code §18B-3C-11(c), *Shared facilities and resources; memoranda of agreements; and joint administrative boards (attached)*, to facilitate the administration, operation, and financing of joint programs in shared facilities of any institution of public higher education and a county board or boards of education, the affected governing boards and county board or boards of education may appoint a joint administrative board consisting of such membership and possessing such delegated authorities as the respective boards consider necessary and prudent for the operation of such shared facilities. Such joint administrative board shall consist of five members to be appointed as follows: The county board of education shall appoint two members; the appropriate governing board shall appoint two members; and one shall be an at-large member, who shall chair the joint administrative board, and shall be appointed by mutual agreement of the respective boards.

According to statute, initial appointments by the Board are to be one and two-year staggered term lengths. Due to the fact that Southern will have a new president beginning January 2016, the staff respectfully requests that the Board of Governors approve the Southern's administrative appointments to the Lincoln County Joint Administrative Board for a six-month term ending June 30, 2016. A recommendation for administrative representatives for staggered one and two-year terms will be brought before the Board for consideration at its June 2016 meeting.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 8, 2015**

ITEM: Request for Final Approval for the Rescission of SCP-3245, *Faculty and Administrative Productivity*.

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

STAFF MEMBER: Debra Teachman

BACKGROUND:

SCP-3245, *Faculty and Administrative Productivity*, was reviewed by the Academic Leadership Team (Vice President for Academic Affairs and Student Services and the Division Heads), a sub-group of the Management Council for Academic Affairs and Student Services (MCAS), at their August 26, 2015, meeting.

The Academic Leadership Team recommends rescission of the policy as the state statutes have changed and no longer address productivity of faculty and administrative staff as outlined in Section 1.1 of the policy. The policy is no longer relevant.

Based on the deliberation and recommendation of the Academic Leadership Team, the staff member requests that the request to rescind SCP-3245, *Faculty and Administrative Productivity*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. This request was reviewed and approved by Executive Council at their September 2015 meeting and approved by President's Cabinet at their September 2015 meeting.

At its October 8, 2015, meeting the Southern West Virginia Community and Technical College Board of Governors authorized release of the proposed policy rescission to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period ended November 11, 2015, and no comments were received. Therefore, the staff member recommends that the Board of Governors grant final approval for the rescission of SCP-3245, *Faculty and Administrative Productivity*.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3245**

SUBJECT: Faculty and Administrative Productivity

REFERENCE: West Virginia Code §18B-7-7, Professional Productivity; West Virginia Code §18B-1A-3, Peer Institutions

ORIGINATION: October 20, 2005

EFFECTIVE: February 21, 2006

REVIEWED: November 2010

SECTION 1. PURPOSE

- 1.1 To ensure that employees of Southern West Virginia Community and Technical College are meeting the goals set forth in state statute.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all faculty and administrators employed at Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Administrators — Employees in senior-level positions that should be reported according to the College and University Personnel Association (CUPA) administrator survey guidelines.
- 3.2 Full-time Faculty — An individual employed on a full-time year-to-year basis designated as faculty or instructional staff who holds rank and is assigned a full-time workload per institutional guidelines.

SECTION 4. POLICY

- 4.1 Administrators shall be at least 10 percent more productive than administrators at similar peer institutions in other states as selected by the West Virginia Higher Education Policy Commission in collaboration with the Council for Community and Technical College Education and approved by the Legislative Oversight Commission on Education Accountability (LOCEA). Appropriate measures of productivity will be determined by the Southern West Virginia Community and Technical College Board of Governors and compared with approved peer institutions in other states. Possible measures include number of administrators as a percent of full-time employees; average administrator salary as compared with similar positions at peer institutions in other states. Other appropriate measures may be determined by the Board of Governors.
- 4.2 Any administrator holding faculty rank must teach at least a minimum of three (3) credit hours per academic year. This teaching responsibility shall be considered as a part of the contractual responsibilities of that administrative position and shall not require any additional compensation. Department Chairs who hold faculty rank shall perform teaching responsibilities as determined by the appropriate Academic Dean.

- 4.3 Faculty and instructional staff shall be at least ten percent more productive than faculty at peer institutions as approved according to West Virginia State Code §18B-1A-3. It is recognized, however, that many aspects of faculty productivity are intangible and cannot be measured by such simple methods as examining student/teacher ratio. Likewise, no single measure of faculty productivity is sufficient to measure overall productivity. While quantity is easily measured, quality is more meaningful when assessing faculty productivity. Therefore, a combination of measures will be used to determine productivity. Only comparable standardized data elements, as reported to nationally recognized data collection organizations, will be used for any comparative measurement of faculty productivity. Such measures may include:
- 4.3.1 Credit hour production shall be determined by dividing the number of student credit hours by the number of faculty credit hours.
 - 4.3.2 Advising load shall be determined by the Department Chair in consultation with the faculty member.
 - 4.3.3 Program-focused qualitative measures shall include the percentage of graduates who pass licensing and/or certifications exams in their areas of study.
 - 4.3.4 Course-oriented productivity measures shall include course load and successful completion of duties assigned by the Department Chair and/or the Academic Dean.
 - 4.3.5 College governance committee service shall be determined by the Department Chair and/or Academic Deans.
 - 4.3.6 Professional development will likewise be assessed by the Department Chair and/or Academic Dean.
- 4.4 The population of faculty will be consistent with those reported in the Integrated Postsecondary Education Data System (IPEDS) survey. When appropriate, credit and contact hours will be related in a method determined by the College.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy is not applicable to non-exempt employees.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Evaluation of administrator and faculty productivity is the responsibility of the appropriate Department Chair or Academic Dean or his/her designee working in conjunction with the Southern West Virginia Community and Technical College Board of Governors. The Board of Governors will approve the list of peer institutions. A productivity report will be presented each fall to that body.

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: November 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 8, 2015**

ITEM: Request for Approval of SCP-4151, *Regarding the College Catalog as Academic Standards and Expectations of Students*.

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-4151, *Regarding the College Catalog as Academic Standards and Expectations of Students*, and its submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

STAFF MEMBER: Debra Teachman

BACKGROUND:

SCP-4151, *Academic Standards and Expectations of Students*, was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their August 26, 2015, meeting.

Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and simplification.

Based on the deliberation and recommendation of MCAS, the staff member requests that SCP-4151, *Academic Standards and Expectations of Students*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. This request was reviewed and approved by Executive Council with minor changes at their September 2015 meeting and approved by President's Cabinet at their September 2015 meeting.

At its October 8, 2015 meeting, the Southern West Virginia Community and Technical College Board of Governors authorized release of the revised policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The public comment period ended November 11, 2015, and no comments were received. Therefore, the staff recommends that the Board of Governors grant approval of SCP-4151, *Regarding the College Catalog as Academic Standards and Expectations of Students*, as presented, for submission to the Chancellor for Community and Technical College Education for final approval following the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4151**

SUBJECT: Regarding the College Catalog as Academic Standards and Expectations of Students

REFERENCE: None

ORIGINATION: June 9, 1987

EFFECTIVE: January 8, 2016

REVIEWED: August 26, 2015

SECTION 1. PURPOSE

- 1.1 To establish standards and expectations of students regarding their responsibility relating to course work, degree and certificate requirements; satisfactory academic progress; and program completion.

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 *Student* – Any person who has been admitted to Southern West Virginia Community and Technical College.

SECTION 4. ACADEMIC POLICY

- 4.1 College catalog entries that relate to student academic standards and expectations and shall be regarded as academic policy except when superseded by changes required by state, federal, or accrediting bodies.
- 4.1.1 General Admission
 - 4.1.2 Admission Requirements for Allied Health or Nursing Associate Degree Programs
 - 4.1.3 Entrance Assessment
 - 4.1.4 Assessment Expectations for Students
 - 4.1.5 Academic Standing Policy
 - 4.1.6 Academic Dishonesty Policy
 - 4.1.7 Graduation Statement
 - 4.1.8 Academic Expectations of Students
- 4.2 To the extent any conflict is determined to exist between the existing policies identified in this policy and the published description of institution policy and procedure, as contained in the College Catalog, or subsequent revisions thereto, the policies and procedures embraced in the existing policies shall prevail, except under circumstances where the observance of existing policy would be patently unfair to a student.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 The student, by voluntarily accepting admission to the institution, accepts the academic requirements and all criteria of the institution. It is the student's responsibility to fulfill course work/degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of his/her program.
- 7.2 Once the individual becomes a "student," he/she is expected:
- 7.2.1 To seek instruction for self-assessment and preparedness in the following skills:
 - 7.2.1.1 Reading and Writing
 - 7.2.1.2 Math and Science
 - 7.2.1.3 Study and Testing
 - 7.2.2 To know and meet each instructor's subject criteria by:
 - 7.2.2.1 Following directives,
 - 7.2.2.2 Reading materials, and
 - 7.2.2.3 Completing required assignments.
 - 7.2.3 To behave in a mature and responsible way – not in a distractive or disruptive fashion – while present in all academic settings (classes, labs, clinics, and/or related activities).
 - 7.2.4 To strive for continuous academic progress by:
 - 7.2.4.1 Improving the quality of work, and
 - 7.2.4.2 Monitoring grade averages.
 - 7.2.5 To continue monitoring program requirements by:
 - 7.2.5.1 Checking one's status, and
 - 7.2.5.2 Checking one's program requirements for possible changes.
 - 7.2.6 To formulate as quickly as possible, personal and professional goals by:
 - 7.2.6.1 Comparing personal qualifications with the requirements for a desired job,
 - 7.2.6.2 Monitoring transfer requirements and own status, and
 - 7.2.6.3 Reviewing goals for personal satisfaction.
 - 7.2.7 To be aware of College policies pertaining to student rights and responsibilities by:
 - 7.2.7.1 Understanding College related materials (catalog, notices, and/or general information), and
 - 7.2.7.2 Seeking clarification from personnel employed by the College.
 - 7.2.8 To seek help from College personnel for assistance when faced with a problem.

SECTION 8. CANCELLATION

8.1 SCP-3705, *Student Academic Rights*.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair	Date
President	Date

Attachments: None.

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

Revision Notes: September 23, 2010 – Changed terms to match 2010-2011 College Catalog and made basic edit to make the policy more concise. February 21, 2006 – Incorporated relevant information from SCP-3705, *Student Academic Rights*, into SCP-4151 and revised this policy to meet the needs of the institution and its students. (Board of Governors cancelled SCP-3705 4/18/2006).

August 26, 2015 – Renamed the policy to include “Regarding the College Catalog as . . .” Simplified definition of a student. Simplified language in 4.1.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 8, 2015**

ITEM: SCP-1375, *Reports of Accidents/Incidents*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1375, *Reports of Accidents/Incidents* and attachments 1375.A and 1375.B, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

SCP-1375, *Reports of Accidents/Incidents*, establishes a system for reporting all accidents/incidents occurring on any campus or off-campus location of Southern West Virginia Community and Technical College.

The policy was reviewed and approved by the Executive Council with changes at its November 16, 2015, and reviewed and approved as presented by the President's Cabinet on November 17, 2015. Policy revisions reflect changes in job titles and management responsibilities; Form 1375.A, *Accident/Incident Report Form*, was revised to comply with the requirements of the Clery Act; and Form 1375.B, *Monthly Report of Accidents/Incidents*, was revised to reflect changes in job titles.

Based on the deliberations and recommendations of these groups, the staff requests that SCP-1375, *Reports of Accidents/Incidents* and attachments 1375.A and 1375.B, for advancement 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-1375**

SUBJECT: Reports of Accidents/Incidents
REFERENCE: Clery Act (20 USC § 1092(f))
ORIGINATION: January 28, 1991
EFFECTIVE: January 28, 1991
REVIEWED: ~~November 4, 2008~~ November 4, 2015

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

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

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Any employee or operating unit of the College involved in or witnessing an accident/incident at any Southern location will immediately contact and provide all pertinent information to the Director of Campus Operations and/or ~~Chief Financial Officer~~ Vice President for Finance and Administration.

7.2 The Director of Campus Operations or the appropriate employee will investigate and make required reports on the reported accident/incident.

7.3 The Director of Campus Operations will prepare and submit daily to the ~~Chief Financial Officer~~ Vice President for Finance and Administration and/or the Title IX Coordinator and/or the Clery Coordinator and/or Human Resources Administrator as appropriate a report of any accident/incidents, Form 1375.A. For any major accidents/incidents, the Director of Campus Operations will notify the President.

7.4 The Director of Campus Operations will prepare and submit to the ~~Chief Financial Officer~~ Vice President for Finance and Administration by the 15th of each month a Monthly Report of Incidents, Form SCP-1375.B, covering all accidents /incidents occurring during the prior month on campus.

7.5 The ~~Chief Financial Officer~~ Vice President for Finance and Administration will utilize the Monthly Reports of Accidents/Incidents to:

7.5.1 Advise the President.

7.5.2 Make recommendations for assignment to high risk areas.

7.5.3 Develop and implement security techniques to avoid potential problems.

7.5.4 Prepare security statistics for Southern West Virginia Community and Technical College.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President

Date

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

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

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

November 2015 - Revisions reflect changes in titles and management responsibilities. Form 1375 A. Accident/Incident Report Form was revised to comply with Clery Act requirements.

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

Accident/Incident Report Form

Date of Accident/Incident:

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

Location of Accident/Incident:

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

Event Type: _____

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

Narrative (attach additional sheets if necessary):

Victim Information (attach additional if necessary):

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ E-mail: _____

Age: _____ Person Injured: Student Visitor Faculty Staff Other _____

Extent of Injuries: _____

Treated by Physician: Yes No Name and Address of Physician: _____

Hospitalized: Yes No Name of Hospital: _____

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

Name: _____ College ID Number: _____

Home Address: _____

Phone Number: _____ Email: _____

Additional Information:

Emergency Personnel Called? Yes No If yes, who? _____

Police Report #: _____ (Attach a copy to this report) Arrest Made: Yes No

Date of Report: _____ Signature: _____

Print Name: _____ Title: _____

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

Accident/Incident Report Form

Date of Accident/Incident/Complaint

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

Location of Accident/Incident/Complaint

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

Event Type:

Criminal Offenses:

Murder Non-negligent Manslaughter Robbery
 Aggravated Assault Burglary Motor Vehicle Theft
 Arson

Sex Offenses:

Forcible Non-forcible
 Forcible Sodomy Incest
 Sexual Assault With an Object Statutory Rape
 Forcible Fondling

Other: _____

Narrative (attach additional sheets if necessary)

Victim/Compliant Information

Name: _____ College ID Number: _____
Home Address: _____
Phone Number: _____ Email: _____
Date of Birth: _____ Student Visitor Faculty Staff Other: _____

Respondent/Person in Potential Violation

Name: _____ College ID Number: _____
Home Address: _____
Phone Number: _____ Email: _____
Date of Birth: _____ Student Visitor Faculty Staff Other: _____

Additional Information

Emergency Personnel Called? Yes No If yes, who? _____
Treated by Physician? Yes No If yes, name of Physician: _____
Police Report #: _____ Arrest Made: Yes No
Date of Report _____ Print Name: _____
Signature: _____ Title: _____

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

Monthly Report of Accidents/Incidents

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

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

Estimated value of Destroyed Property
 Personal Property \$ _____
 State Property \$ _____
 Total \$ _____

Area with HIGHEST Incident Rate

Original: ~~Chief Finance Officer~~ Vice President for Finance and Administration

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 8, 2015**

ITEM: SCP-2810, *Sabbatical Leave for Full-time Faculty*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2810, *Sabbatical Leave for Full-time Faculty* and attachments 2810.A and 2810.B, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The purpose of SCP-2810, *Sabbatical Leave for Full-time Faculty*, is to specify the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for faculty members of Southern West Virginia Community and Technical College.

The policy was reviewed and approved by the Executive Council with changes at its November 16, 2015 meeting, and reviewed and approved as presented by the President's Cabinet on November 17, 2015. Policy and form revisions reflect no substantial changes in procedure or documentation, but provide clarity and reflect changes in job titles.

Based on the deliberations and recommendations of the aforementioned groups, the staff requests that SCP-2810, *Sabbatical Leave for Full-time Faculty* and its attachments 2810.A and 2810.B, for advancement 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-2810**

SUBJECT: Sabbatical Leave for Full-time Faculty

REFERENCE: West Virginia Code §18B-1-3; 18B-7-2

ORIGINATION: August 1992

EFFECTIVE: ~~August 1992~~

REVIEWED: ~~November 2, 2010~~ November 4, 2015

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to specify the eligibility, conditions, compensation, and obligations regarding the granting of sabbatical leave for faculty members of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is limited in scope and application to full-time faculty members of Southern West Virginia Community and Technical College who are eligible for sabbatical leave under the terms of this policy. Part time faculty members are not eligible for sabbatical leave.

SECTION 3. DEFINITIONS

- 3.1 *Sabbatical Leave* – A form of faculty development which provides leave with full or partial salary but free from all teaching and administrative duties to engage in educational activity related to an individual’s academic or professional field to improve teaching. Examples of uses of sabbatical leave may include: to renew/advance oneself in an area of expertise, learn new approaches to teaching/learning, undertake projects relating to the enhancement of learning and teaching by electronic means, or conduct research and development in relation to an academic field, the division’s curriculum, or a new specialization.
- 3.2 *Vitae* – A biographical sketch or account of one’s career and qualifications.
- 3.3 *Full-time Faculty* – An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.

SECTION 4. POLICY

- 4.1 It is the policy of Southern West Virginia Community and Technical College to provide the faculty opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work and travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution’s academic and service programs strengthened.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy has no relation to other forms of leave that may be available to faculty members. However, a faculty member may not receive payment for sabbatical leave and for other types of wage replacement or employer provided benefit, such as short term disability, simultaneously.

SECTION 6. GENERAL PROVISIONS

- 6.1 Eligibility – Any full-time employee holding faculty rank is eligible for sabbatical leave after the completion of at least six years of continuous employment as a full time faculty member at Southern West Virginia Community and Technical College. Separate summer school employment shall not be considered in calculating the duration of employment. After completing a sabbatical leave, a faculty member shall not again be eligible until the seventh subsequent year. Separate summer school employment shall not be considered for sabbatical leave.
- 6.2 Conditions Governing the Granting of Sabbatical Leave – The granting of sabbatical leave is not automatic, but shall depend on the merits of the request and on conditions prevailing in the College at the time. All applications for sabbatical leave shall be considered solely upon the criteria contained in this policy. The faculty member must be actively at work during the semester preceding the commencement of the sabbatical leave period. Sabbatical leave will be granted by the President.
- 6.3 Application Time Line – The application for sabbatical leave must be submitted during the fall semester of the academic year prior to the year for which sabbatical leave is requested. Faculty are urged to discuss plans to request a sabbatical leave with his/her ~~Department Chair~~Division Head early in the semester to establish a dialogue about the value of proposed activities to the faculty member and to the institution.
- 6.3.1 ~~Department Chairs~~Division Heads seeking sabbatical leave must work with the ~~Dean of his/her division~~Vice President for Academic Affairs in developing his/her proposal and apply to the same by the date proposals are due to the ~~Department Chair~~Division Head below.
- 6.3.1.1 November 1 - Sabbatical Proposals are due in the office of the ~~Department Chair~~Division Head. (For ~~Chairs~~Division Heads requesting sabbatical, the proposals are due in office of the ~~Dean~~Vice President.) The ~~Department Chair (or Dean)~~Division Head shall prepare a written recommendation either supporting the request or recommending denial of the proposed leave.
- 6.3.1.2 November 15 - Sabbatical Proposals and recommendations from ~~Department Chair (or Dean)~~Division Head are due in the office of the ~~Chief Academic Officer~~Vice President. The ~~Chief Academic Officer~~Vice President for Academic Affairs shall prepare a written recommendation either supporting the request or recommending denial of the proposed leave.
- 6.3.1.3 December 1- Sabbatical Proposals with recommendations from the ~~Department Chair, Dean, and Chief Academic Officer~~Division Head and Vice President for Academic Affairs are due in the President's Office. The President may request a personal interview with a faculty member to answer questions concerning the proposal.
- 6.4 Sabbatical Proposal – The Sabbatical Proposal shall be assembled as follows:
- 6.4.1 Sabbatical Leave Request Form – It must be typed on form SCP-2810.A or in the same format.

6.4.2 The Proposal – This must be typewritten and contain the following categories:

6.4.2.1 Proposed Activities and Time Line – Details the activities planned during the sabbatical leave period and the time line by which each will be accomplished. The objectives of the proposal shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. A timetable of major events for the completion of the proposal must be included. The time schedule should reflect careful and realistic planning. Flow charts or diagrams may be of benefit in this section.

6.4.2.2 Merit of the Proposal – Describes the value or benefit of the proposed activities to the individual faculty member and to the institution. This section must contain all information necessary to permit an effective review. It should describe the proposal in sufficient detail to enable the President to know what is planned at every stage and to make a tentative judgement as to the probable success of the proposed plan. The objectives of the proposal shall be stated in measurable terms. Each objective shall be reflected in the subsequent final report. The narrative description must include a detailed explanation of what the proposal intends to do. A rationale for the-proposal and a statement of the impact proposal will have on the institution, the individual and the community should be included. In addition the description must identify present knowledge, available resources, and creative potential associated with the proposal.

6.4.2.3 Justification for Proposal – Describes the accomplishments of the applicant in order to prepare for the endeavors outlined in the request. This section provides justification for the granting of sabbatical leave. For example, it may describe the faculty member's progress toward completion of a degree, including the courses completed and describing the remaining courses, research, or internship necessary to complete his/her degree requirements. All preliminary tasks undertaken prior to the request should be identified.

6.4.2.4 Current Vitae – This vitae must include the information necessary for the President's evaluation. Reference is made to the Criteria to be used in Evaluation.

6.5 Criteria to be Used in Awarding Sabbatical Leave:

6.5.1 Merit Proposal – The major purpose of a sabbatical leave is to provide the faculty opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work and travel so that teaching effectiveness may be enhanced, scholarly usefulness increased, and the institution's academic and service programs strengthened. Close consideration shall be given to the nature of the applicant's assignment and to differences among the many disciplines represented in a community and technical college.

6.5.2 Accomplishments of the Applicant – Evaluation of accomplishments while at Southern West Virginia Community and Technical College since any previous sabbatical shall be based on the merit factors normally used as criteria for merit raises, such as: professional experience; professional papers and talks; leadership activities; college and senate committee assignments; publications, research, scholarly, or creative effort completed and in progress; membership in professional organizations, including offices held; community activities and services which are professionally-related; and other accomplishments and recognition of significance.

6.5.3 Number of years salaried, full-time professional service at Southern West Virginia Community and Technical College since last hire date or last sabbatical leave, whichever is least, shall be considered.

6.5.4 Although an advanced degree may be a residual of a sabbatical leave proposal, emphasis shall be placed on the benefits to the faculty member, the institution and the community.

6.6 Compensation – A faculty member on sabbatical leave shall receive full salary for no more than one-half of the academic year or half salary for no more than the full academic year.

SECTION 7. RESPONSIBILITIES

7.1 Obligations of the Faculty Member:

7.1.1 An applicant for a sabbatical leave shall discuss the proposal with his/her ~~Department Chair~~Division Head, prepare the proposal and request for sabbatical leave form, and submit the packet to his/her ~~Department Chair~~Division Head before deadline dates specified in this policy. The plan proposal, as approved will represent the faculty member's assignment during the sabbatical leave period. The approved plan shall not be modified without the written consent of the President or his/her designee.

7.1.2 Upon receiving approval for sabbatical leave, the faculty member shall execute a promissory note/memorandum of understanding reflecting the amount of compensation to be received while on sabbatical leave. After completion of the service obligation, the note shall be marked "paid" and returned to the faculty member.

7.1.3 In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he/she is aware of and agrees to all conditions of the leave as specified herein.

7.1.4 While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President or his/her designated representative. Fellowships, grants, assistant ships, and similar stipends shall not be considered remunerative employment.

7.1.5 Faculty on approved sabbatical leave are required to report any changes in, or that may affect the status of his/her sabbatical leave or benefit eligibility. Examples may include but are not limited to long term illness or injury that ~~effects~~ affects the faculty's ability to meet obligations, changes in marital status, or other situations that may affect his/her benefit status.

7.1.6 Upon completion of a sabbatical leave, a faculty member shall file with the ~~Chief Academic Officer~~Vice President for Academic Affairs a written report of his/her scholarly activities while on leave. The report shall address all objectives and activities approved in the original request and be submitted within thirty days of return to service.

7.1.7 A faculty member is obligated to return for a full year of service upon completion of the leave. Failure to return will obligate the faculty member to fully reimburse the institution for salary received during the period of the leave.

7.2 Obligations of the ~~Department Chair~~Division Head:

7.2.1 Work in an advisory capacity with the faculty applicant to help ensure the proposed sabbatical leave complies with the intent of this policy and is beneficial to the faculty member, the department, the division, and the institution.

7.2.2 Prepare a letter to the ~~Chief Academic Officer~~Vice President for Academic Affairs containing comments and recommendation for approval or denial of the request.

7.2.3 Arrange coverage of classroom or other workload responsibilities of the requesting faculty member. The ~~Department Chair~~ Division Head may ask for suggestions or recommendations from the requesting faculty member, however, the responsibility for finding temporary replacement personnel or revising teaching schedules of other members of the division rests with the ~~Department Chair~~ Division Head. The ~~Department Chair~~ Division Head will contact the Human Resources Office for assistance in recruiting replacement personnel no later than the spring semester of the year preceding commencement of the sabbatical leave.

7.3 Obligations of the ~~Chief Academic Officer~~ Vice President for Academic Affairs:

7.3.1 The ~~Chief Academic Officer~~ Vice President for Academic Affairs will be responsible for the implementation of this policy and will provide all support services necessary to carry out its provisions.

7.3.2 The ~~Chief Academic Officer~~ Vice President for Academic Affairs will prepare a letter to the President containing comments and recommendations for approval or denial of the request.

7.4 Obligations of the President's Office and the Institution:

7.4.1 Upon Consideration and final approval or denial, the President's Office will send the original application packet with related correspondence and outcomes to the Human Resources Office for appropriate processing, reporting and record keeping.

7.4.2 A faculty member's institutional position, status, and rank will not be adversely affected solely by his/her absence while on sabbatical leave.

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-2810-A, *Sabbatical Leave Request*
 SCP 2810-B, *Sabbatical Leave Promissory Note*

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

Revision Notes: November 2010 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

November 2015 – Revisions reflect no substantial changes in procedure or documentation. Revisions provide clarity and reflect changes in job titles. Forms reviewed and job titles revised.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2810.A
SABBATICAL LEAVE REQUEST**

1. Name: _____
2. Dates of continuous full-time employment as a faculty member:
From: _____ To: _____ Total years _____
3. Dates of last sabbatical leave:
From: _____ To: _____
4. Dates requested for sabbatical leave:
From: _____ To: _____

My signature below indicates that I have read and agree to all conditions, provisions, and requirements of SCP-2810, *Sabbatical Leave For Full-time Faculty*. I agree to file a written report with the ~~Chief Academic Officer~~ Vice President for Academic Affairs of my activities and accomplishments during the sabbatical leave within 30 days of my return to work.

Attachments:

- Proposal
- Current Vitae

Per attached letter, I recommend approval of this leave. <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Faculty Member's Signature Date
Per attached letter, I recommend approval of this leave. <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Department Chair's <u>Division Head's</u> Signature Date
Per attached letter, I recommend approval of this leave. <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Dean's Signature Date
Per attached letter, I recommend approval of this leave. <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ Chief Academic Officer's <u>Vice President for Academic Affairs'</u> Signature Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ President's Signature Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2810.B**

**SABBATICAL LEAVE
PROMISSORY NOTE and MEMORANDUM OF UNDERSTANDING**

My signature below indicates that I have read and agree to all conditions, provisions, and requirements of SCP-2810, *Sabbatical Leave for Full-time Faculty*.

I agree to return to the full time service of the College and work therein for a period of one year. If I fail to return to work for a period of one year, I agree to re-pay Southern West Virginia Community and Technical College an amount equal to the amount of salary and benefits paid me during the sabbatical leave period.

I understand that my position, status and rank shall not be adversely affected by my absence due to the sabbatical leave, and that I will receive any pay raises or other benefits that would have been afforded me had I not been on sabbatical leave.

I understand that the length of sabbatical governs the amount of pay I receive. The length of my sabbatical and requisite amount of compensation I will receive is:

- One semester sabbatical leave paid at my regular base salary for the semester.
- One academic year of sabbatical leave paid at one half my annual base salary.

I understand and agree that the final agreed upon proposal, as approved by the President, is my assignment for the period of sabbatical leave and that the proposal may not be modified without the written consent of the President or his/her designee.

I agree to provide a detailed report of my activities and accomplishments to the ~~Chief Academic Officer~~ Vice President for Academic Affairs within 30 days of my return to work.

I agree and understand that I may not accept remunerative employment without the written consent of the President or his/her designated representative.

Printed Name	Signature	Date
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STATE OF WEST VIRGINIA, COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____ 20____, by

My commission expires: _____

NOTARY PUBLIC

Chief Academic Officer's <u>Vice President for Academic Affairs</u> ' Signature	Date
--	------

President's Signature	Date
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**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 8, 2015**

ITEM: Request for Approval of Revisions to SCP-3670, *Public School Service Program* and SCP-3670.A, *Public School Service Form*.

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3670, *Public School Service Program*, and its attachment to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debra Teachman

BACKGROUND:

SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, were reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their October 28, 2015, meeting.

Revisions to the policy provide clarity and transfer the process by which credit is awarded to an Academic Affairs Unit Southern Institutional Procedure (SIP). Revisions to the form reflect changes in title.

Based on the deliberation and recommendation of MCAS, the staff requests that SCP-3670, *Public School Service Program*, and SCP-3670.A, *Public School Service Form*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. This request was reviewed and approved by Executive Council and by President's Cabinet at their November 2015 meetings.

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

SUBJECT: Public School Service Program
REFERENCE: West Virginia Code §18B-2A-5
ORIGINATION: September 20, 2005
EFFECTIVE: ~~November 29, 2005~~
REVIEWED: ~~January 11, 2011~~ October 28, 2015

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

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

Southern West Virginia Community and Technical College shall implement procedures to ensure that college students obtain credit toward graduation for service performed in the public schools as tutors, student advisors, and mentors to instill in public school students the benefits of postsecondary attainment.

4.2 The institution shall not be responsible for placement of students in a public school for the purpose of performing service and receiving credit under this policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Service must have been performed while enrolled in a postsecondary program and within the last 24 months, and Documentation shall be provided by the school district.

5.2 Service performed as a program requirement, such as, but not limited to, in education courses is not eligible.

SECTION 6. GENERAL PROVISIONS

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

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 ~~Credit will be granted by:~~

~~7.1.1 The Dean of University Transfer will be responsible for evaluating documentation and recommending to the Chief Academic Officer the number of credits to be awarded.~~

~~7.1.2 Students will complete a Public School Service Form (SCP-3670.A), and submit the form to the Dean of University Transfer. The Chair or his/her designee will evaluate the documentation and make a recommendation for credit. The completed form is then sent for the approval of the Chief Academic Officer. If the credit is approved, then the form will be sent to the Registrar’s Office, transcribed, and placed in the student’s file.~~

~~7.1.3 Credit will be transcribed for EL 101 as “CR” and a transcribing fee will be charged.~~

The Vice President for Academic Affairs and Student Services shall develop procedures describing the method for awarding credit earned under this policy, setting an appropriate minimum number of hours of service performed for credit, and setting an appropriate maximum amount of credit earned.

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-3670.A, *Public School Service Form*

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

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

October 2015 – Revisions provide clarity and transfer the process by which credit is awarded to an Academic Affairs Unit Southern Institutional Procedure (SIP).

SCP-3670.A, Public School Service Form

Request for Credit, EL 101

Student Name _____ Student Number _____

Number of Credits Requested _____

Name of Elementary or High School _____

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

Number of Hours Spent in Public School Service _____ Dates of Service _____

Grade Level _____ Supervisor's Signature _____

Supervisor's Recommendation:

Credit Hours Granted: _____ Recommended by: _____

Dean, University Transfer Programs Date
Division Head

Approved by: _____ Date

Chief Academic Officer
Vice President for Academic Affairs and Student Services

Fee paid: _____ Received by: _____

Recorded by: _____ Registrar _____ Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 8, 2015**

ITEM: Request for Approval of Revisions to SCP-4233, *The Dean's List of Students; Graduation with Honors Status*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-4233, *The Dean's List of Students; Graduation with Honors Status* to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debra Teachman

BACKGROUND:

SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, was reviewed and approved by the Management Council for Academic Affairs and Student Services (MCAS) at their September 30, 2015, meeting.

Revisions reflect the addition of definitions, clarification in the language, as well as updates regarding the responsibilities and procedures of the policy.

Based on the deliberation and recommendation of MCAS, the staff member requests that SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, be advanced to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. This request was reviewed and approved by Executive Council and by President's Cabinet at their October 2015 meetings.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-4233**

SUBJECT: The Dean's List of Students; Graduation with Honors Status

REFERENCE: None

ORIGINATION: July 1, 1985

EFFECTIVE: ~~July 1, 1985~~

REVIEWED: ~~December 2010~~ September 2015

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish and communicate grade point average criteria for recognition of student achievement and placement on the Dean's List and/or graduation with honors.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 All students registered for academic credit-based courses.

SECTION 3. DEFINITIONS

- 3.1 ~~None.~~ Dean's List - a formal recognition of student academic achievement at the conclusion of the Fall and Spring academic term.
- 3.2 Honors - a formal recognition of student academic achievement at the time of graduation.

SECTION 4. POLICY

- 4.1 A student who earns a minimum grade point average of 3.25 while attempting and completing twelve (12) or more credit hours during ~~an semester~~ the Fall and Spring academic term shall be placed on the Dean's List for that ~~semester~~ academic term and shall be recognized in writing by the ~~Division Chair~~ Vice President for Academic Affairs and Student Services.
- 4.2 Students completing requirements for an associate degree or certificate degree program with a minimum of 3.40 cumulative grade point average, which include transfer credit, are eligible to graduate with honors.
- 4.3 ~~Developmental~~ Courses in the less than 100 level series are not used in the calculation of the graduation grade point average.
- 4.4 ~~Students may complete graduation requirements during the fall, spring, or summer terms; however, Southern holds commencement exercises only once a year at the end of the spring term.~~ Students graduating with honors shall be recognized during the commencement ceremony.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 ~~At the conclusion of each semester (fall, spring, summer) the Chief Academic Officer shall request the Dean's to prepare a list of full-time students who have maintained a 3.25 or better grade point average for that term.~~ At the conclusion of the Fall or Spring academic term, the Registrar updates the student's academic standing which identifies the Dean's List recipients.

7.2 The Registrar's office shall prepare a list of eligible honor graduates.

7.3 The Office of the Vice President for Academic Affairs and Student Services is responsible for the dissemination of the Dean's List.

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: December 2010 – Policy was reformatted to new SCP format. Revisions provide clarity and changes in responsibilities and procedures.

September 2015 – Revisions reflect the addition of definitions, clarification in the language, as well as updates regarding the responsibilities and procedures of the policy.



RECEIVED

NOV 30 2015

PRESIDENT'S OFFICE

November 17, 2015

Dr. Merle Dempsey
Interim President
Southern West Virginia Community and Technical College
Post Office Box 2900
Mount Gay, West Virginia 25637

Dear President Dempsey:

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-1160 Diversity Philosophy
- SCP-1500 Philosophy, Vision, and Mission

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

Sincerely,

Dr. Sarah Armstrong Tucker
Chancellor

cc: Thomas A. Heywood, Chair
Board of Governors