



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of February 18, 2025
6:00 p.m.
100 College Drive, Building C, Room 428
Logan, West Virginia, and Zoom**

To Join Zoom Meeting:

<https://zoom.us/j/99897032096?pwd=IJEU0cWKJyD1xyqb65QZXs5IeAhaFG.1>

Meeting ID: 998 9703 2096

Passcode: 283463

Dial In: 1 646 876 9923

Mission: Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

AGENDA

1. Roll Call, Verification of Quorum, and Call to OrderDr. Pamela L. Alderman
President
2. Introduction of Parliamentarian President Alderman
3. Overview of Robert’s Rules of OrderMs. Mary Alice Oldfield
Professional Registered Parliamentarian
4. Election of Officers President Alderman
5. Call for Public Comments to the Board of Governors.....Board of Governors Chair
6. Development Office Annual Report 3
Mr. Stacy Dingess, Chief External Affairs Officer
7. Annual Faculty Senate ReportMr. Matthew Mayo
Chair, Faculty Senate
8. Finance Report 4
Ms. Velva Pennington, Chief Finance Officer
9. President’s Report President Alderman
10. Action Items.....Board of Governors Chair
 - 10.1 *Approval of November 21, 2024, Board Meeting Minutes 6

10.2	*Approval of December 17, 2024, Board Meeting Minutes	8
10.3	*Approval of January 14, 2025, Special Board Meeting Minutes.....	16
10.4	* Request for Approval to Release for 30 Day Comment PeriodMs. Debbie Dingess Chief Human Resources Officer	
10.4.1	*SCP-4223, <i>The Dean’s List of Students, Graduation List with Honors</i>	19
10.4.2	*SCP-4398, <i>Student Grades and Grade Point Average Requirements for Graduation</i>	22
10.4.3	*SCP-5066, <i>Third Party Sponsored Courses Agreement and SCP-5066.A, Third Party Sponsored Courses Agreement</i>	28
10.4.4	*SCP-7125, <i>Information Technology Acceptable Usage</i>	33
10.4.5	*SCP-7720, <i>Security of Information Technology</i>	39
10.5	* Request for Final Approval of Policies Following 30-Day Period	
10.5.1	*SAM-2024-1, <i>Faculty Handbook</i>	48
10.5.2	*SCP-1091, <i>Classified Staff Council Constitution</i>	73
*10.6	Tuition and Fee Increases	80
	Ms. Velva Pennington, Chief Financial Officer	
11.	Discussion Items	
11.1	ASCEND	82
	Dr. Lisa Haddox-Heston, Dean Allied Health and Nursing	
11.2	Personnel Policies and Procedures	Ms. Debbie Dingess
12.	Executive Session under Authority of WV Code §6-9	
12.1	Higher Learning Commission Complaints and Current Status.....	President Alderman
13.	Informational Items	
13.1	Organizational Chart	83
	Ms. Debbie Dingess, Chief Human Resources Officer	
13.2	Robert’s Rules of Order workshop Via ZOOM (TBD)	
13.3	The next regular Board of Governors meeting will be held April 15, 2025, at 6:00 p.m.	
14.	Adjournment	Board of Governors Chair

*Denotes an item requiring action/Approval.

2024 Annual Summary for Southern West Virginia Community College Foundation

The year 2024 was a remarkable period of growth and expansion for the Southern West Virginia Community College Foundation. Throughout the year, the foundation made significant strides in advancing its mission to support students and the broader community.

Major Achievements

- **Cory Maynard Memorial Scholarship Endowed:** The foundation achieved a significant milestone by successfully raising \$50,000 to endow the Cory Maynard Memorial Scholarship. This goal was met in October 2024, ensuring lasting support for deserving students.
- **Spirit of Logan Scholarship Fund Launch:** A new initiative, the Spirit of Logan Scholarship Fund, was introduced, receiving \$25,000 in contributions and an additional \$10,000 in pledges by year-end. This fund represents a commitment to fostering educational opportunities within the Logan community.

Expanding the Donor Base

The foundation prioritized sharing the Southern story with prospective donors, a strategy that yielded impressive results. Contributions from seven first-time donors totaled \$297,500, showcasing the growing support for the college's mission.

Community and Cultural Impact

- The foundation was honored as **Community Partner of the Year** by Goodwill Industries, highlighting its contributions to the region.
- It sponsored the largest theatrical production ever held at the Savas-Kostas Theatre on the Logan Campus. *The Wizard of Oz* drew over 1,500 attendees and generated \$35,000 in revenue, bolstering the foundation's cultural and financial impact. The production has received several awards and nominations by regional theatrical and arts groups.

Financial Growth and Student Support

The foundation's portfolio grew to exceed \$5,000,000, reflecting fiscal stability and sound management. In 2024, it provided over \$200,000 in support for student tuition, fees, and educational expenses, directly contributing to increased enrollment, retention, and graduation rates at Southern West Virginia Community College.

Looking Ahead

The achievements of 2024 underscore the foundation's unwavering dedication to empowering students and fostering community development. By expanding its donor base, launching impactful initiatives, and maintaining strong financial health, the foundation is well-positioned for continued success in the years to come.



Memo

To: Southern West Virginia Community and Technical College Board of Governors

From: Velva Pennington, Chief Finance Officer

CC: Pamela Alderman, President

RE: Finance Update

At the end of the second quarter, we have spent an average of 57% of our budget in all areas. It currently costs the college \$42,066.28 a day to operate. We have 306 days of operational cash on hand.

This year, we have collected \$2,494,763.00 in tuition and fees revenue, which is 53% of our 2025 tuition and fees budget. We disbursed the first reimbursements to students for the Spring semester on February 13, 2025.

Southern WV Community & Technical College
Operating Budget Cash Analysis
2nd QTR 2025

	FY 2025 BUDGET	FY 2025 ACTUAL YTD	Comparison %	FY 2024 BUDGET	FY 2024 ACTUAL QTD	Comparison %
TOTAL REVENUES:						
Tuition and Fees	\$4,697,793	\$2,494,763	53%	\$4,981,610	\$2,177,767	44%
Capital Fees	340,000	117,500	35%	308,082	117,417	38%
Workforce Revenue	400,000	210,656	53%	400,000	130,071	0%
Auxiliary Enterprises	30,000	41,117	137%	35,000	14,156	40%
Other Operating Revenue	50,000	1,171,605	2343%	50,000	58,211	116%
State Appropriations	9,217,907	4,007,015	43%	8,849,656	4,110,543	46%
Investment Income	400,000	208,442	52%	245,000	277,710	113%
Other Nonoperating revenues	-	-	0%	-	-	0%
TOTAL REVENUES	\$15,135,700	\$8,251,099	55%	\$14,869,348	\$6,885,876	46%

TOTAL EXPENSES:						
Salaries and Wages	\$9,686,089	\$4,751,739	49%	\$9,826,117	\$4,638,551	47%
Benefits	2,738,458	1,367,377	50%	2,634,027	1,340,376	51%
Utilities	872,280	351,502	40%	862,100	393,297	46%
Supplies and Other Services	1,838,873	1,606,107	87%	2,298,400	1,154,807	50%
TOTAL OPERATING EXPENSES	\$15,135,700	\$8,076,725	53%	\$15,620,644	\$7,527,031	48%

Net Change in Cash	\$0	\$174,374	(\$751,296)	(\$641,156)
Cash Beginning Balance	12,714,524	12,714,524	11,403,636	11,403,636
Ending Cash Balance	12,714,525	12,888,899	10,652,340	10,762,480

Summary	
Beginning Cash Balance	\$12,714,524
Revenues	\$8,251,099
Expenses	(\$8,076,725)
Ending Cash Balance	<u>\$12,888,899</u>

Operational Cash on Hand Days	
2024 Operational Expenses	\$8,076,725
Days/yr	192
Operational expenses per day	<u>\$42,066.28</u>
2024 Cash on Deposit	\$12,888,899
Total Operational Cash sustainability	306

12,888,898.62



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of November 21, 2024
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom 5:00 p.m.**

Join Zoom Meeting:

<https://zoom.us/j/91843050220?pwd=4WihhGUWTyCZJBLyFfoeriKiaiob6.1>

Meeting ID: 918 4305 0220
Dial-in: 1-646-876-9923

MINUTES

Board Members Present: Bud Baldwin, Chair; Shawn Cline-Riggins, Vice-Chair, George Nisbet, Secretary, Sam Stewart, Chris Gray, Chris Ward, Sydney Brown, David Gresham, David Lemmon, Jarrod Fletcher, and Kristi Perkins

Board Members Absent: Josh Stowers

Guests: None

1. Call to Order

Board of Governors Chair, Mr. Robert Baldwin, declared a quorum present and convened the meeting at 5:00 p.m.

2. Implementation of Presidential Succession Plan

MOTION: David Lemmon made a motion to object to the Implementation of Presidential Succession plan.

ACTION: Jarrod Fletcher seconded the motion

David Lemmon moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to Discuss Personnel Matters. Jarrod Fletcher seconded the motion that carried unanimously. Chair Baldwin declared the motion adopted and the Board then met in an Executive Session at 5:05 p.m. Following deliberations, Jarrod Fletcher moved that the Board rise from Executive Session and reconvene in open session. David Lemmon seconded the motion which was carried unanimously.

The Board took no votes nor made any decisions during the Executive Session.

MOTION: David Gresham made a Motion to appoint Mr. Darrell Taylor as Acting President.

ACTION: Shawn Cline-Riggins seconded the motion. The motion was carried unanimously, and Chair Baldwin declared the motion adopted.

3. Compensation for Acting President

Chair Baldwin asked for a motion to approve compensation for acting President in the amount of \$148,000.00 (annually) that will be prorated during time served as Acting President. Shawn Cline- Riggins made the motion. The motion carried unanimously, and Chair Baldwin declared the motion adopted.

4. Adjournment

There being no further business, Chair Baldwin declared the meeting adjourned.

Robert Baldwin, Chair

Jennifer Dove
Executive Assistant to the President
and Board of Governors



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of December 17, 2024
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom
6:00 p.m.**

Join Zoom Meeting:

<https://zoom.us/j/98756998061?pwd=vXhF2JCqsEM8Hib7NA6pi500asYBSw.1>

Meeting ID: 987 5699 8061

Dial-in: 1-646-876-9923

MINUTES

Board Members Present: Shawn Cline-Riggins, Vice-Chair, George Nisbet, Secretary, Cody Reynolds, Chris Gray, Chris Ward, David Gresham, David Lemmon, Jarrod Fletcher, Brent Tomblin, Sydney Brown, and Kristi Perkins

Board Members Absent: None

Also Attending: President, Dr. Pamela Alderman, Jennifer Dove, Recorder, Velva Pennington, Chief Finance Officer, Joe Linville, Chief Facilities Management Officer, Debbie Dingess, Chief Human Resources Officer, Tom Cook, Chief Information Officer, Stacy Dingess, Chief External Affairs Officer; and Darrell Taylor, Chief Student Services Officer

Guests: Kelly Shaffer, and Kristin Moody, Suttle and Stalnaker

1. Roll Call, Verification of Quorum, Vice Chair Comments, and Call to Order

Board of Governors Vice Chair, Ms. Shawn Cline-Riggins, declared a quorum present and convened the meeting at 6:00 p.m. Vice Chair Riggins made comments to the Board as whole asking that everyone be respectful during the meeting and act with decorum. Vice Chair Riggins informed the Board that a training will be scheduled in the future that all are to attend per the Chancellor of the West Virginia Higher Education Policy Commission. She also reminded everyone about the Lunch and Learns that are available and count towards training hours. Vice Chair Riggins announced that Josh Stowers has resigned his position on the Board.

2. Oath of Office

Mr. Joe Linville, Chief Facilities Management Officer, and Public Notary administered the *Oath of Office* to Brent Tomblin and Dr. Cody Reynolds.

3. Presentation of FY 2021 Financial Audit.

3.1 Independent Auditors Report

Ms. Kelly Shaffer from Suttle and Stalnaker presented the Financial Audit to the Board. Two separate reports are issued as part of the audit: Financial Audits and Report to the Board of Governors. Ms. Shafer presented the Board with some slides that provided the following information:

- Financial Statements and what is included in the statements. Ms. Shafer pointed out most of the financial statement documents are prepared by management. Suttle and Stalnaker issue two reports on the finance statements, one at the beginning of the document and one at the end.
- The first report contains the Auditors' Report with contains the Auditors' Opinion. Southern received an unmodified opinion on their audit, which is the best opinion to receive. Ms. Shafer pointed out that this is what you are looking for in terms of overall results of the audit.
- Second report on internal control over financial reporting and compliance. This was included in the back of the financial statements. This report stated that there was no compliance issues identified during the audit. One internal control item was noted. Ms. Shafer explained this in the required communications.
- Provided slides that showed the financial results of the year that is the condensed schedule of net position or the balance sheet. Ms. Shafer explained that this is a summary of the financial results for the year compared to the prior year. Ms. Shafer highlighted the following: Total assets on June 30, 2024, were 40 million, which was up slightly compared to the prior year. Cash balances were up at the end of the year. The increase in cash was offset by a slight decrease in fixed assets based on normal depreciation during the year.
- Deferred outflows of resources related to pension and OPEB obligations were \$212,000.00
- Total Liabilities for the year were \$3.7 million, which was very consistent between the two years.
- Deferred inflows of resources related to OPEB was \$408,000. 00.
- Total net position for the year was \$36 million.
- Two-year Condensed Schedule of Revenue, Expenses and Changes in net Position comparison showed that total operating revenues for 2024 were under \$6 million which was a slight decrease. This was due to a slight decrease in tuition and revenue accompanied by a decrease in State Grant revenue. These decreases were offset by increases in Federal Grant revenue and miscellaneous revenues.
- Operating expenses were \$19 million, which is a decrease of approximately \$800,000 compared to the previous year. This was mainly due to decreases and supplies and other expenses from the HERF funding that colleges had received for the last couple of years from COVID money. That funding went away at the end of 2023, which lead to the expenses it was spent on decreasing during the year.
- Non-reporting revenues were \$ 3. 9 million, up slightly from the previous year due to increases in state appropriations received.
- Payments on behalf of the college were \$111,000.00 that resulted in a total increase in that position for the year, \$559.000.00.
- Reviewed the required communication that is part of the report to the Board of Governors. Standard communications that Suttle and Stalnaker are required to make to the Board. At the conclusion of the audit it covers, responsibilities of Suttle and Stalnaker to perform the audit under their professional standards, adoption of any new accounting policies during the year. Review of significant

estimates that go into preparing financial statements and financial statement disclosures. Ms. Shafer noted that no difficulties were encountered during the audit. Audit adjustments related to capital assets and classification of some revenue and expense balances. Ms. Shafer reported no disagreements with management, or any other consultations with other accountants during the audit

- A letter was included to communicate a deficiency in the internal control item mentioned previously. This is related to financial reporting. A similar comment was noted in the previous audit due to the number of audit adjustments that were required. Recommend that management review policies and procedures regarding financial reporting for adequacy and for any enhancements that could be made. Ms. Shafer noted that Ms. Pennington and her staff are in the process of looking into that. A few minor comments regarding reviewing capital asset reconciliations, unearned revenue related to grants, review service organization control reports for significant IT applications.
- Unrestricted Net Position increased over the last five years and expenses stay relatively flat and even decrease a little bit over the last couple of years. Ms. Shafer noted that we are trending in the right direction. She noted that is what you want to see, that you are controlling expenses and continue to build reserves.

4. Classified Staff Report

Ms. Maynard had no report at this time.

5. Faculty Senate Report

Mr. Matt Mayo had no report at this time.

6. Finance Report

Ms. Velva Pennington gave the following Finance Report to the Board:

- Southern has collected \$1,573,075.00 in tuition and fee revenues, which is approximately 33% of the 2025 tuition and fees budget.
- Increase in other operating revenue due to the sale of the Wyoming Campus. \$1,092,500.00 was collected from the sale of that property.
- It costs the college \$34,416.18 per day to operate.
- Southern currently has 368 days of operation cash on hand.
- Revenue is down because Level-up funding of \$225,775.00 had not been collected along with earmark funding of \$144,225.00, and college transition money of \$2,625.00. This totals \$401,625.00.
- WV Higher Education grant of \$438,912.00 had not been moved into the tuition and fees account. This totals approximately \$800,000.00 that has not been accounted for yet.

Dr. David Lemmon moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A. Jarrod Fletcher seconded the motion. All in favor four all opposed five. Vice Chair Riggins declared the motion not adopted and the Board did not enter Executive Session

Dr. Lemmon asked to discuss the President's vehicle. President Alderman explained that she was advised by Chancellor and the Chief Counsel that this issue would be a personnel issue that would be discussed in Executive Session.

Dr. Lemmon asked the costs of the West Virginia Wonder Woman and the PBS Viewpoint documentary. President Alderman advised that she had all that information to present in her report.

7. Presidents Report

President Alderman provided the following report to the Board:

- Enrollment is up by 2.4% in Full Time Equivalency and 8.6% in headcount. Sixth straight semester of increased enrollment. President Alderman thanked everyone for their continued hard work.
- Second Governance Day was held on November 8th on the Logan campus.
- Closed on the sale of the Wyoming property on October 16, 2024. Classroom and office space is being provided free of charge until construction begins on the building. This could be a couple of years. We are still looking for available spaces in the meantime.
- Lineman Graduation was held on October 26, 2024, on the Williamson campus.
- Commencement was held on December 7th, 2024, on the Logan Campus. President Alderman thanked, Butch Nisbet, Chris Ward, Chris Gray, and Kristi Perkins for attending. Elizabeth Manuel was the guest speaker, and she did a wonderful job. We had 34 graduates to march. 114 duplicate degrees were awarded, 51 certificates, 63 associate degrees, and 19 ECA students graduated. President Alderman was very pleased with the numbers.
- Memorandum of Understanding (MOU) signing with University of Charleston was held on October 30th.
- Surgical Technology program had their ARC/STSA accreditation site visit on November 4th. This visit was initially scheduled for two days; however, the visit went well and only one day was needed. President Alderman thanked Misha Herndon and Meloney McRoberts for their hard work preparing for this visit.
- Attended Community Colleges of Appalachia Conference on November 6th.
- WVU and Southern signed a new Degree Up program on November 13, 2024. Students who attend Southern and plan to go on to WVU will be automatically admitted.
- West Virginia Office of Emergency Medical Services had an inspection of the Paramedic program on November 14th. That went very well.
- Attended the Leadership Logan graduation ceremony on November 14th.
- President Alderman attended a funding announcement for small hospitals across the state at Boone Memorial Hospital on December 10, 2024.
- Attended Logan County Chamber of Commerce brunch on December 10, 2024.
- President Alderman also shared a list of the various regular and board meetings attended since the last Board meeting.
- President Alderman also was asked to judge Madison community Christmas tree competition held by Boone Memorial Hospital on December 13th.
- President Alderman stated that she is working to get Board training with Association of Community College Trustees (ACCT) as soon as possible.
- Will be vacating the Boone Campus on January 17, 2025. Have been looking at many spaces in Madison. Boone Memorial Hospital (David Gresham and Virgil Underwood) have been great to share spaces they are aware of.
- President Alderman has been appointed to three new boards: Logan Healthcare Foundation, Logan Medical Foundation, and Logan Regional Medical Center. All begin immediately.
- President Alderman provided an update on HLC. Southern completed the HLC Assessment Academy with glowing remarks. President Alderman reminded the

Board that this is the first time that Southern has had a clean bill of health from HLC, no reports, nor deficiencies.

- Bill Alderman has been selected as a site visitor and peer reviewer for HLC. Mr. Alderman makes the second peer reviewer from our institution. Regia Bias is also a peer reviewer. Missy Kirk has also completed training to become an ACEN Peer reviewer.
- Two complaints were filed with HLC. The complaints were on 1.C.2, 2.C.1 through 5, 3.2.A.1, 3.2.B.1, 3.2.E.2 and 5A 1 and 2. President Alderman noted that there were no findings by the HLC on any of those complaints.
- HLC will look into criterion 2.2.A, which states the institution establishes and follows policies and procedures, fair and ethical on the part of its governing boards, administration, faculty and staff. President Alderman stated that in 2019/2020 Southern was cited because of the governing board “getting into the weeds” President Alderman stated this is an overview and that it may take several months to be completed. Once findings are available they will be provided to the Board.
- Southern was nominated for the West Virginia Division of the 2024 Broadway World award for Southern’s production of the Wizard of Oz and noted all the different categories.
- Southern was named Goodwill’s 2024 Community Partner of the Year. Will be honored at a dinner in April.
- President Alderman asked Stacy Dingess to provide a brief update to the Board from the Foundation. Foundation has received new pledges, gifts, and receipts from October 1st to today in the amount of \$202,133.00. Foundation portfolio fair market value as of December 1st is \$4,917,000.00. Deposits in local banks total \$248,500.00 which brings the total amount of deposits \$5,165,828.00. That is the highest it has been since before the pandemic. Foundation is up \$1.1 million dollars since the beginning of the year.
- President Alderman addressed questions regarding PBS Viewpoint, West Virginia Wonder Woman, and the Boone campus HVAC units.
- President Alderman went over upcoming events. Christmas break December 19, 2024, to January 6, 2025, final week of registration January 6th -13th, Spring semester begins January 13th, next Lineman program begins January 13th, the College is closed on MLK day January 20th, and the next Governance Day is February 7, 2025.

8. Action Items

8.1 Approval of August 20, 2024, Board Meeting Minutes

MOTION: Chris Ward moved to approve the August 20, 2024, meeting minutes.

ACTION: Chris Gray seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.2 Approval of October 15, 2024, Board Meeting Minutes

MOTION: George Nisbet moved to approve the October 15, 2024, meeting minutes.

ACTION: Kristi Perkins seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.3 Request for Approval to Release Policy for Additional 30-Day Comment Period

8.3.1 SAM-2024.1, *Faculty Handbook*

MOTION: Dr. Lemmon moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SAM-2024.1, *Faculty Handbook*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period

ACTION: Chris Gray seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.3.2 SCP-1091, *Classified Staff Constitution*

MOTION: Dr. David Lemmon moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1091, *Classified Staff Council Constitution*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Chris Gray seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.3.3 SCP-1160, *Philosophy on Diversity Equity and Inclusion*

MOTION: Chris Ward moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-1160, *Philosophy on Diversity, Equity, and Inclusion*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Dr. David Lemmon seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.4 Request for Approval of Policy Recission

8.4.1 SCP-1400, Guest Speakers, Lecturers, Performers, and Organized Groups, and SCP-1400.A, Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group.

MOTION: Dr. David Lemmon moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of SCP-1400, *Guest Speakers, Lecturers, Performers, and Organized Groups*, and SCP-1400. A., *Request to Invite a Guest Speaker, Lecturer, Performer, or Organized Group*, for rescission

ACTION: Chris Ward seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.5 Strategic Plan

Mr. Darrell Taylor, Chief Student Services Officer, presented the Strategic Plan to the Board.

MOTION: Chris Gray moved to approve the Strategic Plan as presented.

ACTION: Dr. David Lemmon seconded the motion. The motion was carried unanimously, and Vice Chair Riggins declared the motion adopted.

8.6 Appointment of Ad Hoc Committee for Board of Governors Chair

Vice Chair Riggins appointed George Nisbet, Chris Gray, and Chris Ward to the Ad Hoc Committee for Board of Governors Chair. Vice Chair Riggins asked that nominations be brought back to the February meeting.

9. Informational Items

9.1 Organizational Chart

Ms. Debbie Dingess provided the current Organizational Chart to the Board which was attached to the agenda packet.

9.2 Hospitality and Tourism Program.

The Hospitality and Tourism Program has been fully approved. Four classes needed for the program have gone through Curriculum and Instruction Committee and ASAC. The program will be fully marketed in the Spring so we can continue the cycle that we have. We do have some classes that students can take online during the Spring currently.

9.3 The next regular Board of Governors meeting will be held on February 18, 2025, at 6:00 p.m.

10. Adjournment

There being no further business, Vice Chair Riggins declared the meeting adjourned.

Shawn Cline Riggins, Vice Chair

Jennifer Dove
Executive Assistant to the President
and Board of Governors



**Southern West Virginia Community and Technical College
Board of Governors
Meeting of January 14, 2025
100 College Drive, Logan, WV
Logan Campus, Building C, Room 428
Via Zoom 5:00 p.m.**

Join Zoom Meeting:

<https://zoom.us/j/96470448617?pwd=RrpLsehls1HfC8b4oPH7ttxfITbjuG.1>

Meeting ID: 964 7044 8617
Passcode: 317063
Dial-in: 1 646 876 9923

MINUTES

Board Members Present: Shawn Cline-Riggins, Vice-Chair, George Nisbet, Secretary, Chris Gray, Chris Ward, Sydney Brown, David Gresham, David Lemmon, Jarrod Fletcher, Mary Phipps, Cody Reynolds, Brent Tomblin, and Kristi Perkins

Board Members Absent: None

Guests: None

1. Role Call, Verification of Quorum, and Call to Order

Board of Governors Vice Chair, Ms. Shawn Cline-Riggins, declared a quorum present and convened the meeting at 6:00 p.m.

2. Oath of Office

Mr. Joe Linville, Chief Facilities Management Officer, and Public Notary administered the *Oath of Office* to Ms. Mary Phipps.

3. Informational Items

3.1 HLC Current Standing and History

MOTION: Jarrod Fletcher made a motion to postpone Dr. Lisa Haddox's HLC presentation to the February meeting.

ACTION: Dr. David Lemmon seconded the motion.

All in favor four all opposed eight. Vice Chair Riggins declared the motion not adopted.

Dr. Lisa Haddox provided an overview to the Board for the benefit of the new members, which included the history of the possible sanctions the college was facing in 2018. Dr. Haddox reported that after a lot of hard work from the college, under President Alderman and Mr. Bill Alderman's guidance, that Southern received a report from HLC awarding 10-year accreditation. This included no reporting, sanctions, or areas of concern. This is the first time Southern has received 10-year accreditation in its 50-year history. Dr. Haddox shared the HLC's website and pointed members to the core component relating to the Board. Dr. Haddox also shared Southern's policy SCP-8600 and 8600.A regarding the Board of Governors and where it is located on the website. Training hours required for new and current Board members was also discussed.

4. * Action Items

4.1 *Approval of November 21, 2024, Special Board of Governors Meeting

4.2 *Approval of December 17, 2024, Board of Governors Meeting

MOTION: Butch Nisbet a motion to table the approval November 21, 2024, and December 17, 2024, Board of Governors meeting minutes to the February 18, 2025, Board of Governors meeting.

ACTION: Dr. David Lemmon seconded the motion.

All in favor twelve all opposed zero. Vice Chair Riggins declared the motion adopted and the motion carried unanimously.

5. Discussion Items

5.1 Succession Plan

The Board discussed reviewing the Succession Plan per Dr. Sarah Tucker, Chancellor. As discussed at the December meeting with HEPC in December 2024. Board agreed to send this to Policy and Procedures for further review.

5.2 Policies and Procedures

All Policies and Procedures will come to the Board for approval. The Board discussed forming an ad hoc committee to review and provide an annotated version of the policies to the Board for review prior to meetings.

5.3 BOG and Cabinet Training

President Alderman stated in the December meeting that she is working to get training scheduled for the Board of Governors and Cabinet possibly for the April meeting.

5.4 Additional BOG Meetings Beginning in January

Will have additional meetings as necessary. The Board of Governors meeting schedule has been set for the year. It was discussed that meetings would be held as necessary.

5.5 Informing Board of College Events

President Alderman includes upcoming activities in her report to the Board. She shared events that were upcoming from now to the upcoming Board meetings. President Alderman stated that members could also check the webpage periodically for events. President Alderman informed the Board that as of today Southern is up 2.7% in enrollment. This is one of the highest increases per semester. The President thanked the employees for their ongoing hard work to increase enrollment.

5.6 BOG Members and FOIA

Board members do not need a FOIA to get information. It was stated to allow time for the information to be provided.

5.7 BOG Officer Election

Vice Chair Riggins appointed an Ad Hoc committee in December. Vice Chair Riggins asked at that time for nominations be brought to the February meeting.

5.8 Upcoming Events

President covered upcoming events earlier in this meeting.

6. Executive Session Under Authority of WV Code §6-9

6.1 President and Cabinet performance, adherence to ethics, policy, and law.

Vice Chair Riggins invited a motion for the Board to enter Executive Session. Brent Tomblin moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A to discuss the President and Cabinet's performance, adherence to ethics, policy, and law. Jarrod Fletcher seconded the motion, and the motion carried unanimously. Vice Chair Riggins declared the motion adopted and the Board was to meet in an Executive Session beginning at 6:40 p.m. Vice Chair Riggins asked for the Board members and Cabinet to stay. An agreement of those invited to Executive Session could not be reached.

MOTION: Jarrod Fletcher made a motion to adjourn.

ACTION: No second was recorded as members were leaving the meeting.

7. Adjournment

Vice Chair Riggins declared the meeting adjourned.

Ms. Shawn Cline-Riggins, Vice Chair

Jennifer Dove
Executive Assistant to the President
and Board of Governors

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 18, 2025**

ITEM: 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 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: Debbie C. Dingess

BACKGROUND:

SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, was reviewed by the Policies and Procedures Committee for minimal revisions, to clarify roles, and corrections in criteria. At its meeting on February 4, 2025, the President's Cabinet granted approval for the advancement of SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-4233, *The Dean's List of Students; Graduation with Honors Status*, 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-4233**

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

REFERENCE: None

ORIGINATION: July 1, 1985

EFFECTIVE: November 20, 2020

REVIEWED: ~~May 12, 2020~~ [November 8, 2024](#)

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 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 completing twelve (12) or more credit hours during the Fall or Spring academic term shall be placed on the Dean’s List for that academic term and shall be recognized in writing by the Chief Academic Officer, or designee.

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 and shall be recognized during the commencement ceremony.

4.3 Courses in the less than 100 level series are not used in the calculation of the graduation grade point average.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 At the conclusion of the Fall and Spring academic term, the Registrar updates the student’s academic standing which identifies the Dean’s List recipients.

7.2 The Chief Academic Officer, or designee, is responsible for the dissemination of the Dean’s List.

7.3 The Registrar’s office shall prepare a list of eligible honor graduates.

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.

 May 2020 – Revisions reflect changes in wording and a change to the title of academic leadership.

October 2024 – Minimal revisions provide clarity in roles and a correction in criteria.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 18, 2025**

ITEM: SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*, was reviewed by the Policies and Procedures Committee for revisions that align with the language from Series 22 and reflect change in responsibility. At its meeting on February 4, 2025, the President's Cabinet granted approval for the advancement of SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-4398, *Student Grades and Grade Point Average Requirements for Graduation*, 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-4398**

SUBJECT: Student Grades and Grade Point Average Requirements for Graduation

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

ORIGINATION: November 20, 2002

EFFECTIVE: November 20, 2020

REVIEWED: ~~April 29, 2020~~ November 8, 2024

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 All faculty will assign and submit grades in accordance with this policy. All students must meet the minimum grade point average requirements as stated in section 6.3.4 in order to earn a certificate and /or an associate degree.

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

6.1 The following grades are used by the College:

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

F	Failing	0.0
F*	Failing due to nonattendance	0.0
W	Withdrawal	Not calculated in GPA
I	Incomplete Grade	Not calculated in GPA
CR	Credit	Not calculated in GPA
NC	No Credit	Not calculated in GPA
AU	Audit	Not calculated in GPA

- 6.1.1 Withdrawal: A student withdrawing from a course by the established deadline for withdrawal will receive a grade of “W.” After the last day to withdraw, a student will not be permitted to withdraw from the course and will receive the final grade the student earned.
- 6.1.2 Incomplete Grade: A student may receive an incomplete “I” grade for a course if that student has successfully completed the majority of the academic requirements and is unable to complete the course due to unforeseen or uncontrollable circumstances. The instructor for the course must submit an Incomplete Grade Form to the appropriate Dean for approval before an “I” grade may be recorded by the Registrar. The student does not re-register for the course in which the “I” grade was received but must complete the requirements for the course within the next full academic term or the “I” grade will automatically be changed to a grade of “F.” The final grade for the course will be assigned by the instructor and the grade change must be approved by the appropriate Dean and Chief Academic Officer, then forwarded to the Registrar.
- 6.1.3 Credit/No Credit Grade: Some courses may be graded on a pass/fail basis. In these instances, a student may receive a grade of credit (CR) to indicate that the student has met the course requirements. On the other hand, a student may receive a grade of no credit (NC) to indicate that the student has not met the course requirements.
- 6.1.4 Audit Grade: A student interested in enrolling for a course and not receiving a grade may audit the course. In auditing a course, the student pays the regular tuition and fees for the course, receives instruction, and participates in classroom activities, but does not receive a grade. The final grade of “AU” will be recorded on the student’s transcript.
- 6.2 The grades earned by a student are determined by the instructor of the course and can be changed only upon the latter’s recommendation with final approval by the Chief Academic Officer, except as follows:
- 6.2.1 As set forth above, the appropriate Dean must approve a grade of “I” and must approve the final grade once the work missed is satisfactorily completed.
- 6.2.2 The Chief Academic Officer may, upon recommendation of the Grievance Committee or Exceptions Committee, request to change a grade.
- 6.3 At the close of each semester, the instructor shall evaluate each student enrolled in his or her assigned class.
- 6.3.1 The Registrar shall provide notice to each faculty member regarding deadlines when final grades must be submitted. Deadlines must be met to facilitate decisions with regard to registration, probation, sequence of classes, prerequisites and graduation requirements.
- 6.3.2 Grades shall be submitted as follows:
- 6.3.2.1 Full-time and adjunct faculty shall submit grades through entry in the BANNER System using Faculty Self Service via mySouthern, or as arranged with the Dean.

- 6.3.2.2 Both full-time and adjunct faculty must make available, if requested by the appropriate Dean, or Chief Academic Officer, documented evidence of class attendance and performance records. This is necessary and valuable in the event of student grade appeals. All examinations or other graded assignments not returned to students must be maintained by the faculty member for one succeeding semester.
- 6.3.3 In calculating a student's grade point average, all assigned letter grades "A" through "F" will be used. The grade point average is calculated on all work for which the student has registered with the exception of courses with grades of "W," "I," "CR," "NC," and "AU," courses repeated (see "D" and "F" Repeat Provisions), and courses forgiven (see Academic Forgiveness Provision). To compute the overall grade point average, add all quality points and divide this number by the total credit hours for courses in which a student earned a letter grade. Grades of "F" and "F*" are included in the hours earned with "0" quality points.
- 6.3.4 Those students who successfully complete the requirements for a certificate or associate degree with a cumulative grade point average of 2.00 or better are eligible to graduate. Some programs require that students earn a minimum grade of a "C" in certain courses taken in order to graduate.
- ~~6.3.5 The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:~~
- ~~6.3.5.1 Courses from which the student has withdrawn.~~
- ~~6.3.5.2 Courses in remedial/developmental (transitional studies) education.~~
- ~~6.3.5.3 Courses taken on a credit/no credit basis where credit is earned.~~
- ~~6.3.5.4 Courses taken on an audit basis.~~
- ~~6.3.5.5 Courses which have been repeated under the "D/F Repeat Provision" of this policy.~~
- ~~6.3.5.6 Courses which are covered under the "Academic Forgiveness Provision" of this policy.~~
- ~~6.3.6~~ 6.3.5 "D" and "F" Repeat Provision: If a student earns a grade of "D" or "F" on any course taken no later than the academic term or summer term during which the student attempts the sixtieth (60th) semester hour, and if that student repeats this course prior to the receipt of an [associate](#)-degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining the student's grade point average. The original grade shall not be deleted from the student's permanent record.
- ~~6.3.7~~ 6.3.6 Discretionary Academic Forgiveness Provision: [For purposes of grade point average required for graduation](#), ~~¶~~ this provision is designed to assist students who previously left college with low grades and may be implemented, provided certain conditions are satisfied, where the "D" and "F" repeat provision are not applicable. The conditions for academic forgiveness are as follows:
- ~~6.3.7.1~~ 6.3.6.1 The student seeking academic forgiveness must not have been enrolled during any semester or term at any higher education institution for a period of four consecutive years prior to the request for academic forgiveness. Only grades received prior to the four-year, non-enrollment period may be disregarded for grade point average calculation.
- ~~6.3.7.2~~ 6.3.6.2 This policy pertains only to the grade point average required for graduation and does not

pertain to the grade point average calculated for special academic recognition, graduation with honors, admission requirements for particular programs, or any other academic related standards, or requirements for professional certifications.

~~6.3.7.36~~6.3.6.3 To implement this policy, the student must consult with and submit a written request to the ~~Chief Academic Officer~~Registrar's Office. The request must identify the non-enrollment period and the specific courses and grades the student wishes to be exempted from grade point average calculation. The ~~Chief Academic Officer~~Registrar may accept, modify or reject the student's request. Grades disregarded for grade point average computation will remain on the student's transcript.

~~6.3.7.46~~6.3.6.4 In instances where a student requests and gains academic forgiveness from another higher education institution and then transfers to Southern, Southern is not bound by the prior institution's decision to disregard grades for grade point average calculation and vice versa.

~~6.3.86~~6.3.7 The academic forgiveness policy for the Board of Governors Associate in Applied Science Adult Completion Program differs from that specified above. Per the West Virginia Council for Community and Technical College Education Administrative Guidelines for this program, all F's earned in College courses earned four or more years before admissions to program are disregarded from the computation of the graduation grade point average. The "F" grades will not be deleted from the transcript. The "D" and "F" Repeat Provision shall also apply if applicable.

SECTION 7. RESPONSIBILITIES

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

SECTION 8. CANCELLATION

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

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

	Board of Governors Chair	Date
	President	Date

Attachments: None.

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

Revision Notes: October 2014 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity.

May 2018 - Revisions reflect technical changes, additions of definitions and clarity, as well as title changes.

April 2020 - Revisions reflect technical changes in accordance with, Title 135, Procedural Rule, Series 22, *Grade Point Average for Certificate and Associate Degrees*, West Virginia Council for Community and Technical College Education.

[October 2024 – Revisions align with language from Series 22, and reflect change in responsibility.](#)

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 18, 2025**

ITEM: SCP-5066, *Third-Party Sponsored Courses*, and SCP-5066.A, *Third-Party Sponsored Courses Agreement*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-5066, *Third-Party Sponsored Courses*, and SCP-5066.A, *Third-Party Sponsored Courses Agreement*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-5066, *Third-Party Sponsored Courses*, and SCP-5066.A, *Third-Party Sponsored Courses Agreement*, were reviewed by the Policies and Procedures Committee with minor revisions. At its meeting on February 4, 2025, the President's Cabinet granted approval for the advancement of SCP-5066, *Third-Party Sponsored Courses*, and SCP-5066.A, *Third-Party Sponsored Courses Agreement*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-5066, *Third-Party Sponsored Courses*, and SCP-5066.A, *Third-Party Sponsored Courses Agreement*, 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-5066**

SUBJECT: ~~Third-party Tuition and Fee Waivers~~ Third-Party Sponsored Courses

REFERENCE: West Virginia Code §18B-10-9; ~~SCP-5066.A, Third-party Tuition and/or Fee Waiver Agreement~~

ORIGINATION: March 2010

EFFECTIVE: November 20, 2020

REVIEWED: ~~May 7, 2020~~ October 22, 2024 November 8, 2024

SECTION 1. PURPOSE

1.1 ___ To establish ~~institutional policy regarding the approval of~~ an institutional policy regarding the approval of agreements with third-party sponsors, whereby the third party may sponsor any course, institute, workshop, special course, or other educational program offered by the College for credit. Under such agreements, the students enrolled shall have their tuition and/or fee waived ~~rs for students participating in certain educational courses and/or programs sponsored by third parties and offered for academic credit by Southern West Virginia Community and Technical College (College).~~

SECTION 2. SCOPE AND APPLICABILITY

2.1 ___ This policy applies to any course, institute, workshop, special course, or other educational program offered for academic credits that are subject to the payment of regular tuition and/or fees by participants, ~~for which a third-party sponsor has requested~~ for which a third-party sponsor has requested to sponsor, a waiver of such payment of tuition and/or fees.

SECTION 3. DEFINITIONS

3.1 For purposes of this policy, the following terms are defined as:

3.1.1 ___ Third-party Sponsor – Any federal, state ~~or local agency or any foundation, corporation, or local agency or any foundation, corporation,~~ or other association or person wholly financing the cost of an academic, credit-based course, institute, workshop, special course, or other educational program.

3.1.2 ___ Tuition and/or Fee Waiver – The relinquishment of payment of the standard tuition and/or fees normally charged for enrollment, registration, and participation in an academic, credit-based course, institute, workshop, special course, or other educational program financed by a third-party sponsor.

SECTION 4. POLICY

4.1 ___ Pursuant to West Virginia Code §18B-10-9, Southern West Virginia Community and Technical College may enter into agreements whereby a third-party may sponsor and wholly finance a course, institute, workshop, special course, or other educational program offered by the College for academic credit and individual students enrolled in such third-party-sponsored offerings shall be excused from the payment of regular, standard tuition and/or other associated fees for such courses, institute, workshop, special course, or other educational offering.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 ___ This policy replaces the former Title 133 Interpretive Rule, Series 40, of the State College System of West Virginia Board of Directors, which was abolished by the West Virginia Higher Education Policy Commission with the authority to enter into such agreements transferred to the institutional Board of Governors.

5.2 ___ This policy does not apply to non-academic credit-based courses, institutes, workshops, or training programs under the auspices of the Workforce and Community Development Unit of the College.

SECTION 6. GENERAL PROVISIONS

6.1 ___ Under the terms of the third-party ~~sponsor tuition and/or fee waiver~~ agreements, all participants enrolled shall be excused from the payment of the regular, standard tuition and/or fees normally associated with participation in such courses, ~~institute, workshop, special course, or other educational program~~ institutes, workshops, special courses, or other educational programs offered by the College for academic credit.

6.2 ___ All third-party ~~waiver sponsor~~ agreements shall clearly state all costs to be financed by the third-party sponsor. Costs for third-party ~~sponsor waiver~~ agreements shall include, but are not limited to, any direct costs for instruction and instructional materials, such as textbooks, and other indirect costs for administration and overhead expenses.

SECTION 7. RESPONSIBILITIES

7.1 ___ Procedures for requesting tuition and/or fee waivers by third-party sponsors shall be established by the Chief Finance Officer and Chief Academic Officer. Such procedures shall be made available to the general public and posted on the College's official ~~web site~~ website.

7.2 ___ All third-party ~~sponsor tuition and/or fee waiver~~ agreements shall be documented ~~through the completion of~~ the completion of the required College form and shall be signed by the responsible representative(s) of the third-party ~~sponsor~~ and College official(s).

7.3 ___ The President or her/his designee shall be responsible for approving all third-party tuition and/or fee waiver agreements on behalf of the 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-5066.A, *Third-party Tuition and/or Fee Waiver Agreement*

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

Revision Notes: June 2010 – This is a new policy which addresses the approval of tuition and/or fee waivers for students participating in certain educational courses and/or programs sponsored by third-parties and offered for academic credit by Southern West Virginia Community and Technical College.
September 2014 – Revisions reflect changes in job titles.

May 2020 – SCP-5066.A, *Third-party Tuition and/or Fee Waiver Agreement*, was added to the policy as an attachment.

August 2020 – Revisions reflect changes in titles and management responsibilities due to reorganization.

October/November 2024 – SCP -506654 was reviewed through the governance process, and the policy is recommended for continuation with minor revisions.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5066.A**

Third-party ~~Tuition and/or Fee Waiver~~ Sponsored Courses Agreement

This agreement is made and entered into by and between Southern West Virginia Community and Technical College (College) and _____ (Third-party Sponsor) for the delivery of _____ during the _____ term of the _____ academic year.

Instructional, ~~textbook(s)~~ course materials, administrative and other overhead costs to provide the above described course(s), institute, workshop, special course(s), or other academic, credit-based educational offering include the following:

Instruction	\$ _____
Textbooks <u>Course Materials</u>	\$ _____
.	
Instructional materials	\$ _____
Other	\$ _____
Administrative costs (at _____ percent)	\$ _____
Total	\$ _____

The College and Third-party Sponsor agree as follows:

COLLEGE’S RESPONSIBILITY
(Please describe)

THIRD-PARTY SPONSOR’S RESPONSIBILITY
(Please describe)

By signing this agreement, the parties agree that the costs incurred under this agreement, as detailed above, will be paid to the College upon presentation of an invoice.

APPLICABILITY OF COLLEGE POLICIES AND PROCEDURES

With the exception of payment of tuition, fees, and other charges, students enrolled in an academic, credit-based course(s) offered through this agreement shall be treated as regularly enrolled students and subject to all applicable College policies and the general policies of the Community and Technical College System of West Virginia.

Third-party Sponsor Representative

President or Designee

Date

Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 18, 2025**

ITEM: SCP-7125, *Information Technology Acceptable Usage*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-7125, *Information Technology Acceptable Usage*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-7125, *Information Technology Acceptable Usage*, was reviewed by the Policies and Procedures Committee with minor revisions, corrections to grammar, and to improve clarity. At its meeting on February 4, 2025, the President's Cabinet granted approval for the advancement of SCP-7125, *Information Technology Acceptable Usage*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-7125, *Information Technology Acceptable Usage*, 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-7125**

- SUBJECT:** Information Technology Acceptable Usage
- REFERENCE:** SCP-7720, *Security of Information Technology*; State of West Virginia Office of Technology, Information Security Policy (WVOT-PO1001, Appendix A), <http://www.technology.wv.gov>
- ORIGINATION:** July 7, 1997
- EFFECTIVE:** January 17, 2020
- REVIEWED:** ~~September 05, 2019~~ November 85, 2024

SECTION 1. PURPOSE

- 1.1 To define and clarify the responsibilities and obligations of computer users at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all computer users at Southern West Virginia Community and Technical College, including but not limited to guests, students, staff, faculty, and external entities.

SECTION 3. DEFINITIONS

- 3.1 Access – To approach or use an information resource.
- 3.2 Assets – Any of the data, hardware, software, network, documentation, and personnel used to manage and process information.
- 3.3 Chief Information Officer – The person responsible for the agency’s information resources.
- 3.4 Employee – For the purposes of this policy, the term “employee” shall include the following: contractors, subcontractors, contractors’ employees, volunteers, business associates, and any other persons who are determined and notified by the Office of Information Technology (OIT) to be subject to this policy. This definition does not create any additional rights or duties.
- 3.5 Password – A string of characters known to a computer system or network and to a user who must enter the password in order to gain access to an information resource.
- 3.6 Security – Those measures, procedures, and controls that provide an acceptable degree of safety for information resources, protecting them from accidental or intentional disclosure, modification, or destruction.
- 3.7 User – A person authorized to access an information resource.

SECTION 4. POLICY

- 4.1 This policy establishes guidelines and responsibilities for users of Southern West Virginia Community and Technical College's Information Technology.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 Relevant technologies include, but are not limited to the following:
- 6.1.1 Personal Computers
 - 6.1.2 Personal Digital Assistant (PDA)
 - 6.1.3 Fax or copy machines with memory or hard drives
 - 6.1.4 Internet or Intranet
 - 6.1.5 E-mail and Enterprise Instant Messaging (EIM)
 - 6.1.6 Voice Mail
 - 6.1.7 Cell Phones (including camera phones and ~~smart phones~~smartphones with data communications and databases)
 - 6.1.8 Pagers
 - 6.1.9 Media including disk drives, diskette drives, optical disks (CD), tape drives, and USB drives (flash drives)
 - 6.1.10 Servers
 - ~~6.1.11~~ 6.1.11 Printers
 - ~~6.1.12~~ 6.1.12 Online learning systems
 - ~~6.1.13~~ 6.1.13 Conferencing and communication platforms
- 6.2 Unacceptable uses include, but are not limited to the following:
- 6.2.1 Any use which violates local, state, or federal laws.
 - 6.2.2 Any use for commercial purposes, product advertisements, or "for-profit" personal activity;
 - 6.2.3 Any use for viewing, transmitting, receiving, saving, or printing sexually explicit material;
 - 6.2.4 Any use for promotion of political or religious positions or causes;
 - 6.2.5 Any use in relation to copyright infringement;
 - 6.2.6 Any use in relation to participating in chain letters or unauthorized chat programs, or forwarding or responding to SPAM;
 - 6.2.7 Any use for promoting the misuse of weapons or the use of devices associated with terrorist activities;
 - 6.2.8 Any use related to pyramid selling schemes, multi-marketing schemes, or fund-raising for any purpose unless agency sanctioned;
 - 6.2.9 Any use for dispersing data to customers or clients without authorization;

- 6.2.10 Any use in relation to placing wagers or bets;
 - 6.2.11 Any use that could be reasonably considered as disruptive to another's work.
- 6.3 Users will not waste IT resources by intentionally doing one or more of the following:
- 6.3.1 Placing a program in an endless loop;
 - 6.3.2 Printing unnecessary amounts of paper;
 - 6.3.3 Disrupting the use or performance of State-provided IT resources or any other computer system or network; or
 - 6.3.4 Storing unauthorized information or software on State-provided IT resources.
- 6.4 Users will not knowingly or advertently commit security ~~violation~~violations. This includes doing one or more of the following:
- 6.4.1 Assessing or attempting to access records within or outside the State's computer and communications facilities for which the employee is not authorized; or bypassing State security and access control systems;
 - 6.4.2 Copying, disclosing, transferring, examining, re-naming, or changing information or programs belonging to another user unless given express permission to do so by the user responsible for the information or programs;
 - 6.4.3 Violating the privacy of individual users by reading e-mail or private communications without legal authority; or authorization based upon documented just cause;
 - 6.4.4 Misrepresenting oneself, the College, or the State of West Virginia;
 - 6.4.5 Making statements about warranty, expressed or implied, unless it is a part of normal job duties;
 - 6.4.6 Conducting any form of network monitoring, such as port scanning or packet filtering, unless expressly authorized by the Office of Information Technology (OIT), the Vice President for Finance and Administration, or the President.
 - 6.4.7 Transmitting through the Internet confidential data to include without limitation, credit card numbers, telephone calling ~~cards~~card numbers, ~~login~~login passwords, and other parameters that can be used to access data without the use of encryption technology approved by the Office of Information Technology (OIT), the Vice President for Finance and Administration, or the President.
- 6.5 Users will not commit security violations related to e-mail activity. This includes doing one or more of the following:
- 6.5.1 Sending unsolicited commercial e-mail messages, including the distribution of "junk mail" or other advertising material to individuals; who did not specifically request such material;
 - 6.5.2 Unauthorized use for the forging of e-mail header information;
 - 6.5.3 Solicitation of e-mail for any other e-mail address; other than that of the ~~poster's~~user's account, with the intent to harass or to collect replies;

- 6.5.4 Posting messages to large numbers of users (more than 50) without authorization; or
- 6.5.5 Posting from an agency e-mail address to newsgroups, blogs, or other locations without a disclaimer stating that the opinions expressed are strictly their own and not those of the State or the agency, unless posting is in the fulfillment of business duties.

6.6 Employee Responsibilities

- 6.6.1 Employees should conduct themselves as representatives of the State and College, and are responsible for becoming familiar with and abiding by all information security policies and guidelines.
- 6.6.2 Employees will only access files, data, and protected records if:
 - 6.6.2.1 The employee owns the information;
 - 6.6.2.2 The employee is authorized to receive the information; or
 - 6.6.2.3 The information is publicly available.
- 6.6.3 Employees are prohibited from monopolizing systems, overloading networks with excessive data, or wasting computer time, ~~connect~~ connection time, bandwidth, disk space, printer paper, or other IT resources.
- 6.6.4 Employees are prohibited from transmitting personal information about themselves or someone else without proper authorization while using State-provided IT resources.
- 6.6.5 Employees must adhere to copyright law regarding the use of software, print or electronic information, and attributions of authorship. In certain instances, legal counsel can determine permissible uses.

SECTION 7. RESPONSIBILITIES

- 7.1 The Chief Information Officer is responsible for administering the provisions of this policy.
- 7.2 Responsibilities of the User
 - 7.2.1 Access to technology resources is a privilege Southern West Virginia Community and Technical College grants to all college faculty, staff, and students. Access may also be granted to individuals outside of the college for purposes consistent with the mission of the college, and users are responsible for complying with this policy.
- 7.3 Sanctions
 - 7.3.1 Violations of the institutional purposes and policies described above are serious matters and will be dealt with as such. Violators are subject to the normal disciplinary procedures of the college and, in addition, the loss of computing privileges may result. Illegal acts involving Southern West Virginia Community and Technical College's technology resources may also be subject to prosecution by state and federal authorities.

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: February 2009 - This policy was revised to reflect up-to-date terms and current acceptable usage. The policy was reformatted into the new policy template.

September 2014 - This policy was revised based on the State of West Virginia Office of Technology's Information Security Policy (WVOT-PO1001) Appendix A.

September 2019 - This policy was reviewed and no revisions were recommended.

November 2024 – This policy was reviewed with minor revisions and grammar corrections to improve clarity.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 18, 2025**

ITEM: SCP-7720, *Security of Information Technology*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-7720, *Security of Information Technology*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

SCP-7720, *Security of Information Technology*, was reviewed by the Policies and Procedures Committee with minor revisions, corrections to grammar, and to improve clarity. At its meeting on February 4, 2025, the President's Cabinet granted approval for the advancement of SCP-7720, *Security of Information Technology*, to the Southern West Virginia Community and Technical College Board of Governors.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant approval of SCP-7720, *Security of Information Technology*, 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-7720**

- SUBJECT:** Security of Information Technology
- REFERENCE:** State of West Virginia Office of Technology, WVOT-PO1001, Information Security Policy; WVOT-PO1006, Data Classification;
<http://www.technology.wv.gov/security/Pages/policies-issued-by-the-cto.aspx>;
SCP-7125, Information Technology Acceptable Usage
- ORIGINATION:** May 1, 1988
- EFFECTIVE:** January 17, 2020
- REVIEWED:** ~~September 05, 2019~~ November 58, 2024

SECTION 1. PURPOSE

- 1.1 This policy establishes guidelines and responsibilities for Southern West Virginia Community and Technical College employees regarding information security and the protection of agency information resources. This information is based on the State of West Virginia Office of Technology, Information Security Policy (WVOT-PO1001) issued by the Governor’s Office of Technology and is edited only to the extent necessary to clarify procedural differences between the State and the College.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all users who have access to agency information and to systems that store, access, or process the information.
- 2.2 The intent of this policy is to explain the range of acceptable and unacceptable uses of State-provided information technology (IT) resources and is not necessarily all-inclusive. IT resources may include anything with a processor, communications capability, or data storage. (Please refer to SCP-7125, *Information Technology Acceptable Usage*, for a list of examples).

SECTION 3. DEFINITIONS

- 3.1 Access – The ability to locate, gain entry to, and use a directory, file, or device on a computer system or over a network.
- 3.2 Access Control – The enforcement of specified authorization rules based on the positive identification of users and the systems or data they are permitted to access.
- 3.3 Authentication – The process of verifying the identity of a user.
- 3.4 Chief Information Officer (CIO) – The person responsible for the agency’s information resources.
- 3.5 Confidential Data – Information that is legally protected (i.e., student records) or otherwise deemed by a qualified expert to be unsuitable for open access.

- 3.6 Contractor – Anyone who has a contract with the State or one of its entities.
- 3.7 Custodian of Information – The person or unit assigned to supply services associated with the data.
- 3.8 Employee – For the purposes of information technology and security policies, the term “employee” shall include the following: business associates, contractors, contractor’s employees, subcontractors, volunteers, and individuals who are determined and notified by the institution to be subject to this policy. This definition does not create any additional rights or duties.
- 3.9 Information Assets – Any of the data, hardware, software, network, documentation, and personnel used to manage and process information.
- 3.10 Information Resources – All information assets in all known formats.
- 3.11 Information Security – Those measures, procedures, and controls that provide an acceptable degree of safety for information resources, protecting them from accidental or intentional disclosure, modification, or destruction.
- 3.12 Information Security Officer (ISO) – The person designated by the Chief Technology Officer to administer the agency’s internal and external point of contact for all information security matters.
- 3.13 Information Security Incident – An event characterized by unexpected and unwanted system behavior, breach, or unintended alteration of data.
- 3.14 Information Security Liaison (ISL) – Employees assigned by the ISO to assist in the protection of information resources.
- 3.15 Information Technology (IT) – The technology involved with the transmission and storage of information, especially the development, installation, implementation, and management of computer systems and applications.
- 3.16 Medium – Any repository, including paper, used to record, maintain, or install information or data.
- 3.17 Owner of Information – The person(s) ultimately responsible for an application and its data viability.
- 3.18 Password – A string of characters known to a computer system or network and to a user who must enter the password in order to gain access to an information resource.
- 3.19 Personally Identifiable Information (PII) – Includes all protected and non-protected information that identifies or can be used to identify, locate, or contact an individual.
- 3.20 Privacy Officer – The official responsible for facilitating the College’s integration of privacy principles, legal requirements, and privacy standards into department policies, procedures, and practices.
- 3.21 Risk Analysis – The evaluation of system assets and their vulnerabilities to threats in order to identify what safeguards are needed.
- 3.22 Security Contact – These individuals include the Information Security Officer (ISO) and Information Security Liaison (ISL).
- 3.23 Threat – Includes any person, condition, or circumstance that endangers the security of information; or

information systems, in the context of Information Security.

- 3.24 User – A person authorized to access an information resource.
- 3.25 User ID – A unique “name” by which each user is identified to a computer system.
- 3.26 West Virginia Office of Technology (WVOT) – The division of the Department of Administration established by West Virginia Code § 5A-6-4a, et seq., which is led by the State’s CTO and designated to acquire, operate, and maintain the State’s technology infrastructure. The WVOT is responsible for evaluating equipment and services, and reviewing information technology contracts.

SECTION 4. POLICY

- 4.1 All Information Technology assets, including hardware, software, and data are owned by the College, unless accepted by contractual agreement.
- 4.2 Users are required to comply with legal protection granted to programs and data by copyright and license. No unauthorized software will be installed on College systems. The Office of Information Technology (OIT) will authorize all software installation.
- 4.3 Users will utilize, maintain, disclose, and dispose of all information resources, regardless of medium, according to law, regulation, and/or policy.
- 4.4 Employees must have no expectation of privacy while using State-provided information resources (i.e., cell phones, Internet, etc.).
- 4.5 Southern West Virginia Community and Technical College reserves the right to filter Internet site availability, and to monitor and review employee use as required for legal, audit, or legitimate authorized College operational or management purposes. By logging into their College-provided account, users are acknowledging that they have read the document and agree to follow its provisions.
- 4.6 All users must adhere to rules regarding unacceptable use of technology resources. (For a detailed list of unacceptable uses, see SCP-7125, *Information Technology Acceptable Usage*).
 - 4.6.1 Users must not download, attach, change, distribute, or install any software or inappropriate files, including streaming content, for non-business functions (i.e., downloading MP3 files and/or broadcast audio or video files).
 - 4.6.2 Users must not intentionally introduce a virus into a College-provided computer, or withhold information necessary for effective virus control procedures.
 - 4.6.3 Users must not send or share confidential information for unauthorized purposes.
 - 4.6.4 Users must not attach or use devices on the College network that are not owned or authorized by the College.
 - 4.6.5 Employees must not redirect confidential or privileged College data to a ~~non-State-owned~~non-State-owned computing device without proper authorization.
 - 4.6.6 Users must not use unauthorized peer-to-peer networking or peer-to-peer file sharing.

- 4.6.7 Employees must never execute programs or open e-mail attachments that have not been ~~requested~~ verified or come from an unknown source. If in doubt and lacking assurance from the sender, employees should contact the Office of ~~information~~-Information Technology (OIT) Helpdesk for assistance.
- 4.6.8 Users must never attempt to knowingly disable, defeat, or circumvent any security firewall, proxies, web filtering programs, or other security controls.
- 4.6.9 Users must not use technology resources to promote harassment or illegal discrimination ~~on the basis of~~ based on race, gender, national origin, age, marital status, religion, or disability.
- 4.7 The Office of Information Technology (OIT), working with designated individuals, will develop procedures to protect information resources from accidental, unauthorized, or malicious access, disclosure, modification, or destruction.
- 4.8 Users must report any observation of attempted security or privacy violations to helpdesk@southernwv.edu.
- 4.8.1 A Security Incident is any event that involves ~~misuse of computing resources or is disruptive to the~~ misuse of computing technology resources or is disruptive to the normal system or data processing operations. Examples include, but are not limited to the following:
- 4.8.1.1 Lost or stolen computers or other portable devices;
 - 4.8.1.2 Lost or stolen media that contains sensitive data;
 - 4.8.1.3 Rampant computer virus infections within the State network;
 - 4.8.1.4 Loss of system or network functionality;
 - 4.8.1.5 A disaster scenario or act of terrorism;
 - 4.8.1.6 A prolonged power outage;
 - 4.8.1.7 A compromised (hacked) computer or server;
 - 4.8.1.8 A defaced Web page; and
 - 4.8.1.9 An information security policy violation.
- 4.9 Users should immediately report all information security incidents to helpdesk@southernwv.edu. Users must provide the following information to the extent possible:
- 4.9.1 Point of contact (name, phone, e-mail);
 - 4.9.2 Characteristics of ~~incident~~Incident;
 - 4.9.3 Date and time incident was detected;
 - 4.9.4 Extent of impact;
 - ~~4.9.5~~—Nature of incident, if known (i.e., unauthorized access, system breach or malfunction, data loss or exposure, defacement, other); ~~and~~

4.9.5 Any actions ~~took~~ taken in response to the incident; and

4.9.6 Type of technology used and where the incident occurred.-

- 4.10 Confidential, private, personally identifiable information (PII), Federal Tax Information (FTI), or other sensitive data (i.e., credit card numbers, calling card numbers, ~~login~~ login passwords, health information, or other protected information), must be encrypted or dissociated from any individual prior to transmission through any public data communications infrastructure, such as a network or the Internet.
- 4.11 Employees must immediately contact helpdesk@southernwv.edu upon receiving or obtaining confidential information to which the employee is not entitled or becoming aware of any inappropriate use of ~~College-provided technology resource~~ College-provided technology resources (Note: The owner or sender of such information must also be notified).
- 4.12 Employees will contact an immediate supervisor if there is doubt concerning authorization to access any ~~College-provided technology resource~~; or if questions arise regarding acceptable or unacceptable uses. If criminal activity is suspected or detected, reporting should occur up the supervisory or management chain without delay.
- 4.13 Access controls must be consistent with all state and federal laws and statutes; and will be implemented in accordance with this policy.
- 4.14 Appropriate controls must be established and maintained to protect the confidentiality of passwords used for authentication.
- 4.14.1 All passwords are confidential and must not be shared under any circumstances.
- 4.14.2 Employees are expected to use strong passwords, which must conform to established standards and will be changed at intervals designated by the Office of Information Technology (OIT).
- 4.15 All access to computing resources will be granted on a need-to-use basis.
- 4.16 Individual users will be assigned unique user ID's.
- 4.17 Each user must be accountable for securing his or her computer, and for any actions that can be identified to have originated from it.
- 4.18 The Office of Information Technology (OIT) will provide network user accounts by adding, modifying, and deleting user access for customer units. Each unit will appoint a designated approval authority, who will authorize all access modifications for that unit.
- 4.18.1 When an employee is terminated, the unit's designated approval authority must contact the Office of Information Technology (OIT) immediately to disable all access, unless otherwise approved in writing by appropriate management.
- 4.18.2 When an employee transfers, the Office of Information Technology (OIT) will modify all access to accommodate new user roles and responsibilities according to instructions from the unit's designated approval authority.
- 4.19 All employees may be required to complete information security awareness as part of job orientation.
- 4.20 The authorized head of each unit must assure that all employees read this policy and understand that logging in to any system with College-provided credentials is an acknowledgment that the employee has read, fully

comprehends, and will abide by College policies and procedures regarding privacy and information security.

- 4.21 The unit head must ~~assure that all employees, and others who access computer systems, will receive sufficient training~~ ensure that all employees and others who access computer systems will receive sufficient training in policies and procedures, security requirements, correct use of information resources, and other administrative controls.
- 4.22 Background checks may be conducted by the College's Human Resources department consistent with other College policies.
- 4.23 Data/Information Assets
- 4.23.1 Information resources are designated for authorized purposes. The College has a right and a duty to review questionable employee activity. Only minimal personal use of College-provided technology resources is permitted (i.e., 10-15 minutes during break and/or lunch periods). This must not include any unauthorized uses (See SCP-7125, Information Technology Acceptable Usage), and must not interfere with the legitimate business of the College.
- 4.23.2 All information assets must be accounted for and have assigned owners. Owners, custodians, and users of information resources must be identified and their responsibilities defined and documented.
- 4.23.3 Each owner or custodian of information will determine and document classification based on the ~~circumstances and the nature of the information~~ information's circumstances and nature, according to a classification scheme common to all State agencies. Classification should consider legal protections, privacy, sensitivity, and criticality to the functions of the business. (For more information please reference WVOT-P01006, *Data Classification*).
- 4.23.4 The owner or custodian will determine and document the data classification, and the CIO will ensure the protective guidelines that apply ~~for to~~ each level of information. They include, but are not limited to the following:
- 4.23.4.1 Access;
- 4.23.4.2 Use within the College;
- 4.23.4.3 Disclosure outside the College;
- 4.23.4.4 Electronic distribution; and/or
- 4.23.4.5 Disposal / Destruction.
- 4.23.5 If ~~at any time, at any time~~, equipment or media changes ownership or is ready for disposal, the user must alert the responsible technical staff to the potential presence of any confidential and/or sensitive data on said equipment or media.
- 4.24 Physical and Environmental Security
- 4.24.1 Information resource facilities will be physically secured by measures appropriate to their critical importance.
- 4.24.2 Security vulnerabilities will be determined, and controls will be established to detect and respond to threats to facilities and physical resources.

4.24.3 Employees must guard against access to files and take precautions to protect technology devices when away from the workstation. This includes but is not limited to the following:

4.24.3.1 Logging off the computer;

4.24.3.2 Locking the computer; and/or

4.24.3.3 Locking the file cabinets and drawers.

4.24.4 Critical or sensitive data handled outside of secure areas will receive the level of protection necessary to ensure integrity and confidentiality.

4.24.5 Equipment will be secured and protected from physical and environmental damage.

4.24.6 Equipment used outside of the College premises will be given an equal or greater degree of security protection ~~as~~-than that of on-site information resource equipment.

4.25 Information Security Administrators

4.25.1 The CIO is assigned the role of Information Security Administrator (ISA). The ISA must perform, contract, or delegate the necessary functions and responsibilities of the position as defined in this policy and the Governor's Executive Information Security Team (GEIST) charter. If necessary, the ISA may delegate duties to one or more individuals (i.e., ISL's) whose main function will be to assist in the protection of information resources within their agency.

4.25.2 The ISA will ensure that a risk management program will be implemented and documented, and that a risk analysis will be conducted periodically.

4.25.3 The ISA will oversee and ensure that ~~cost-effective~~cost-effective contingency response and recovery plans will be maintained, providing for prompt and effective restoration of critical business functions in the event of any disruptive incident.

4.25.4 Procedures, guidelines, and mechanisms utilized during an information security incident, along with the roles and responsibilities of the incident management teams, must be established, documented, and periodically reviewed. This may include testing to make sure that all plans remain current, viable, and comprehensive.

4.25.5 Testing will be performed at intervals designated within CTO standards.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 None.

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: February 2009 - The policy was revised to include all forms of technology and to meet the standards of the payment card industry. The policy was reformatted using the latest policy template.

September 2014 - Extensive policy revisions were made based upon WVOT-PO1001, Information Security Policy, State of West Virginia Office of Technology.

September 2019 - This policy was reviewed and no revisions were recommended.

November 2024 – This policy was reviewed with minor revisions and grammar corrections to improve clarity

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 18, 2025**

ITEM: SAM-2024.1, *Faculty Handbook*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SAM-2024.1, *Faculty Handbook*.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its December 17, 2024 meeting, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SAM-2024.1, *Faculty Handbook*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The comment period ended on February 7, 2025. No comments were received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SAM-2024.1, *Faculty Handbook*.



Faculty Handbook

November 2024
SAM-2024.1

Southern West Virginia Community and Technical College is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits. Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's CTC offerings. Auxiliary aids and services are available upon request to individuals with disabilities. Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, ethnicity, sex, color, creed, religion, age, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to **Affirmative Action Officer**, Ms. Debbie C. Dingess, Chief Human Resources Officer, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7408; **Title IX Coordinator**, Mr. Darrell Taylor, Chief Student Services Coordinator, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7432; or **Section 504 Coordinator**, Ms. Dianna Toler, Director of Student Success, Southern West Virginia Community and Technical College, 100 College Drive, Logan, WV 25601, 304-896-7315. TTY 304-792-7054.

PREFACE

Established traditions in the academic world dictate that faculties take an active part in the governance of their colleges. The faculty at Southern fully recognizes the legal authority for the guidance and reputation of the College which is placed by the West Virginia Legislature in the Board of Governors and the President of the College. However, the faculty also perceives a responsibility on its part to manifest the rights of academic freedom in providing to the administration its views and advice on matters relating to the academic program in general and to faculty specifically.

This Faculty Handbook provides an authoritative informational reference to policies and procedures, privileges, obligations, and responsibilities that affect faculty members. This handbook applies to all full-time and part-time faculty members of Southern.

This handbook has been prepared for your information and understanding of the policies, philosophies, and practices of Southern. The Rules of the West Virginia Higher Education Policy Commission, the West Virginia Council for Community and Technical College Education, and the policies contained in the Southern Policies (SCP's) Manual form the base documents for the College's operation. Information in this handbook is taken from and/or supports these directives.

Because such policies and procedures are subject to change, with or without prior notice, the information provided in this handbook is not intended to create a contract of employment nor should it be construed as terms and conditions of a contract of employment with Southern.

Acceptance of a faculty appointment at Southern necessarily includes acceptance of College policy and procedures, and of arrangements other emendation. The Faculty Handbook is, of course, one authoritative source among several other sources. Faculty will wish to consult other sources, such as the College catalog, policies, and procedures found on the Southern website. The Handbook is not intended to be exhaustive, as College employee policies applicable to faculty are set forth in the Southern Employee Handbook.

This Handbook supersedes all earlier editions. The official copy shall be maintained by the Office of the President, Office of Academic Affairs, and the Office of Human Resources, with copies made available to all faculty electronically via the College's website.

MISSION STATEMENT

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

VISION STATEMENT

Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.

CORE VALUES

We will accomplish our mission by

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

INSTITUTIONAL COMMITMENTS

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

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

SECTION I – AUTHORITY OF HANDBOOK AND PROCEDURES FOR CHANGES

1. Authority of this Handbook

1.1. Authority Derived from the Board of Governors

The Faculty Handbook of Southern derives its authority from the Board of Governors of the College and will be in effect continuously from the date authorized by the Chair of the Board of Governors (or the designated representative).

1.1.1. Copies of Handbook

An official copy of the current Faculty Handbook is on file in the Office of the President, Office of Academic Affairs, and the Office of Human Resources. Reference copies are available on the College website, and each faculty member receives a link to the online version at the time of employment and each time it undergoes revisions.

1.2. Changes to the Handbook

1.2.1. Date Approved Items Are Binding

Additions and amendments to the Faculty Handbook are binding on all affected parties as of the date authorized by the Chair of the Board of Governors or a designated representative.

1.2.2. Changes Must Be Approved by the Board of Governors

Since Control of the College is vested in the Board of Governors, any changes to this Faculty Handbook must be approved by the Board of Governors.

1.2.3. Handbook Changes

In order to adjust to the business needs of the organization, Southern reserves the right to suspend, revise, or revoke any section of this handbook, with the exception of *Section II - Faculty Constitution*, at any time, with or without notice.

1.2.4. Conflict with State and Federal Laws

To the extent that any section of this handbook may conflict with federal, state, or local laws, Southern will abide by the applicable federal, state, or local law.

1.2.5. Procedures

- 1.2.5.1. Amendments or changes in the Faculty Handbook may be approved at an official Faculty Senate meeting by two-thirds majority of the Faculty Senate present and voting.
- 1.2.5.2. Following approval by the Faculty Senate, any changes or amendments shall be submitted to the Faculty Assembly for the purpose of voting upon the amendment or change.
- 1.2.5.3. Any amendment/change, with the exception of *Section I, 1.2.5.5*, proposed by the Senate shall be distributed to every member of the Faculty Assembly at least one month before a meeting of the Faculty Assembly for the purpose of voting upon the amendment or change.
- 1.2.5.4. Opportunity for discussion or debate at a regular or special meeting of the Faculty Assembly shall be provided for every amendment/change proposed by the Senate, with the exception of *Section I, 1.2.5.5*
- 1.2.5.5. In the event changes occur in titles of persons or committees, the Faculty Senate may amend the Faculty Handbook without full Faculty Assembly voting/approval.

1.2.6. Ratification of Amendments/Changes

Within one week following the meeting of the Faculty Assembly, ballots shall then be prepared and distributed electronically to all members of the Faculty Assembly. Voters shall return their electronic ballots to the Faculty Senate by the marked date. Ratification of the proposed amendment shall require a three-fourths majority of the responding to the vote.

SECTION II – FACULTY CONSTITUTION

1. Faculty Assembly

1.1. Composition

Members of the Faculty Assembly are those professors, associate professors, assistant professors, instructors, and lecturers holding appointments with full-time faculty contracts with Southern.

1.2. Function

- 1.2.1. The members of the Southern Faculty Assembly shall elect senators to represent the College as outlined in *Section II, 2.2*.
- 1.2.2. The Faculty Assembly has the right and responsibility to express its opinion on policies and administration of the College.
- 1.2.3. Members of the Faculty Assembly may review and/or challenge any action of the Senate. Members may submit a challenge in writing and present it orally directly to the Senate. If no action is taken by the Senate within 60 calendar days to meet the challenge, the members of the Faculty Assembly may, through a petition signed by fifteen of its members, present the challenge to the Faculty Assembly through the Senate's Vice Chair. The issue will be put to a ballot vote, and a simple majority of the returned ballots will decide the issue.

1.3. Meetings

- 1.3.1. The Faculty Assembly shall hold at least two regular meetings during the academic year. The first required meeting shall be during the week prior to the beginning of the Fall semester. The second required meeting shall be in the month of April. All scheduled classes, laboratories, and other college meetings involving faculty shall be dismissed during the meeting of the Faculty Assembly.
- 1.3.2. Those present at the Faculty Assembly shall constitute a quorum.
- 1.3.3. A special meeting of the Faculty Assembly may be called by the College's President, the Faculty Senate chairperson, or the Faculty Senate Vice Chair on petition of fifteen members of the Faculty Assembly.

1.4. Presiding Officer

The Faculty Senate chairperson shall be the presiding officer at the Faculty Assembly meetings. In his/her absence, the Senate vice chairperson shall be the presiding officer. In the event both are absent, the Faculty Assembly shall elect a presiding officer.

1.5. Notice of Meetings

Except in the case of an emergency, the Faculty Senate Vice Chair shall notify by email each member of the Faculty Assembly at least two weeks in advance of the date of the regular or special meeting. Such notification shall include a copy of the proposed agenda.

2. **Faculty Senate**

2.1. Authority

The Faculty Senate shall be the representative body elected by the Faculty Assembly and shall advise and make recommendations to the President on all matters pertaining to the Senate's function.

2.2. Composition

Membership in the Faculty Senate is limited to persons who hold full-time faculty contracts. The Faculty Senate shall include those representatives elected by the Faculty Assembly at its April meetings on the following distribution basis:

Campus Representatives

- 1 Senator from the Boone/Lincoln Campus
- 1 Senator from the Logan Campus
- 1 Senator from the Williamson Campus

Departmental Representatives

- 1 Senator from Allied Health
- 1 Senator from Nursing
- 1 Senator from Arts & Humanities
- 1 Senator from Math & Sciences
- 1 Senator from Professional & Technical

The representative elected to represent the Faculty Assembly on the Advisory Council of Faculty (ACF) to the State College System and the Faculty Assembly representative on the Board of Governors shall be members of the Faculty Senate.

2.3. Elections

Elections for senators shall be held during the month of April of every odd-numbered year. The Faculty Assembly shall nominate and elect the ACF representative and the Faculty representative to the Board of Governors. In even-numbered years, the Faculty Assembly shall divide into groups according to Campus assignment and elect Senators to represent respective Campuses as outlined in *Section II, 2.2*. In addition, each Departmental group will elect a representative at their Division meeting as outlined in *Section II, 2.2*. All respective Senators and representatives are elected to two-year terms.

2.4. Vacancies

Vacancies on the Faculty Senate shall be filled through appointment by the Faculty Senate chairperson with approval of the Senate.

2.5. Meetings

- 2.5.1. The Faculty Senate shall meet a minimum of four (4) times during the academic year on Governance Days. Sufficient time for conducting the affairs of the Senate shall be provided.
- 2.5.2. A quorum at any regular or special meetings of the Faculty Senate shall be one-half of the elected Senators plus one.
- 2.5.3. Each senator shall attend the Faculty Senate meeting, and roll shall be taken and recorded in the official minutes of each meeting.
- 2.5.4. Written notification of meetings and an agenda shall be sent to each member of the Senate for receipt at least two calendar days before a meeting, except in emergency situations.
- 2.5.5. Any member of the Faculty Assembly, administration, or the general public may attend Senate meetings. This person's attendance will be recognized and recorded in the minutes.
- 2.5.6. There will be no closed meetings or meetings held in private residences.

2.6. Function

- 2.6.1. The Faculty Senate shall exercise its legislative power for the faculty subject to the limitations of Section II, 2. It shall recommend general policies to the Southern President, the Board of Governors, and the West Virginia Community and Technical College Council relative to, but not limited to, the following:
 - 2.6.1.1. The standards for admissions, selection, and retention of students.
 - 2.6.1.2. Requirements for granting of degrees.
 - 2.6.1.3. Curricula requirements for general education.
 - 2.6.1.4. Matters of concern to the students and/or faculty members as provided for in established policies or newly developed policies.
 - 2.6.1.5. Addition and deletion of all courses and/or programs.
 - 2.6.1.6. The academic calendar and scheduling of classes.
 - 2.6.1.7. Equipment and physical facilities.

- 2.6.1.8. The organizational structure of the College with reference to academic matters.
- 2.6.1.9. Issues concerning faculty members such as standards of appointment and conduct, academic freedom, tenure and /or promotion, salary, nature and conditions of their work, and all matters of faculty welfare.
- 2.6.1.10. Candidates for honorary degrees and other certificates.
- 2.6.1.11. Rules and regulations implementing any educational policy and/or program.
- 2.6.1.12. The Faculty Senate shall assume the responsibility (in cooperation with the Chief Academic Officer) for the periodic review and revisions of those sections of the Faculty Handbook that relate to academic/faculty issues. The Faculty Handbook shall include this constitution and state the established policies of Southern in all matters relating to the faculty. Such revisions will be submitted to the Southern President and the Board of Governors for approval.

2.7. Contact System

Members of the Faculty Senate shall keep faculty apprised of relevant Faculty Senate concerns. Communication channels shall remain open on all issues and actions of the Faculty Senate. Individual faculty members have the responsibility to see that communication is flowing in both directions.

3. **Committees**

3.1. Creation and Classification

The Faculty Senate shall have the power to establish such committees as may be needed for the performance of its functions. Senate committees may be one of three kinds: (1) constitutional committees, established by the Constitution; (2) standing committees; and/or (3) special ad hoc committees, created by action of the Senate.

3.2. Standing Committees

The Faculty Senate shall establish by resolution any standing committee which it deems necessary to carry out the functions of the Faculty Senate. Standing committees continue until abolished by the Faculty Senate.

3.3. Special or Ad Hoc Committees

The Faculty Senate shall establish by resolution any ad-hoc committee which it deems necessary to carry out the functions of the Faculty Senate. A special committee expires at the end of one year unless renewed by the Faculty Senate. Any committee not specifically designated as a standing committee shall be a special committee.

3.4. Institutionally Established College-Wide Committees

- 3.4.1. The Faculty Senate has the responsibility to select representatives from the Faculty Assembly to those institutionally established committees with faculty representatives if they are not elected by Divisions.
- 3.4.2. The Senate chairperson, or his/her designee, shall represent the faculty on the following institutionally established committees: Financial Exigency.

4. **Faculty Senate and Their Elections**

4.1. Elections of Officers

The election of officers will be conducted at the Senate's first Fall meeting. Only elected Senators may vote for or hold an office in the Senate. The ACF and the Board of Governors representatives can hold another office in the Senate.

4.2. Faculty Senate Officers

The elected officers of the Faculty Senate shall include the following: chairperson and vice-chairperson. Officers will be elected from the Faculty Senate membership.

4.3. Senate Chairperson

The chairperson of the Faculty Senate shall preside at the Faculty Assembly and the Senate. The chairperson will serve as chief spokesperson for the Senate and serve in such liaison capacities as may be recommended by the College's President. The chairperson shall be granted one class release time (a 3- or 4-hour class) each semester for conducting Faculty Senate business, attending meetings, etc.

4.4. Senate Vice-Chairperson

The vice-chairperson of the Faculty Senate shall, in the absence of the chairperson, preside at the Faculty Assembly and the Faculty Senate. The vice-chairperson will, upon the request of the chairperson, perform any such duties and assignments that will promulgate the function of any of these groups

4.5. Senate Recorder

The recorder of the Faculty Senate is appointed from the Southern Staff. The recorder shall perform their duties in accordance with the Governance Handbook.

SECTION III – EDUCATIONAL PHILOSOPHY

1. Accessibility

As an institution with an "open-door" admissions policy, Southern is accessible to all citizens and provides an environment dedicated to serving those who desire to learn. Southern provides equal educational opportunities for and actively seeks prospective students regardless of personal, economic, or social conditions. Students are encouraged to develop fully their capabilities and are assisted in setting realistic educational goals for themselves.

2. Comprehensiveness

The college is comprehensive, as demonstrated by a wide variety of study and career options for students, including university transfer programs, career and technical programs, immediate job entry, developmental, and community service programs. The offerings at Southern are determined by analysis of community needs and selection on a priority basis to the fullest extent of its available resources.

3. Flexibility

Southern maintains maximum flexibility in the determination of its programs, phasing out those that become less relevant and initiating new ones that meet the changing needs of the community. Each student has the flexibility to move from one level of study to another and from one career to another. Southern seeks to maintain flexibility to accommodate individual differences in learning rates, aptitudes, and prior knowledge.

4. Quality

Southern is dedicated to providing quality education through excellence in personnel, programs, and facilities. Such quality will be a determining factor in the accountability of all college personnel, programs, and facilities and will be judged against established performance criteria. Southern seeks to engender in each student an understanding of learning as a life-long process.

5. Accountability

The campuses of Southern accept accountability for the quality and quantity of their output in the belief that every student deserves the opportunity to succeed. The College is accountable for creating an environment in which each student may, through the student's own endeavors, be successful. Student learning objectives and performance criteria are established for each course. Objectives and performance criteria are established for each of the College's programs and employees and for the College itself. The success of students, employees, programs, and the College are evaluated against these objectives.

6. Affordability

The College is committed to maintaining quality educational programs at a cost that is within the reach of the average person who wishes to pursue an education beyond the high school level. Over the years, Southern has been able to keep its costs lower than other public and private colleges.

7. General Education Philosophy and Goals

The faculty of Southern dedicate themselves to preparing Southern's graduates for the challenges that lie ahead. The following statement and goals describe Southern's commitment to providing each graduate with the skills and knowledge necessary for professional and personal success.

7.1 Purpose

The purpose of general education at Southern is to produce generally educated students who contribute to their communities and country. A generally educated student is a life-long learner with a common academic canon of knowledge, concepts, and attitudes.

7.2 Philosophy

Southern is committed to providing general education to help students develop the qualities and skills associated with college-educated adults. Southern's general education promotes the development of independent, critical, and conceptual thinking skills and those skills necessary for effective communication. Southern's general education provides students with an integrated view of knowledge and prepares them for their role as productive and responsible members of society.

7.3 Goals

Southern's general education goals can be found in [SCP-3637, *General Education Philosophy and Goals*](#).

SECTION IV – FACULTY ORGANIZATION AND PROCEDURES

1. Hiring Policies

1.1. Equal Opportunity Policy

It is the policy of Southern to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, or national origin.

This nondiscrimination policy also applies to all educational programs, admission, employment, and other related activities covered under Title IX, which prohibits sex discrimination in higher education.

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided for those students whose documented disability may affect their pursuit of a college education.

Southern also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age, or national origin.

Southern's current [Affirmative Action Plan](#) and [Equal Opportunity Statement](#) may be located on Southern's website.

Information on the implementation of these policies should be addressed to:

Debbie Dingess, Affirmative Action Officer
Southern West Virginia Community and Technical College
100 College Drive
Logan, West Virginia 25601
(304) 896-7408

1.2. Recruitment of Faculty

The process of faculty recruitment is carried out through the Office of Human Resources with the assistance of the Division in which the individual is to serve. The Search Committee is appointed by the Division Dean in consultation with Human Resources. The responsibility for verifying academic and professional credentials for faculty is carried out by the Office of Human Resources.

1.2.1. Faculty Credentials

Each full-time, part-time faculty, and dual credit faculty member will furnish the following at the time of application: application with resume/vita and official transcripts. These documents must be on file in the Human Resources Office by the first day of actual employment by the college. Any exceptions must have the approval of the Chief Academic Officer. Faculty are responsible for providing Human Resources with updated credential documents as necessary. Refer to [SCP-2171, *Establishing Minimum Standards and Qualifications for Faculty and Instructional Specialists*](#).

The [Faculty Credentials Certification Form \(SCP-2171.A\)](#), has been designed to ensure all required credentials are part of the faculty member's official personnel file. The Division Chairperson will provide a list of all courses the faculty member is qualified to teach and the degrees and/or special certifications that meet Higher Learning Commission credentialing requirements for teaching these courses. The Division Chairperson will furnish the completed form with all documentation to the Human Resources Office for the employee's official transcript file.

2. **Responsibility and Privileges of Employment**

2.1. Privileges of Faculty Appointment

2.1.1. Outside Employment and Consulting

The faculty member shall render full-time service to the institution. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties. The institution expects its faculty to give full professional effort to assignments of teaching and service. It is, therefore, considered inappropriate to engage in gainful employment outside the institution that is incompatible with the faculty member's contractual commitment to the institution. Moreover, it is considered inappropriate to transact personal business from one's institutional office when it interferes with institutional duties and responsibilities. [SCP-2562, Other Employment and Certain Volunteer Activities](#), provides guidance regarding faculty and professional employee outside employment activities, and [SCP-2562.A, Other Employment and Certain Volunteer Activities Report](#), is the mechanism used for reporting the same.

2.1.2. Political Activity

State law prohibits a State Government employee from holding office as a member of the West Virginia State Legislature.

Political activities on campus are also prohibited, as is the use of Southern resources for political activity, except as authorized by county, state, and national entities for voting purposes only, i.e., election days.

There is no prohibition of faculty involvement in political activities after working hours or on personal time.

2.1.3. Academic Freedom

Academic freedom at Southern, a public institution of higher education, is necessary to enable the institution to perform its societal obligation. Faculty members and students must always remain free to inquire, study, and evaluate.

Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their role at the institution. To all those members of the academic community who enjoy academic freedom, there are certain responsibilities commensurate with such freedom. All faculty members shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties, which may include designated instruction,

research, extension service, and other professional duties. Activity for pecuniary return that interferes with one's obligations to the institution should be based upon an understanding reached before the work is performed, and with the authority of the institution. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside the institution, they shall be free from institutional censorship or discipline.

The concept of academic freedom is accompanied by an equally important concept of academic responsibility. The faculty member at a public institution of higher education in West Virginia is a citizen, a member of a learned profession, and a representative of an educational institution. As such, a faculty member, together with all other members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom for all members of the community. The faculty member has the responsibility of contributing to institutional and departmental missions in teaching, research, and service as defined by the institution. The faculty member is also responsible as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesperson for the institution in which he or she holds an appointment.

In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research, and service as defined by the institution, all faculty have an obligation to foster the quality, viability, and necessity of their programs. The financial stability of a program and the recruitment of an adequate number of students depend in part on the faculty. The common goal of quality must be nurtured, and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected.

Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields.

As members of an academic community, faculty members are also expected to participate in decisions concerning programs and in program review processes.

2.2. Responsibilities of Faculty Appointment

2.2.1. Class Coverage and Faculty Absence

If an instructor is unable to meet classes for any reason, s/he must ensure classes are adequately covered and notify his/her immediate supervisor. Unexcused absences from scheduled classes may result in salary reductions. All faculty absences, whether full or partial days, must be documented according to institutional procedure, located on Southern's Intranet.

[SIP-2484, *Medical and Military Leaves of Absence*](#), is the procedure for long-term employee absences in compliance with the [Family Medical Leave Act \(FMLA\)](#), [SCP-2006, *Employee Leave*](#),

[WV Council for Community and Technical College Education, Title 135 Procedural Rule, Series 38, Employee Leave](#), and the [Americans with Disabilities Act of 1990 \(ADA\)](#). The procedure (SIP-2484) and subsequent forms explain the limits, acceptable reasons for faculty absences, and discusses faculty responsibility when absence is necessary. Faculty employed after September 1999 are required to enroll in disability insurance as a condition of employment. Faculty members absent for 30 or more calendar days will be removed from the payroll. At the end of the thirty-day absence, faculty who have enrolled for the disability coverage may begin receiving short-term disability payments.

The number of consecutive days of full or partial absence controls the type of paperwork required for the absence.

- For absences of five (5) or fewer consecutive (full or partial) days, the faculty member must complete a Faculty Absence Report, which can be obtained from Human Resources.
- For absence consisting of six (6) to ten (10) consecutive (full or partial) days – a faculty member must have a Return-to-Work Authorization/Medical Release Form in addition to the Faculty Absence Report.
- For absence consisting of ten (10) or more consecutive (full or partial) days, a faculty member must complete a Request for Medical Leave of Absence (SIP-2484). Upon return to work, the faculty member must present a completed Return to Work Authorization/Medical Release Form.

It is very important that faculty members familiarize themselves with SIP-2484 - Medical Leave of Absence. If you have questions about any policy and how it affects you, please contact the Office of Human Resources.

2.2.2. Faculty Office and Class Schedules

Each full-time faculty member will complete an Office and Class Schedule Form, in accordance with SIP-3600, by the end of the first week of classes. Full-time faculty shall distribute an Office and Class Schedule in the following manner: one copy to the Division Dean; one copy to their respective Administrative Assistant; one copy to the Executive Assistant to the Chief Academic Officer; one copy posted in a conspicuous location near the faculty member's office entrance (on or near the door). This schedule is designed to provide general administrative information, a schedule of all classes, and a timetable of all class times, office hours, and released time (if applicable). The Division Dean has the responsibility to see that all faculty members in his/her division comply with this policy.

2.2.3. Workload Requirements for Full-Time Faculty

The West Virginia Council for Community and Technical College Education has established a 37.5-hour work week for all full-time employees. For full-time faculty members, a minimum of 22.5 hours shall be posted to indicate lecture, lab, clinical, and office hours. The remaining time will be used to fulfill other college obligations.

The required 100% course load shall be 15 credit hours or its equivalent. Each 3-credit hour course shall constitute a 20% load. Lab hours shall be calculated on a 3:2 ratio (every lab hour shall constitute

66.67% of a lecture hour). Detailed information on the class load formula and class sizes is contained in [SCP-2875, Workload Requirements for Full-Time Faculty and Instructional Specialists](#).

2.2.4. Requests for Release Time

Full-time faculty members may, from time to time, be granted release time from all or a portion of their teaching workload for the purpose of performing special assignments. When release time is granted, the faculty member's total salary for both the released time assignment(s) and full-time teaching duties shall not exceed one hundred percent of the total remuneration for his full-time teaching workload. Detailed information on requesting release time is contained in [SCP-2748, Request for Release Time for Full-time Faculty](#), and [SCP-2748.A, Request for Release Time Form for Full-time Faculty](#).

2.3. Leave of Absence

2.3.1. Medical Leave - Faculty schedules are such that medical and other appointments for the faculty member and his/her dependents can be scheduled during times the faculty member is not scheduled for class, office hours, clinicals, or committee meetings. As such, employees classified as “faculty” do not accrue traditional sick or annual leave. However, if it becomes necessary for a faculty member to miss work due to his/her own medical condition or that of his/her family, the following policies apply.

SIP-2484 Medical Leave - This policy covers absences mentioned above and addresses faculty responsibility for meeting scheduled work time. It contains the “Faculty Absence Request/Report” form to be completed for absences of 5 or fewer consecutive days and contains the necessary request forms and reports for absences of more than five consecutive days.

2.3.2. Sabbatical Leave - Sabbatical leave is available to provide the faculty with the 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. [SCP-2810, Sabbatical Leave for Full Time Faculty and Instructional Specialists](#), and [SCP-2810.A, Sabbatical Leave Request](#), contain eligibility criteria and application forms necessary to request sabbatical leave.

2.4. Grievance Procedure

Any grievance by a faculty member shall be handled expeditiously and fairly in order that good relations are maintained between the faculty and administration. Southern’s grievance procedure is contained in West Virginia Code §6C-2-1, *et seq.* Nothing in this Handbook expands, limits, or seeks to replace the rights provided to all employees pursuant to the grievance procedure, or any other state or federal statute, policy, rule or regulation.

2.5. Conduct, Discipline, and Grievance

On the occasion that employee performance or behavior falls below expectations, the supervisor or division chair shall use a progressive approach to behavior modification or performance improvement. Progressive discipline is a flexible and graduated approach that gives the employee the choice and chance to correct behavior and performance. It includes counseling or discussion with the employee to resolve the problem. If counseling is not effective, the employee may receive a series of warning letters, then a period of

suspension, and finally, if the conduct or performance does not meet expectations, dismissal. (SCP-2400, *Employee Conflict Resolution Policy*).

Immediate dismissal for cause is also possible under certain circumstances outlined in applicable policy (SCP-2900, *Progressive Discipline*).

An employee who believes he/she has been disciplined unjustly may use the grievance procedure (W.Va. Code §6C-2-1, *et seq*) to seek remedy.

2.6. Termination of Employment

Issues of elimination of faculty positions and termination of employment of faculty members are addressed in rules and policies of institutional governing boards/councils and Southern.

Reduction-in-force policy and procedures for Southern West Virginia Community College are contained in SCP-2701, *Reduction in Work Force Due to Financial Exigency/Faculty Personnel*.

Program reduction or elimination policy and procedures for the College are contained in SCP-2000, *Elimination of Faculty Positions Due to Program Reduction or Elimination*.

The following information on retention was provided by Human Resources for publication in the faculty handbook.

2.6.1. Tenure Track Faculty

An appointment carries no assurance of reappointment, promotion, or tenure. Reappointments are made solely at the discretion of the College, and the non-reappointment of a faculty member does not necessarily reflect on the faculty member's work record or behavior. The determination to reappoint or not will be based upon a review of the specific conditions relating to the position. Unless an appointment is of a temporary nature for a fixed term, notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment as follows:

- 2.6.1.1. For those appointed on or before March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the President or his/her designee, the tenure-track faculty member shall be notified in writing of the decision; by letter post-marked and mailed no later than December 15 of the second academic year of services; and by letter post-marked and mailed at least one year before the expiration of an appointment after two or more years of service at Southern.
- 2.6.1.2. For those appointed after March 9, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the President or his/her designee, the tenure-track faculty member shall be notified in writing of the decision by letter post-marked and mailed no later than March 1.

2.6.2. Tenured Faculty

Cause for discharge, termination of employment, or demotion in rank of tenured faculty members shall be affected only for cause. Causes for dismissal may include demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic

misconduct; conduct which directly and substantially impairs the individual's fulfillment of institutional responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender-related, or other discriminatory practices; insubordination by refusal to abide by legitimate reasonable directions of administrators; physical or mental disability for which no reasonable accommodation can be made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties; substantial and manifest neglect of duty; and failure to return at the end of a leave of absence.

2.6.3. Term Faculty

Term faculty members are appointed for a specified term defined by the College. While a full-time term faculty member is eligible to receive reappointment to additional terms, no number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty. These appointments are for a specified period of time as set forth in the notice of appointment. Appointment or reappointment to a term faculty position shall create no right or expectation of continued appointment beyond the period of appointment or reappointment. Employment of the term faculty member ends at the expiration of the term specified in the written appointment, and no prior notice by administration is required.

2.6.4. Financial Exigency

In the event Southern declares a state of financial exigency, which is verified by the West Virginia Council for Community and Technical College Education staff and the Council concurs in this assessment, the normal termination procedures described above will be suspended. In the event of a financial emergency, termination procedures and timetables for members of the academic community will be determined in accordance with the College policy addressing reduction in workforce for faculty, SCP 2701. The President will present this plan to the Board of Governors for final approval prior to its implementation.

2.6.5. Administrative Staff

Administrative staff members serve in their administrative positions at the will and pleasure of the President of the College.

2.7. Abandonment of Employment

Faculty who refuse to sign or execute an offered annual notice of appointment or reappointment by the date indicated by the institution for its execution, or who fail to undertake the duties under such document at a reasonable time, shall be deemed to have abandoned their employment with the College and any rights to tenure or future appointment. Faculty objecting to the terms of such document does not waive their objections to such terms by signing or executing the document.

2.8. Faculty Resignations

A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline reappointment, should complete an academic term and provide forty-five (45) calendar days'

written notice of resignation before the beginning of an academic term. Professional ethics dictate due consideration of the institution's need to have a full complement of faculty throughout the academic year.

2.9. Information for Part-Time Faculty

Instructional faculty teaching on a part-time basis is required to possess academic credentials and competencies comparable to the full-time instructional faculty. Classroom conduct, student expectations, preparation, and grading policies and procedures will likewise be comparable. Part-time and full-time faculty will be governed by the provisions of the Instructor Responsibilities section of this handbook. The principal difference between part-time and full-time instructional staff is the employment relationship between the faculty member and the College

2.9.1. Employment-Related Responsibilities of Part-Time Faculty

- 2.9.1.1. Submit a completed application with the required information. These documents (including official transcripts) must be on file in the Human Resources Office by the first day of actual employment with the College.
- 2.9.1.2. The Division Dean will complete and send to Human Resources the Faculty Credential Verification form together with the instructor's credentials.
- 2.9.1.3. Furnish a completed, signed W-9 form to the Accounting Office and all completed payroll documentation to the Payroll Office.

2.9.2. Contractual Information – Adjunct Agreements

Part-time teaching contracts are awarded on a course-by-course basis for a term not to exceed one semester per contract period. No continuation of employment, either part-time or full-time, is stated or implied under the terms of the Adjunct Faculty Agreement. The instructor signs an Adjunct Faculty Agreement each semester. This contract is contingent upon sufficient enrollment in the course(s). If there is not sufficient enrollment or if the College assigns or reassigns a full-time instructor to teach the courses covered by the contract, the Adjunct Faculty Agreement shall be canceled, and the instructor be notified. The Adjunct Faculty Agreement may be canceled by the College for reasons of professional incompetence or otherwise unsatisfactory service. Failure to meet College requirements, including time schedules for classes and the completion of all rolls and grades, will result in the withholding of any salary due until satisfactory completion of such responsibilities.

2.9.3. Payroll Information – Adjunct Faculty Agreements

Paychecks/direct deposit statements for teaching credit courses will be issued twice per semester, i.e., mid-term and the end of the semester. Paychecks/direct deposit statements for teaching non-credit atypical courses will be issued on the appropriate pay period following the end of the course.

The Payroll Office encourages direct deposit to faculty who are not utilizing this benefit. Funds are deposited into your checking account on payday. Contact the Human Resources office for information on direct deposit enrollment.

3. **Title IX Nondiscrimination Policy**

3.1. Title IX Nondiscrimination Policy Statement

The Southern does not discriminate on the basis of sex in the education program or activity that it operates. Southern, as a recipient of federal financial assistance, is required by Title IX of the Education Amendments of 1972 (“Title IX”) and 34 C.F.R. § 106 (“Title IX regulations”) not to discriminate in such a manner. The requirement not to discriminate in Southern’s education programs or activities extends to admission and employment, and inquiries about the application of Title IX and the Title IX regulations to Southern may be referred to Southern’s Title IX Coordinator.

3.2. Title IX Coordinator

Southern has designated and authorized Darrell Taylor, Chief Student Services Officer, as Title IX Coordinator to coordinate Southern’s efforts to comply with its responsibilities under Title IX, 34 C.F.R. § 106,22 and other federal and state sex discrimination and sexual harassment laws. The Title IX Coordinator’s contact information is as follows:

Campus office address: Logan Campus, Building B, Room 205, 100 College Drive, Logan, WV 25601

E-mail address: Darrell.Taylor@southernwv.edu

Title IX report/complaint email address: TitleIX@southernwv.edu

Office telephone number: (304) 896-7432

4. **Faculty Emeritus**

The institution may, at the time of a faculty member’s retirement, confer upon that individual the Emeritus Status. This honor is granted selectively in recognition of meritorious service. Southern’s Emeritus Policy is outlined in [SCP-2901 and SCP-2901.A, *Professor Emeritus Status and Nomination Form*](#).

4.1. Definition of Entitlements

Emeritus faculty members shall be entitled to:

1. Maintain a Southern ID Card upon request.
2. Maintain their respective Southern e-mail account, if desired.
3. Full access to the Southern’s Library facilities.
4. A listing of this status in Southern’s Catalog.
5. Invitation to college events.
6. Invited to attend Board of Governor’s meetings and general sessions and lunch attended by all employees on Governance Days.
7. If rehired as part-time faculty, they shall receive a pay rate 10% above normal adjunct faculty pay rates.

4.2. Process

- 4.2.1. A recommendation is initiated by a member of the faculty, staff, or community of Southern by submitting form SCP-2901.A to Faculty Senate by December 31 of each year.

4.2.2. Faculty Senate will consider all nominations and provide their recommendations to the President by March 31.

4.2.3. The President will make a final decision no later than May 1.

4.3. Title

Titles using “Emeritus” (for males) or “Emerita” (for females) are constructed by placing the modifier after the rank and title held at the time of retirement: e.g., “Associate Professor Emeritus.”

SECTION V – FACULTY EVALUATION, PROMOTION, AND TENURE

The Southern is primarily a teaching institution. In order to be considered for retention, tenure, or promotion, a faculty member must demonstrate appropriate teaching performance, professional development, and service to the institution.

Faculty evaluation is a continuous process, and its purpose is to provide a climate for all instructional personnel to reach their maximum professional potential and improve their classroom performance. All full-time faculty are evaluated annually by their respective Dean or Director. All adjunct and dual credit faculty shall be evaluated each semester on the basis of their primary responsibilities in teaching and limited institutional responsibility. Evaluation of classroom performance shall be based on classroom visits and other appropriate observations. Details of the evaluation process and associated forms are found in [SCP-2218, *Evaluation of Full-time, Adjunct, and Dual Credit Faculty*](#), and [SCP-2218.A, *Evaluation and Goal Planning Document*](#).

Southern has established [SCP-2686, *Promotion and Tenure Policy*](#), and [SCP-2686.A, *Promotion and Tenure Criteria and Forms*](#), and associated forms for making recommendations and/or decisions regarding promotions-in-rank and tenure for full time faculty members of Southern. This issuance applies to all full-time faculty members of Southern who hold faculty rank of instructor or above. Certain sections of the issuance apply to all full-time faculty while others may be specific to only tenure-track, tenured, or term faculty individually.

SECTION VI – SUPPORT SERVICES FOR FACULTY

1. What faculty members may expect from the college:

Southern recognizes its responsibility to assist instructors in meeting the goals of the institution. The College will:

- 1.1 Notify instructors of applicable College policies and procedures.
- 1.2 Provide orientation and professional development activities.
- 1.3 Provide access to appropriate technology and duplication services.
- 1.4 Provide all supplies needed for instruction.
- 1.5 Provide ongoing administrative support from the Division Dean and/or Directors of Campus Operations to ensure that instruction and support services of the highest quality are provided to all students.

2. Online Teaching Support

The Director of Distance Education is available to assist faculty with the use of technology in the delivery of instruction and provide an outlet for professional development in teaching practice and pedagogy.

Faculty are encouraged to contact the Director of Distance Education to assist with any instructional delivery method.

The Director of Distance Education and staff will:

- 2.1 Assist instructional personnel in the design and production of instructional materials and courseware to support curriculum needs.
- 2.2 Aid instructional personnel in integrating technology into the instructional process.
- 2.3 Apply learning theory to the design, development, and evaluation of technology for instructional use.
- 2.4 Assist instructional personnel in the selection of effective and efficient instructional strategies for computer-based teaching and learning.
- 2.5 Develop and maintain timelines for design, development, and evaluation of computer modules.
- 2.6 Aid in field-testing computer-based instructional modules.
- 2.7 Lead and/or coordinate faculty development seminars and workshops for those interested in developing computer-based instructional materials.

For more information on Distance Education, contact:

Tim Owens, Director of Distance Education
Williamson Campus
(304) 236-7642
Tim.Owens@southernwv.edu

3. Course Content

Southern's platform for delivering course material online for all course offerings is Brightspace. Any faculty member interested in developing a course for online, hybrid, or hyflex delivery or using Brightspace as a course supplement should contact Tim Owens, Director of Distance Education at (304) 236-7642.

4. Technology use at Southern

Faculty are encouraged to incorporate technology to assist with instructional delivery. Courses at Southern are taught on several platforms in addition to regular classroom instruction. Examples of these platforms include modular delivery, online courses, and courses delivered via Zoom.

5. Duplication Services

Reproduction equipment is available at various locations on campus for instructors to make copies of instructional material. This equipment should be used for small jobs. All work to be performed by the division secretary must be submitted one week in advance of the date needed to allow sufficient time for reproduction and handling.

6. Library

Southern students have access to a growing collection of books, periodicals, and other materials at both the Logan Campus and the Williamson Campus. Librarians are available on both campuses to aid the students and faculty members. Operational hours for each library are posted each semester, including summer and weekend hours (if applicable.)

The librarians on both campuses urge all faculty members, full- and part-time, to become involved in developing the library collections by regularly suggesting new books and periodical titles. Part-time faculty, where the part-time faculty member may be the only person teaching a particular subject, are also asked to become involved in library collection development.

Bibliographic instruction is available to both individuals and groups. Faculty members are urged to request a general library tour for each of their classes or one that is tailored specifically to the needs of that class. Contact a campus librarian to arrange for one of these tours.

7. Textbooks

The college has established policies and procedures covering textbook selection and acquisition, which can be found in [SCP-5074, Selection, Adoption, Use and Sale of Textbooks and Other Course Materials](#).

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF FEBRUARY 18, 2025**

ITEM: SCP-1091, *Classified Staff Council Constitution*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1091, *Classified Staff Council Constitution*.

STAFF MEMBER: Debbie C. Dingess

BACKGROUND:

At its December 17, 2024 meeting, the Southern West Virginia Community and Technical College Board of Governors approved the advancement of SCP-1091, *Classified Staff Council Constitution*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period. The comment period ended on February 7, 2025. No comments were received.

Therefore, the staff recommends that the Board of Governors of Southern West Virginia Community and Technical College grant final approval of SCP-1091, *Classified Staff Council Constitution*.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1091**

SUBJECT: Classified Staff Council Constitution

REFERENCE: WV Code §18B-6-6

ORIGINATION: November 18, 2003

EFFECTIVE: November 8, 2024

REVIEWED: November 8, 2024

SECTION 1. PURPOSE

- 1.1 To establish the Classified Staff Council of Southern West Virginia Community and Technical College and identify representation for the Classified Staff Council, and set out the election procedures.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all classified and non-classified staff employees (excluding members of the President's Cabinet) of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Classified Staff Council – An elected body whose purpose is to represent the staff, consider and recommend policy regarding staff welfare, and individual staff suggestions and problems.
- 3.2 Classified Employee – Any regular full-time or regular part-time employee who holds a position that is assigned a particular job title and pay grade in accordance with the personnel classification system and does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act; and is not otherwise a non-classified employee; provided that, any employee who was a classified employee as of January 1, 2017, retains that status unless otherwise deemed a non-classified employee.
- 3.3 Non-Classified Employee – An employee who serves at the will and pleasure of the organization and meets one or more of the following criteria: (a) holds a direct policy-making position; (b) reports directly to the President; (c) is critical to the organization pursuant to policies or decisions adopted by the governing board; (d) is an information technology-related position adopted by a governing board; (e) hired after July 1, 2017 in a position that meets the duties test for exempt status of the Fair Labor Standards Act when hired or anytime thereafter; or (f) in a non-classified position as of January 1, 2017 who may not meet any of the previous criteria.

SECTION 4. POLICY

- 4.1 Functions of the Classified Staff Council shall include, but not be limited to the following:
- 4.1.1 Representation to college and professional organizations; classified staff development; and other issues of concern that may arise involving classified staff individually or collectively.
- 4.1.2 Review and make recommendations as necessary regarding institutional policies and procedures.

- 4.1.3 Bring concerns of classified staff to the attention of the college community, administration, and the Board of Governors.
- 4.1.4 Stimulate and strengthen morale and employee satisfaction of classified staff.
- 4.1.5 Support Southern's effort in accomplishing its mission and vision.

4.2 Membership

- 4.2.1 The Classified Staff Council shall consist of 18 voting members representing the following geographic and primary occupational activity distribution:

- 1—Logan Campus
- 1—Williamson Campus
- 1—Boone/Lincoln Campus
- 1—Wyoming/McDowell Campus
- 1—Advisory Council of Classified Employees Representative
- 1—Classified Staff Council Chair
- 2—Administrative / Managerial Sector
- 2—Professional / Non-teaching Sector
- 2—Paraprofessional Sector
- 2—Secretarial / Clerical Sector
- 2—Physical Plant / Maintenance Sector
- 2—Non-Classified Staff at Large

- 4.2.2 Each must be a member of the classified staff and non-classified staff (excluding members of the President's Cabinet) and shall be elected to serve a two-year term, which begins on the first day of July of each odd-numbered year. Members of the Classified Staff Council are eligible to succeed themselves.
- 4.2.3 Classified Staff Council members cannot hold more than one position on the Council per term.
- 4.2.4 The Classified Staff Board of Governors representative will serve as ex-officio, non-voting member of the Council.
- 4.2.5 Resignations must be in writing to the Classified Staff Council Chair with copies sent to each Council member.

4.3 Meetings

- 4.3.1 Rules of Order – The rules contained in Robert's Rules of Order shall govern the Classified Staff Council unless otherwise stated by this constitution or agreed upon by the Classified Staff Council.
- 4.3.2 The Classified Staff Council shall meet no less than once monthly. Any classified staff member may petition the Classified Staff Council to meet or hear proposals or complaints. At any regular or special meeting, a majority of the elected members shall constitute a quorum. All meetings are open to all Classified Staff.
- 4.3.3 Members of the Classified Staff Council may vote on issues either in person, by electronic means, or by written proxy. The written proxy must be presented to the Council Chair or Vice Chair prior to the meeting. Proxy votes shall be considered in establishing a quorum.

4.3.4 The President of the institution shall meet at least quarterly with the Classified Staff Council.

4.3.5 The Governing Board shall meet at least annually with the Classified Staff Council.

4.4 Committees

4.4.1 The Classified Staff Council shall have the authority to establish committees and other appointed positions and to establish rules for such committees and positions in accordance with the realms of functioning, membership, and charge.

4.5 Reporting of Council Resolutions and Decisions

4.5.1 The Classified Staff Council, through the regular meetings, shall report directly to the Classified Staff body. In areas regarding the welfare of the entire college, the Classified Staff Council through its representative, shall report directly to the President.

4.6 Absenteeism

4.6.1 Any Classified Staff Council member who misses three consecutive meetings without notifying the Chairperson or Secretary of their absence and without presenting a proxy will be subject to dismissal from their elected position on the Classified Staff Council. The individual from the same category who ranked next highest in the vote tally shall be appointed in their place.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Ratification

6.1.1 The Classified Staff Council Constitution shall be ratified upon two-thirds approval of Staff members as defined in 2.1 Scope and Applicability.

6.2 Amendments

6.2.1 The Classified Staff Council Constitution shall be amended upon two-thirds majority approval of the Classified Staff members.

SECTION 7. RESPONSIBILITIES

7.1 Nominations

7.1.1 During March of each odd-numbered year, the Classified Staff Council Vice Chair shall contact all staff for the purpose of nominating staff for the following positions: Advisory Council of Classified Employees Representative, Chair to the Classified Staff Council, Classified Staff Representative to the Institutional Board of Governors, and other positions to which the classified staff is represented on college councils and committees. The nominations must be returned to the Vice Chair in person or electronically by the predetermined deadline (reference the Governance Handbook).

7.1.2 Those nominated will be contacted by the Vice Chair. Upon notification, nominated individuals will be given twenty-four (24) hours in which to confirm/decline their desire to be placed on the ballot.

Those who do not respond in writing or by e-mail will be omitted from the election nominations.

7.1.3 Those who are confirmed nominees will be placed on the official election ballot.

7.2 Election Ballots

7.2.1 The election ballot will be developed by the Vice Chair from the names of those nominated and confirmed. The ballots will be distributed for a final vote by electronic means during the month of April of each odd-numbered year.

7.3 Absentee Balloting

7.3.1 Absentee ballots will be preprinted. The ballot must be returned to the Vice Chair or designee by the predetermined date.

7.3.2 Absentee ballots will be opened during the election by the Chair of the Classified Staff Council or by the Vice Chair.

7.4 Election

7.4.1 Ballots will be distributed during the meeting in April inviting each staff member to vote for representation of all elected positions.

7.4.2 The individual receiving the highest number of votes in each category shall be declared elected, based on the number of representatives allowed as established in section 4.2.

7.4.3 In the event of a change in category, resignation, or other unforeseen circumstance that prevents the elected staff member from performing the duties of the position, the staff member from the same category who ranked next highest in the vote tally shall be appointed.

7.5 Council Officers

7.5.1 Titles

7.5.1.1 There shall be two officers of the Classified Staff Council.

7.5.1.1.1 Chair who will be elected at large by the Classified Staff.

7.5.1.1.2 Vice Chair who will be elected by Council members at the first Classified Staff Council meeting of the next fiscal year following the Classified Staff Council elections.

7.5.2 A Recorder to the Classified Staff Council shall be elected from among the members of the Classified Staff Council.

7.5.3 Duties

7.5.3.1 The Chair shall perform the following duties:

7.5.3.1.1 Establish the agenda for all Classified Staff Council meetings and all other special purpose meetings of the Classified Staff Council.

7.5.3.1.2 Preside over all Classified Staff Council meetings.

7.5.3.1.3 Represent the Classified Staff Council at College meetings.

7.5.3.2 The Vice Chair shall perform the following duties:

7.5.3.2.1 Preside over Classified Staff Council meetings in the absence of the Chair.

7.5.3.2.2 Schedule and conduct Classified Staff Council elections.

7.5.3.2.3 Preserve all election records.

7.5.3.3 The Recorder shall perform the following duties:

7.5.3.3.1 Preserve a record of the Classified Staff Council meetings.

7.5.3.3.2 Post meeting minutes and other relevant materials to the Classified Staff Council’s college-designated electronic portal for the members of the classified staff.

7.5.3.3.3 Post the agenda, meeting minutes, and other relevant documents to the college-designated electronic portal in the appropriate Governance Committee folder for documentation purposes.

7.5.3.3.4 Send the official original signed minutes to the President’s Office within seven business days of approval.

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 18, 2003 – Policy originated to supersede SCI 1672 and SCI 1672.01.

December 13, 2006 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions were made to coincide with changes in West Virginia Code concerning meetings and membership.

March 4, 2009 – Revisions reflect a clarification of membership representation with no substantial changes in procedures.

December 7, 2011 – Revisions allow for proxy voting at meetings, address issues with excessive absenteeism, and permit electronic voting pertaining to nominations and elections.

March 13, 2018 – Revisions reflect minor technical changes, as well as changes in the nomination, election, and voting procedures. The titles of officers and duties of each position were clarified.

November 8, 2024 – Revisions reflect changes to responsibilities, including electronic election ballots, change in title of the council, to include non-classified employees in the membership roster, and to correct grammar.



Fiscal Year 2026

Tuition and Fees Request

Title 135, Series 32 of the West Virginia Legislative Rules governs the approval of tuition and fees. Local governing boards must approve the tuition and fee schedule. Local governing boards may approve a 10% increase in tuition and fees without CTCS approval. Any fee increases with a three-year rolling average over 7% must be approved by the CTCS.

Local governing boards must also approve special fees. The CTCS reviews the special fees, but their approval is not required.

Plan for FY2026

For fiscal year 2026, we are asking the Board of Governors to approve a 5% increase in tuition along with an increase in the capital fee from \$12 to \$15. This will bring our per credit hour rate to \$196 per credit hour for a tuition rate of \$2,352.00 per semester. This increase will allow us to increase our unrestricted operational revenue. We believe this increase will keep us in line with inflationary increases and provide us with adequate operating revenue while maintaining a low-cost college option in our service area. This increase will keep us below the 7% three-year rolling average and bring our 3-year rolling average increase to 5.07%.

Special Fees

For FY2026 we would like approval of the attached course fees. Most of these are a one-time charge to the student or per semester charge. The benefit of incorporating these fees into our fee schedule is that these fees will be pass-through fees and would allow students' financial aid to cover the cost. Currently the students are paying these fees out of pocket.

Proposed Fee	Proposed Fee Amount	Allied Health Outside Costs (Costs that Comprise New Fee)	Notes	Refundable
Cosmetology Kit Fee	Varies	Cosmetology Program Kit Fee (varies by term)	Cost of kit depends on semester and student's year in program	No
MLT 4th Semester Exam Fee (One-Time Fee)	305.00	MLT - ASCP/BOC Certification Exam (4th semester) MLT - MEDIA Lab or ASCP Exam Simulator* (4th Semester)		No
Nursing Clinical Skills Pack (One-time fee)	Varies	Nursing Clinical Skills Pack (required 1st semester based of cost when purchased)	Fee based a actual cost to purchase Kit (there is no markup on Kit) Current cost \$270.99	No
Nursing ATI Testing Fee (per semester)	Varies	Nursing - ATI fee	Total estimated cost for four semesters Amount will be based on the per semester rate	No
Paramedic 1st Semester Program Fee (One-time fee)	370.00	Paramedic - ACTS (1st Semester)		No
Radiologic Technology Uniform Fee (One-Time Fee)	220.00	Paramedic - FISDAP Exit Exam (1st Semester)		No
Radiologic Technology Film ID Marker Fee (One-Time Fee)	50.00	Paramedic - ITLS Class (1st Semester)		No
Radiologic Radiation Monitor Fee (per semester)	55.00	Paramedic - PALS (1st Semester)		No
		Paramedic - Platinum EMS Testing (1st Semester)		No
		Paramedic - Psychomotor Exam		No
		Radiologic - Uniforms		No
		Radiologic - Film ID Marker Fee		No
		Radiologic - Radiation Monitor		No
		Respiratory - Advanced Cardiac Life Support Certification (3rd Semester)		No
		Respiratory - Kettering Review (3rd Semester)		No
		Respiratory - Neonatal Resuscitation Certification (3rd Semester)		No
		Respiratory - Pediatric/Advanced Life Support Certification (3rd Semester)		No
		Respiratory - Program Exit Exam (4th Semester)		No
		Respiratory - Classmate LR Subscription (All 4 Semesters)		No
		Allied Health - Background Check		No
		Allied Health - Drug Screening		No



Dear Students,

We are delighted to announce that you have been awarded grant funds for the **Fall 2024 semester**, therefore you will need to review your account to see if you owe a balance. These funds are designed to support your educational pursuits and help with your financial needs during this time.

However, please keep in mind that while you have received funding for the Fall semester, there is **no guarantee** that grant funds will be available for the Spring 2025 semester. It's crucial that you prepare to make **alternative payment arrangements** for your spring expenses.

By signing below, you acknowledge your understanding of the following:

1. You have received grant funds for the Fall 2024 semester.
2. There is no guarantee of funding for the Spring 2025 semester; funds may be awarded on a case-by-case basis until grant funds are no longer available.
3. You are responsible for arranging alternative payment methods as needed.

We encourage you to plan ahead and explore different financing options for your education. If you have any questions or require assistance, please feel free to contact the Financial Aid Office at (304) 896-7060 or financialaid@southernwv.edu.

Thank you for your attention to this important information, and we wish you a successful semester!

Sincerely,

Melissa Kirk
Director of Nursing

Acknowledgment:

I, the undersigned, acknowledge that I have read and understood the terms regarding the grant funds for the Fall 2024 semester.

Student Name: _____

Student ID: _____

Signature: _____

Date: _____

EFFECTIVE

**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

Organizational Chart

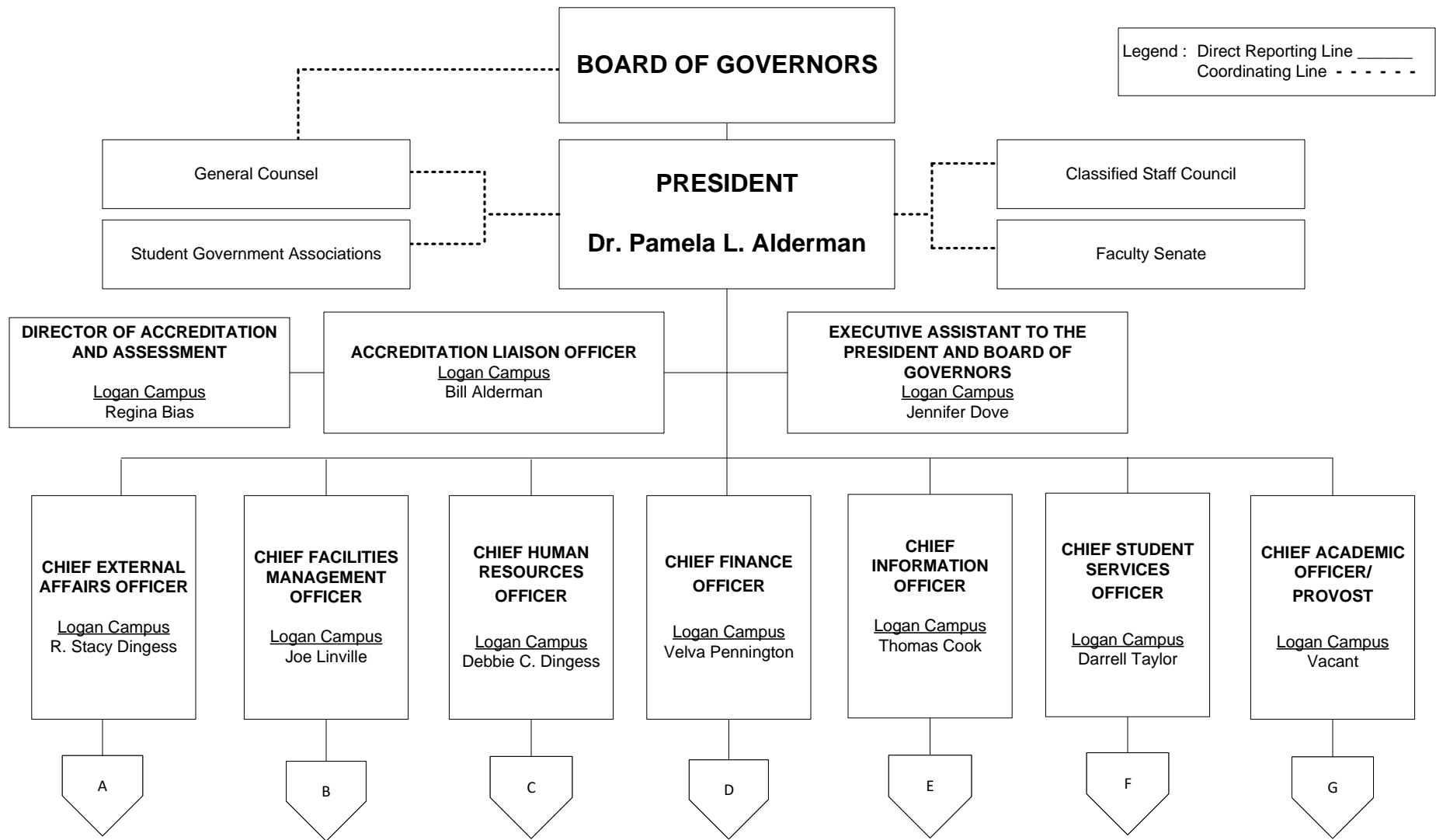
UPDATED
February 4, 2025



**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ORGANIZATIONAL CHART**

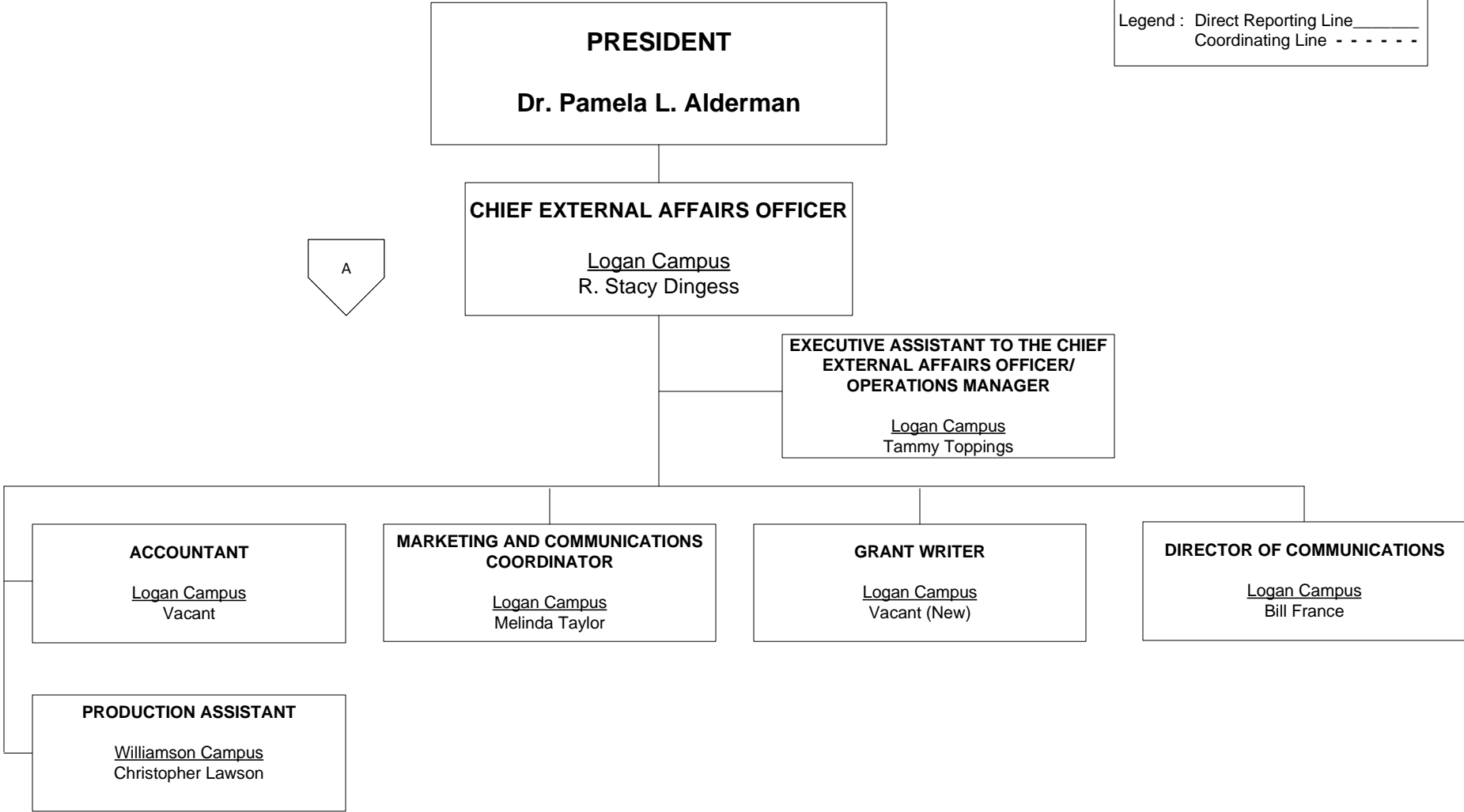
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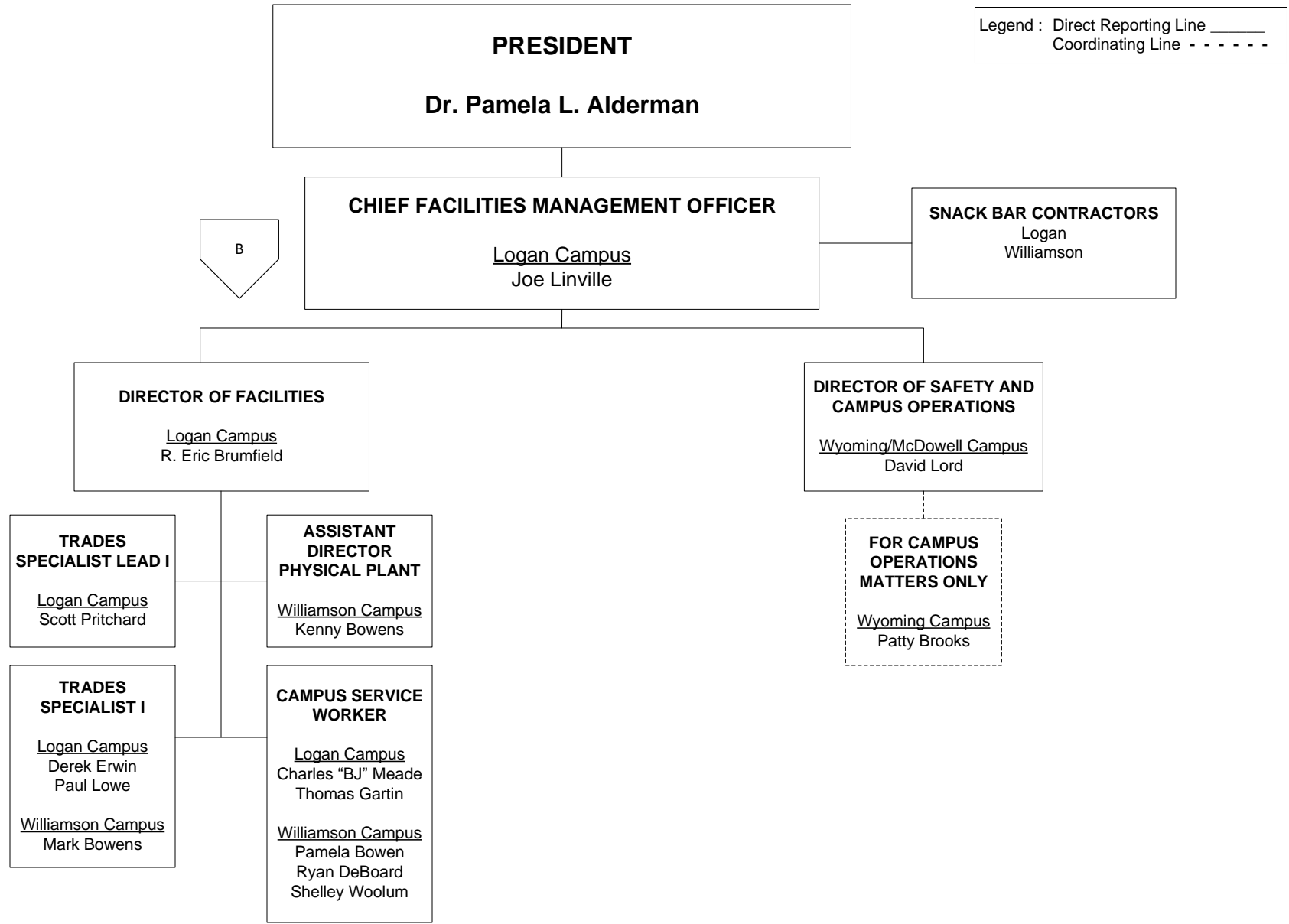
President.....	Page 1
President's Cabinet	
External Affairs.....	Page 2
Communications	
Development	
Facilities	Page 3
Human Resources.....	Page 4
Finance	Page 5
Controller	
Budgets and Purchasing	
Office of Information Technology	Page 6
Applications Programming/Development	
Distance Education	
Web Development	
Institutional Research	
Network Services	
User Services	
Student Services.....	Page 7-8
Admissions.....	Page 7
Financial Assistance.....	Page 7
Registrar.....	Page 7
Student Success.....	Page 7
Academic Affairs/ALO.....	Page 8-11
Accreditation and Assessment.....	Page 8
Community Relations.....	Page 8
Library Services.....	Page 8
Professional and Transfer Programs.....	Page 9
Allied Health and Nursing	Page 10
Non-Traditional Programs	Page 11
Workforce Development	Page 11

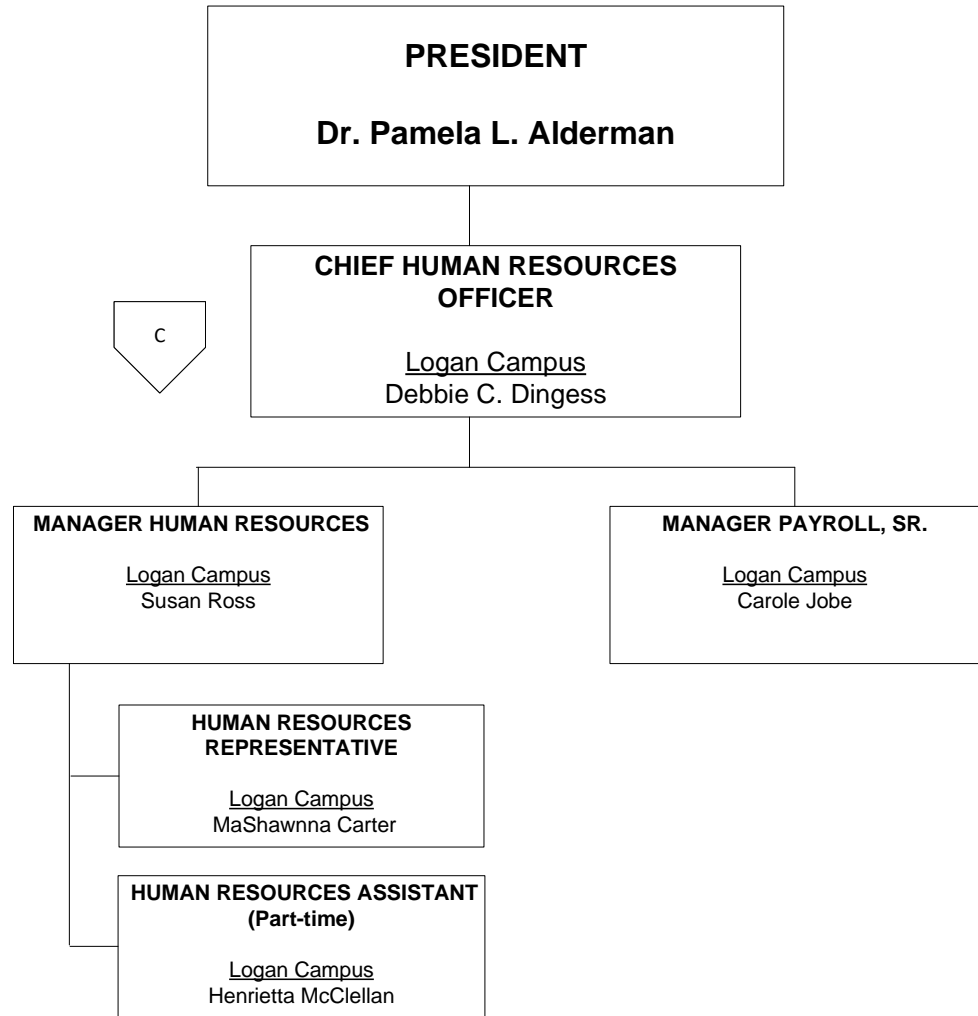


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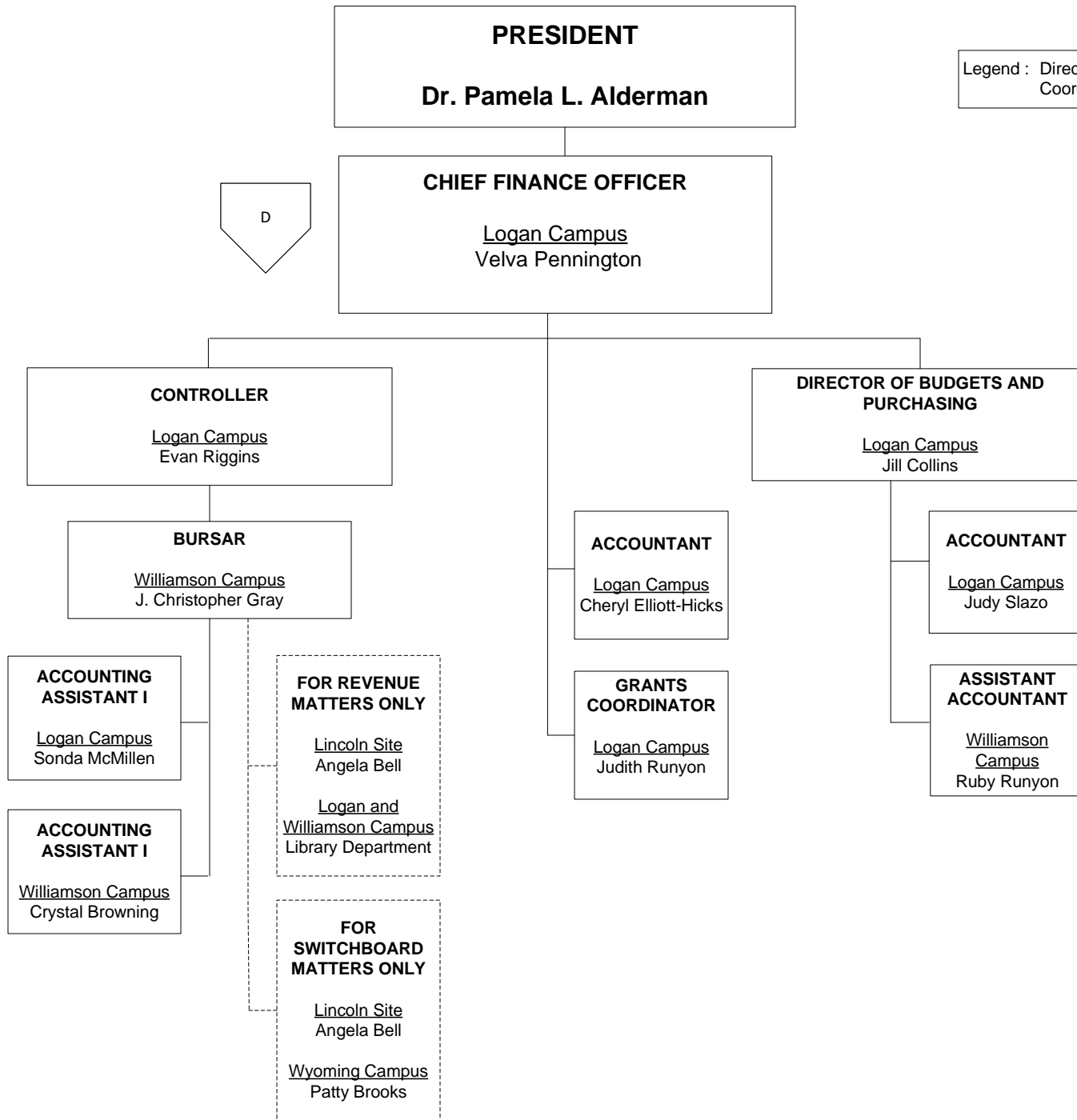
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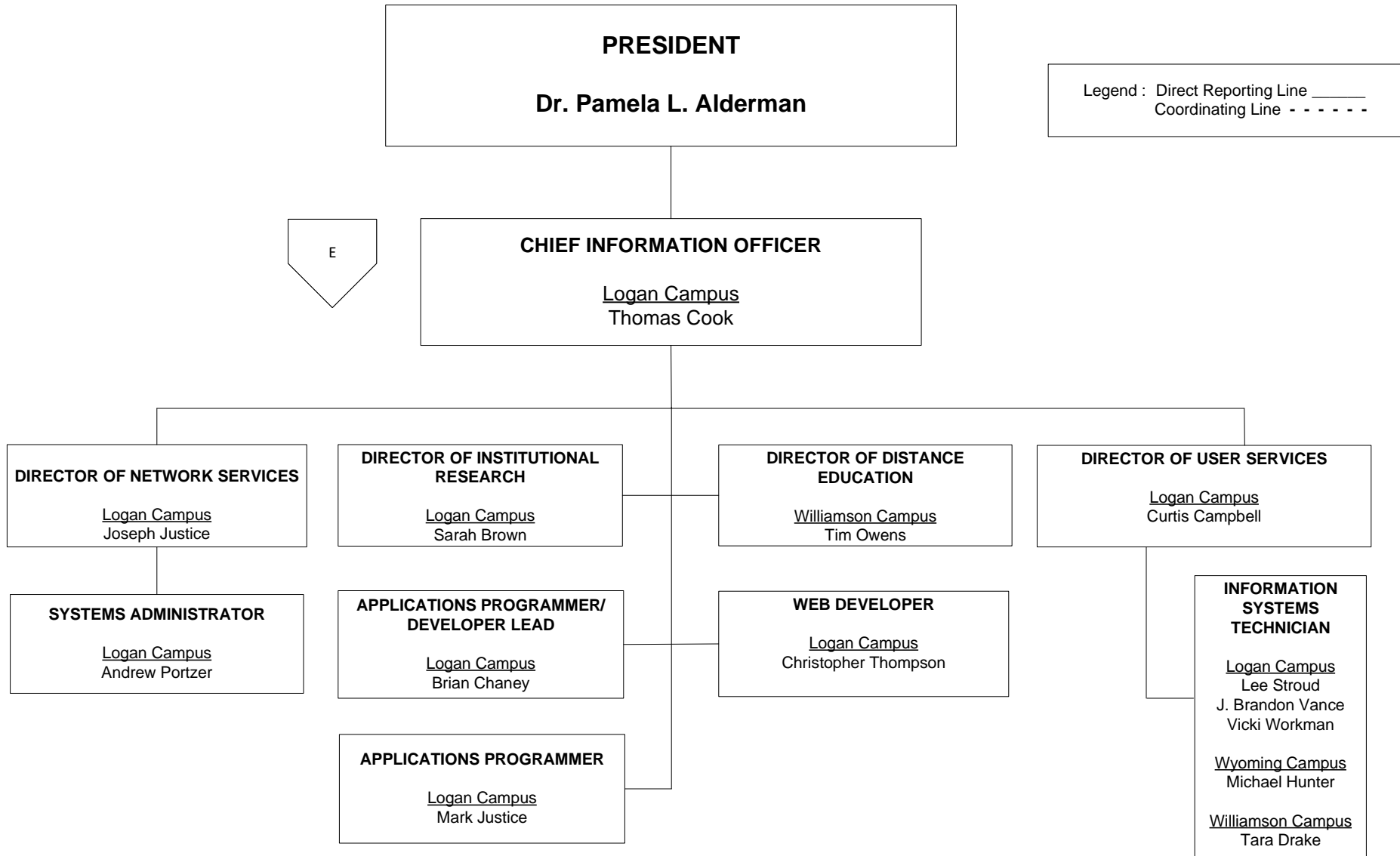




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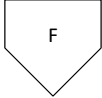
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PRESIDENT

Dr. Pamela L. Alderman

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Coordinating Line - - - - -



CHIEF STUDENT SERVICES OFFICER

Logan Campus
Darrell Taylor

**EXECUTIVE ASSISTANT TO THE CHIEF
STUDENT SERVICES OFFICER/
OPERATIONS MANAGER**

Logan Campus
Shelly Parker

STUDENT GOVERNMENT ASSOCIATIONS

**DIRECTOR OF STUDENT
SUCCESS**

Logan Campus
Dianna Toler

DIRECTOR OF ADMISSIONS

Logan Campus
Tim Ooten

REGISTRAR

Logan Campus
Teri Wells

**DIRECTOR OF FINANCIAL
ASSISTANCE**

Logan Campus
Mary Trent

**STUDENT SUCCESS
ADVISOR**

Logan Campus
Brian Carter
Michele Moore
(TANF Grant)
Cassandra Vance
Meghan Shell
(ASCEND Grant)

Williamson Campus
Elizabeth Evans
Cheryl Thacker
(TANF Grant)
Roger Williamson

**FOR STUDENT
SUCCESS MATTERS
ONLY**

Lincoln Site
Angela Bell

**STUDENT SUCCESS
CENTER
COORDINATOR**

Logan Campus
Hattie Newsome

**PROGRAM
ASSISTANT I**

Logan Campus
Brittany Dove

**RECRUITMENT AND
OUTREACH
SPECIALIST**

Logan Campus
Mike Collins

**STUDENT
COMMUNICATIONS
SPECIALIST**

Williamson Campus
Shelly Stewart

**FOR ADMISSIONS
AND/OR STUDENT
RECORDS
MATTERS ONLY**

Lincoln Site
Angela Bell

**FOR ADMISSIONS
MATTERS ONLY**

Wyoming Campus
Patty Brooks

**SITE
COORDINATOR/
LINCOLN**

Lincoln Site
Angela Bell

**TRANSFER
COORDINATOR**

Logan Campus
Angela Dotson

**STUDENT
RECORDS
ASSISTANT**

Williamson Campus
Elijah Hooker

**OFFICE
ASSISTANT
(Part-time)**

Lincoln Site
Brittney Adkins

**PROGRAM
ASSISTANT I**

Wyoming Campus
Patty Brooks

**FINANCIAL AID
COUNSELOR**

Logan Campus
Emily Mills
Shannon Williams

Williamson Campus
Kelly Jacobs

**FINANCIAL AID
ASSISTANT
(Part-time)**

Logan Campus
Roberta Carter

PRESIDENT
Dr. Pamela L. Alderman

Legend : Direct Reporting Line _____
Coordinating Line - - - - -

G

CHIEF ACADEMIC OFFICER/PROVOST
Logan Campus
Vacant

**EXECUTIVE ASSISTANT TO THE
CHIEF ACADEMIC OFFICER**
Logan Campus
Sandra Podunavac

**ADMINISTRATIVE
SECRETARY**
(Part-time)
Logan Campus
Nancy Fala

DIRECTOR OF LIBRARIES II
Logan Campus
Kimberly Maynard

**EXECUTIVE DIRECTOR OF CAMPUS
AND COMMUNITY RELATIONS**
Williamson Campus
Rita Roberson

**DEAN OF PROFESSIONAL AND
TRANSFER PROGRAMS**
Logan Campus
Christopher Ward (Interim)

**DEAN OF ALLIED HEALTH
AND NURSING**
Logan Campus
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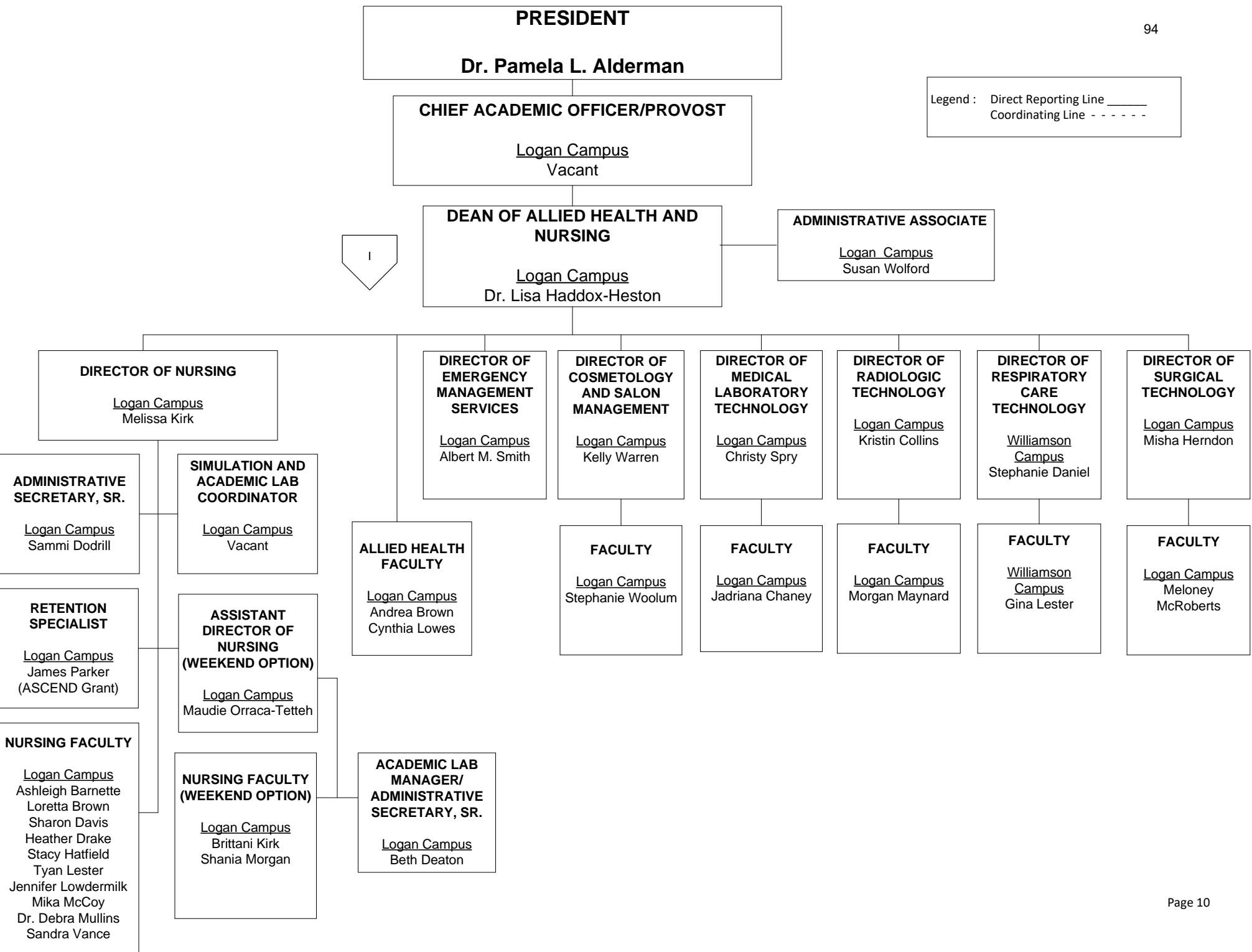
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