



Southern

**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE**

BOARD OF GOVERNORS

**NOVEMBER 28, 2006
AGENDA**

Members

Linda Q. Akers, Chair
Jada Hunter, Secretary
Kevin N. Fowler
Shelley Huffman
George Kostas

Dr. David R. Pierce
Dr. Anne M. Seaver
James R. Sheatsley
Michael Baldwin
George Morrison
Elston Johnson

Joanne Jaeger Tomblin
President

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
MEETING OF NOVEMBER 28, 2006
BOARD OF GOVERNORS
LINCOLN COUNTY HIGH SCHOOL, ROOM 1168
81 LINCOLN-PANTHER WAY, HAMLIN, WV**

Tour of Lincoln County High School begins at 5:00 p.m.

AGENDA

1. Call to Order Ms. Linda Q. Akers
Board Chair
2. President’s Report Ms. Joanne Jaeger Tomblin
President
3. Financial Audit Presentation pp 2-47
Mr. Chris Deweese, Suttle and Stalnaker PLLC
4. Action Items pp 48-124
 1. Approval of Audited Financial Report p 49
 2. Election of Board of Governors Vice Chair Chair Akers
 3. Approval of Minutes pp 50-54
 4. Final Approval of Proposed Institutional Policies pp 55-102
 1. SCP-2165, Educational Release Time pp 55-60
 2. SCP-2218, Evaluation Process for Faculty pp 61-76
 3. SCP-2748, Request for Release Time pp 77-83
 4. SCP-3693, Instructional Schedule Development pp 84-87
 5. SCP-4192, Administrative Withdrawal of Students pp 88-90
 6. SCP-4274, Standards of Progress for
Federal Financial Aid Recipients pp 91-95
 7. SCP-4356, Financial Aid Recipient
Change in Enrollment Status pp 96-99
 8. SCP-4558, Administration of Credit Course
Registration Process pp 100-102
 5. Approval of Institutional Policies for 30-day Comment pp 103-121
 1. SCP-2375, Home Campus Assignment and
Campus Requirements for Faculty pp 103-106
 2. SCP-4710, Academic Dishonesty pp 107-110
 3. SCP-5260, Meeting Financial Exigencies pp 111-114
 4. SCP-5780, Travel Regulations pp 115-121
 6. Recommendation of Committee on Tuition and Fees p 122
 7. Approval of 2006-2007 Board Goals pp 123-124
5. Discussion Items pp 125-142
 1. Salary Planning Committee Report p 126
 2. Review of Strategic Plan and Goals / Next Steps pp 127-142
6. Adjournment Chair Akers

Southern West Virginia
Community and Technical College
Financial Statements

Years Ended June 30, 2006 and 2005
and
Independent Auditors' Reports

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
TABLE OF CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	3
MANAGEMENT'S DISCUSSION AND ANALYSIS (RSI)	5 - 12
FINANCIAL STATEMENTS	
Statements of Net Assets	13
Statements of Revenues, Expenses and Changes in Net Assets	14
Statements of Cash Flows	15
Notes to Financial Statements	16 - 44
INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	45

INDEPENDENT AUDITORS' REPORT

To the Governing Board
Southern West Virginia Community and Technical College

We have audited the accompanying basic financial statements of Southern West Virginia Community and Technical College (the College), as of and for the years ended June 30, 2006 and 2005, as listed in the table of contents. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the College as of June 30, 2006 and 2005, and the changes in its financial position and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages 5 through 12 is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information, and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued a report dated September 28, 2006, on our consideration of the College's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Suttle & Stalmaker, PLLC

September 28, 2006

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2006

Overview of the Financial Statements and Financial Analysis

Southern West Virginia Community & Technical College (“the College”) presents its financial statements for the fiscal years ended June 30, 2006, and June 30, 2005. The emphasis of discussions about these statements will be on current year data. There are three financial statements presented: the Statement of Net Assets; the Statement of Revenues, Expenses, and Changes in Net Assets; and the Statement of Cash Flows. This discussion and analysis of the College’s financial statements provides an overview of its financial activities for the year and is required supplemental information. Since this analysis is designed to focus on current activities, resulting change and currently known facts, please read it in conjunction with the College’s basic financial statements and the footnotes to these financial statements. Responsibility for the completeness and fairness of this information rests with the College.

The Governmental Accounting Standards Board (GASB) establishes standards for the presentation format of college and university financial statements. The current format places emphasis on the overall economic resources of the College.

Statements of Net Assets

The Statement of Net Assets presents the assets, liabilities, and net assets of the College as of the end of the fiscal year. The Statement of Net Assets is a point of time financial statement. The purpose of the Statement of Net Assets is to present to the readers of the financial statements a fiscal snapshot of the College. The Statement of Net Assets presents end-of-year data concerning Assets (current and noncurrent), Liabilities (current and noncurrent), and Net Assets (Assets minus Liabilities). The difference between current and noncurrent assets and liabilities is discussed in the footnotes to the financial statements.

From the data presented, readers of the Statement of Net Assets are able to determine the assets available to continue the operations of the College. They are also able to determine how much the College owes vendors and lending institutions. The Statement of Net Assets provides a picture of the net assets (assets minus liabilities) and their availability for College expenditures.

Net assets are divided into three major categories. The first category, invested in capital assets, net of related debt, provides the College’s equity in property, plant and equipment owned by the College. The next asset category is restricted net assets, which is divided into two categories, nonexpendable and expendable. The College does not currently have nonexpendable restricted net assets since all funds of this nature would be directed to the Southern West Virginia Community College Foundation, Incorporated. The corpus of nonexpendable restricted resources is only available for investment purposes. Expendable restricted net assets are available for expenditure by the College but must be spent for purposes as determined by donors and/or external entities that have placed time or purpose restrictions on the use of the assets. The final category is unrestricted net assets. Unrestricted assets are available to the College for any lawful purpose of the College.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2006

Statements of Net Assets
June 30
(in thousands)

	<u>2006</u>	<u>2005</u>	<u>2004</u>
Assets			
Current assets	\$ 4,754	\$ 5,918	\$ 5,838
Other non-current assets	279	88	332
Capital assets, net	<u>18,262</u>	<u>15,700</u>	<u>14,837</u>
Total assets	<u>23,295</u>	<u>21,706</u>	<u>21,007</u>
Liabilities			
Current liabilities	1,657	1,902	1,528
Noncurrent liabilities	<u>1,278</u>	<u>1,304</u>	<u>1,419</u>
Total liabilities	<u>2,935</u>	<u>3,206</u>	<u>2,947</u>
Net assets			
Invested in capital assets, net	18,262	15,700	14,660
Restricted - expendable	1,335	1,437	1,449
Unrestricted	<u>763</u>	<u>1,363</u>	<u>1,951</u>
Total net assets	<u>\$ 20,360</u>	<u>\$ 18,500</u>	<u>\$ 18,060</u>

Total net assets of the College increased by \$1.86 million from June 30, 2005 to June 30, 2006. Total net assets increased by \$440 thousand from June 30, 2004 to June 30, 2005. These changes are related to a number of changes as described below:

- June 30, 2006 current assets decreased by \$1.16 million. This decrease is primarily due to a decrease in due from Commission of \$631,953 which was for the Lincoln County building.
- The FY 2006 increase of \$1.86 million of net assets invested in capital is comprised of several components. Gross capital assets increased by \$4.17 million. This increase was primarily due to the completion of the Lincoln County building and the purchase of new equipment. Also, included in this increase is the construction in progress of the college's Allied Health and Technology Building. Offsetting the \$4.17 million gross capital assets increase is depreciation in the amount of approximately \$915 thousand.
- The current ratio for fiscal year 2006 is 2.9 times compared to 3.1 for the 2005 fiscal year. The current ratio measures the ability to meet short-term obligations. The current ratio is the most widely-used measure of liquidity. Typically, current ratios range from about 2 to almost 4 to 1.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2006

Capital Assets, Net
June 30,
(in thousands)

	<u>2006</u>	<u>2005</u>	<u>2004</u>	(2005 to 2006) Increase (Decrease)	(2005 to 2006) Percent Change
Capital Assets					
Land and Improvements	\$ 1,288	\$ 1,288	\$ 991	\$ -	-
Construction in Progress	1,442	979	782	463	47.29%
Buildings	19,960	17,434	16,323	2,526	14.49%
Equipment	4,576	4,210	3,926	366	8.69%
Leased Equipment	-	-	220	-	-
Library Holdings	<u>3,775</u>	<u>3,745</u>	<u>3,779</u>	<u>30</u>	.80%
Total	31,041	27,656	26,021	3,385	12.24%
Less: Accum Depreciation	<u>(12,779)</u>	<u>(11,956)</u>	<u>(11,184)</u>	<u>(823)</u>	6.88%
Net Capital Assets	<u>\$ 18,262</u>	<u>\$ 15,700</u>	<u>\$ 14,837</u>	<u>\$ 2,562</u>	16.32%

Statements of Revenues, Expenses and Changes in Net Assets

The difference in total net assets as presented on the Statement of Net Assets is based on the activity presented in the Statement of Revenues, Expenses, and Changes in Net Assets. The purpose of the statement is to present the revenues received by the College, both operating and nonoperating, and the expenses paid by the College, operating and nonoperating, and any other revenues, expenses, gains and losses received or spent by the College.

Operating revenues are received for providing goods and services to the various constituencies of the College. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues, and to carry out the mission of the College. Revenues received for which goods and services are not provided are reported as nonoperating revenues. For example state appropriations are nonoperating because they are provided by the Legislature to the College without the Legislature directly receiving commensurate goods and services for those revenues.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2006

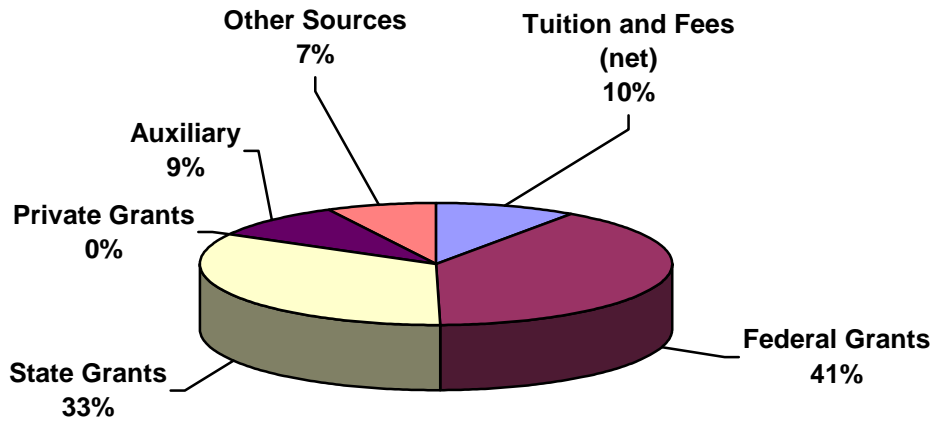
Statements of Revenues, Expenses, and Changes in Net Assets
Years Ended June 30,
(in thousands)

	<u>2006</u>	<u>2005</u>	<u>2004</u>
Operating revenues	\$ 9,878	\$ 9,482	\$ 9,970
Operating expenses	<u>19,031</u>	<u>19,341</u>	<u>17,756</u>
Operating loss	(9,153)	(9,859)	(7,786)
Nonoperating revenues	8,097	7,993	7,750
Bond Proceeds from Commission	2,885	2,140	-
Capital Project Proceeds from Commission	31	31	31
Capital Grants and Gifts	<u>-</u>	<u>135</u>	<u>367</u>
Increase (decrease) in Net Assets before Special Items	1,860	440	362
Less: Special Items	<u>-</u>	<u>-</u>	<u>(476)</u>
Increase (Decrease) in Net Assets after Special Items	<u>\$ 1,860</u>	<u>\$ 440</u>	<u>\$ (114)</u>

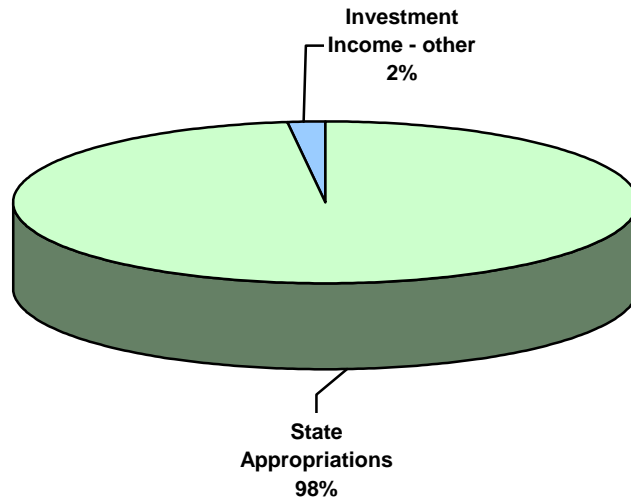
A review of the individual revenue and expense categories and those items that contributed to the overall decreases in Net Assets reveals the following explanations:

- For FY 2006, tuition and fees contributed approximately 9% of the total operating revenues for the year. In FY 2005, tuition and fees accounted for approximately 10% of the total operating revenues.
- For FY 2006 grant and contract revenues increased by \$36 thousand for a 0.5% increase. As a percentage of operating revenue, grant and contract revenue accounted for nearly 73% in FY 2006, and 76% for FY 2005. From year to year, the number of grants awarded can vary significantly.
- In FY 2006 other revenues increased by \$609 thousand with the largest portion of increase representing bond proceeds received from the Commission.
- The total cost of benefits increased by nearly 4% for FY 2006 over FY 2005 reflecting premium increases by the Public Employees Insurance Agency (PEIA).
- In FY 2006 non-operating revenues increased by \$104 thousand or approximately 1%. Investment income increased by \$43 thousand or 41%. The College participates in the investment pool managed by the state.

REVENUE BY SOURCE Operating Revenues



REVENUE BY SOURCE Nonoperating Revenues

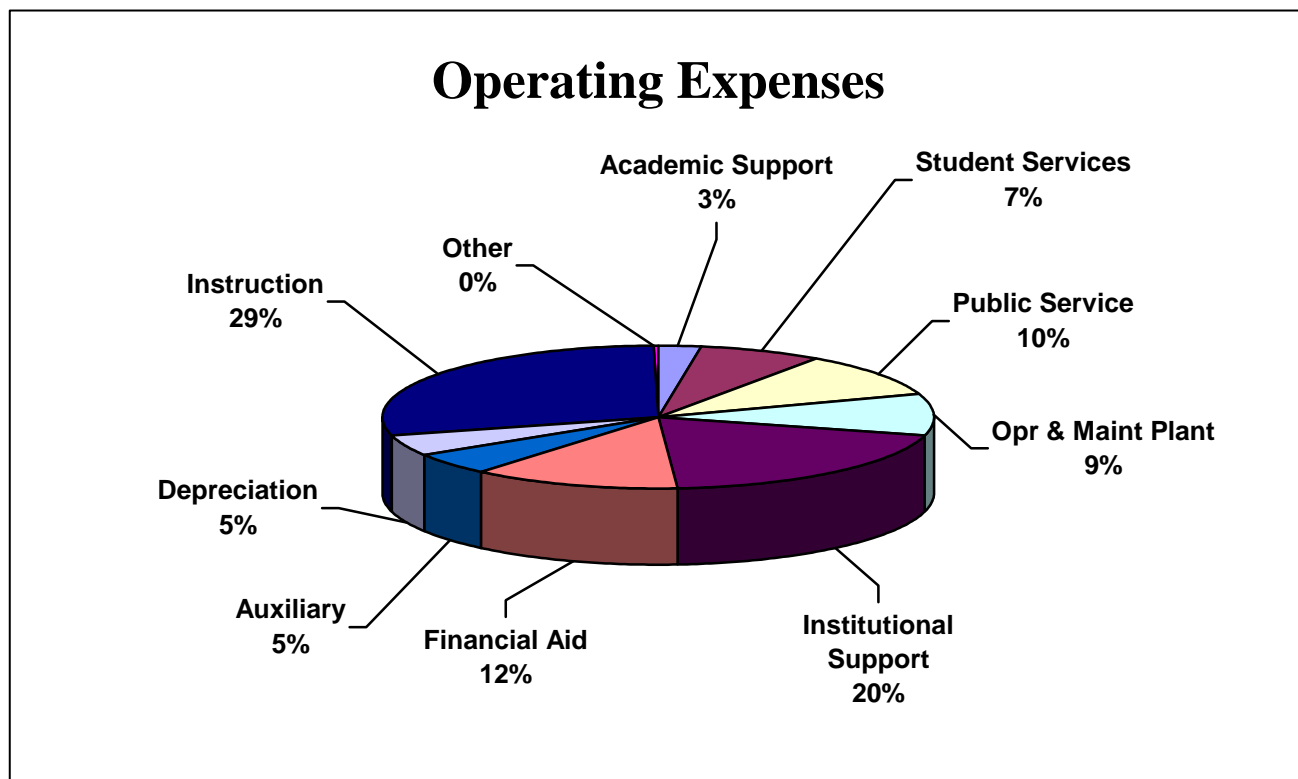


SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2006

Operating Expenses
Years Ended June 30,
(in thousands)

	<u>2006</u>	<u>2005</u>	<u>2004</u>	(2005 to 2006) Increase (Decrease)	(2005 to 2006) Percent Change
Operating expense					
Instruction	\$ 5,508	\$ 4,747	\$ 4,804	\$ 761	16.03%
Academic support	498	462	1,031	36	7.79%
Student services	1,335	1,161	1,198	174	14.99%
Public service	1,916	2,269	2,713	(353)	(15.56)%
Operations & maintenance plant	1,797	1,769	1,441	28	1.58%
Institutional support	3,737	5,196	2,714	(1,459)	(28.08)%
Financial aid	2,356	1,946	2,098	410	21.07%
Auxiliary	925	833	889	92	11.04%
Depreciation	915	916	825	(1)	(0.11)%
Other	44	42	43	2	4.76%
Total	<u>\$ 19,031</u>	<u>\$ 19,341</u>	<u>\$ 17,756</u>	<u>\$ (310)</u>	(1.60)%

The following is a graphic illustration of FY 2006 operating expenses:



Operating expenses for fiscal year 2006 decreased approximately \$310,000.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2006

Statements of Cash Flows

The final statement presented by the College is the Statement of Cash Flows. The Statement of Cash Flows presents detailed information about the cash activity of the College during the year. The statement is divided into five parts. The first part deals with operating cash flows and shows the net cash used by the operating activities of the College. The second section reflects cash flows from noncapital financing activities. This section reflects the cash received and spent for nonoperating, noninvesting, and noncapital financing purposes. The third section deals with cash flows from capital and related financing activities. This section deals with the cash used for the acquisition and construction of capital and related items. The fourth section reflects the cash flows from investing activities and shows the purchases, proceeds, and interest received from investing activities. The fifth section reconciles the net cash used to the operating income or loss reflected on the Statement of Revenues, Expenses, and Changes in Net Assets.

Statements of Cash Flows
Years Ended June 30,
(in thousands)

	<u>2006</u>	<u>2005</u>	<u>2004</u>
Cash provided (used) by:			
Operating activities	\$ (8,200)	\$ (8,920)	\$ (6,879)
Noncapital financing activities	7,933	7,914	8,126
Capital and related financing Activities	(735)	424	(1,455)
Investing activities	<u>146</u>	<u>103</u>	<u>43</u>
Net change in cash	(856)	(479)	(165)
Cash, beginning of year	<u>4,180</u>	<u>4,659</u>	<u>4,824</u>
Cash, end of year	<u>\$ 3,324</u>	<u>\$ 4,180</u>	<u>\$ 4,659</u>

Capital Asset and Debt Administration

Capital assets net increase of \$2.56 million was predominantly a result of the Lincoln County Building and the purchase of additional equipment. Also included in this increase is the construction in progress of the college's Allied Health and Technology building. The College has no long term debt related to capital assets due to effective use of external resources and conservative spending.

Readers interested in more detailed information regarding capital assets and debt administration should review the accompanying notes 5 and 6 to the financial statements.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT DISCUSSION & ANALYSIS
JUNE 30, 2006

Economic Outlook

During the 2000 Legislative Session the governance of higher education in the state was changed. Effective July 1, 2001, Higher Education Policy Commission (HEPC) was established at the state level and the institutional Board of Advisors was replaced by the institutional Board of Governors. The 2005 Legislature created the Council for Community and Technical College Education, removing governance of the College from the HEPC. It is anticipated that this change will have a positive impact on the College in the future. The economic outlook for West Virginia continues to be negative for several more years, leaving the College vulnerable to spending freezes if there is a significant downturn in the state's economy.

Although the economic forecasts for the State of West Virginia and the number of high school graduates in the state continues to decline, the College attracts and maintains non-traditional students to replace losses of traditional college age students. Also, emphasis is placed on dual credit course offerings in high schools. The College continues to offer incentives to faculty to develop modular and web based courses as alternate methods of course delivery. Improved physical plant and favorable comparison of fee structures with peer institutions indicate that the College should be able to remain competitive for new and returning students.

Very positive things are happening at the College. In FY 05 the Higher Education Policy Commission sold approximately \$165 million in bonds which will be repaid from excess Lottery Funds. The College's share of the Bond sale was \$9.6 million of which \$4.4 million has been expended to date. The largest project with the bond proceeds is to build a new Technology and Allied Health center. These funds also allow the College to proceed with much needed deferred maintenance. A complete detail of the planned use of the \$9.6 million is as follows:

Williamson Campus HVAC	\$ 450,000
Williamson Roof Repairs Replacement	150,000
Logan Roof Repairs/Replacement	150,000
Logan Downtown Annex Building	318,000
Williamson Elevator	115,000
Technology and Allied Health Center	6,500,000
Logan Building Renovations	417,000
Lincoln County Building Costs	<u>1,500,000</u>
 Total	 <u>\$ 9,600,000</u>

Requests for Information

The financial report is designed to provide an overview of the finances of the College for those with an interest in this organization. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Southern West Virginia Community and Technical College at Post Office Box 2900, Mount Gay, West Virginia 25637.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF NET ASSETS
JUNE 30, 2006 AND 2005

	<u>2006</u>	<u>2005</u>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 3,324,057	\$ 4,179,657
Accounts receivable - net	600,551	599,795
Due from State Agencies	332,521	151,419
Due from CTC	5,209	-
Due from the Commission	10,866	649,659
Due from Federal Government	28,343	-
Inventories	<u>452,742</u>	<u>337,752</u>
Total current assets	<u>4,754,289</u>	<u>5,918,282</u>
Noncurrent assets		
Cash and cash equivalents	279,108	88,066
Investment in capital assets-net	<u>18,262,384</u>	<u>15,699,902</u>
Total noncurrent assets	<u>18,541,492</u>	<u>15,787,968</u>
 Total assets	 <u>23,295,781</u>	 <u>21,706,250</u>
LIABILITIES		
Current liabilities		
Accounts payable	535,630	885,632
Due to the Commission	62,386	76,059
Due to other State Agencies	-	2,505
Due to other governments	-	3,706
Accrued liabilities	599,254	497,682
Compensated absences-current portion	407,821	412,143
Deferred revenue	<u>52,733</u>	<u>24,057</u>
Total current liabilities	<u>1,657,824</u>	<u>1,901,784</u>
Noncurrent liabilities		
Compensated absences	<u>1,277,683</u>	<u>1,303,897</u>
Total noncurrent liabilities	<u>1,277,683</u>	<u>1,303,897</u>
 Total liabilities	 <u>2,935,507</u>	 <u>3,205,681</u>
NET ASSETS		
Invested in capital assets-net of related debt	<u>18,262,384</u>	<u>15,699,902</u>
Restricted for expendable:		
Sponsored projects	1,327,051	1,430,115
Loans	<u>7,528</u>	<u>7,297</u>
Total restricted net assets	<u>1,334,579</u>	<u>1,437,412</u>
Unrestricted	<u>763,311</u>	<u>1,363,255</u>
 Total net assets	 <u>\$ 20,360,274</u>	 <u>\$ 18,500,569</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
YEARS ENDED JUNE 30, 2006 AND 2005

	<u>2006</u>	<u>2005</u>
Operating revenues		
Student tuition and fees (net of scholarship allowance of \$2,061,172 and \$2,116,650)	\$ 966,665	\$ 932,851
Contracts and grants:		
Federal	3,948,450	4,437,340
State	3,293,656	2,761,046
Private	870	8,750
Auxiliary enterprise revenue (net of scholarship allowance of \$264,655 and \$186,207)	934,862	935,353
Miscellaneous-net	<u>733,244</u>	<u>406,485</u>
Total operating revenues	<u>9,877,747</u>	<u>9,481,825</u>
 Operating expenses		
Salaries and wages	9,061,848	8,789,365
Benefits	2,605,307	2,504,499
Supplies and other services	3,720,035	4,561,613
Utilities	520,662	586,833
Student financial aid-scholarships and fellowships	2,164,237	1,941,203
Depreciation	914,975	915,592
Fees assessed by the Commission for operations	<u>43,632</u>	<u>41,844</u>
Total operating expenses	<u>19,030,696</u>	<u>19,340,949</u>
 Operating loss	<u>(9,152,949)</u>	<u>(9,859,124)</u>
 Nonoperating revenues (expenses)		
State appropriations	7,932,842	7,889,477
Investment income	145,952	103,296
Other non-operating	<u>18,036</u>	<u>-</u>
Net nonoperating revenues	<u>8,096,830</u>	<u>7,992,773</u>
 Income (loss) before other revenues, expenses, gains or losses	<u>(1,056,119)</u>	<u>(1,866,351)</u>
 Bond/Capital Proceeds from the Commission	2,884,624	2,139,741
Capital grants and gifts	-	135,500
Capital projects proceeds from the Commission	<u>31,200</u>	<u>31,200</u>
Total other revenues	<u>2,915,824</u>	<u>2,306,441</u>
 Increase (decrease) in net assets	1,859,705	440,090
 Net assets, beginning of year	<u>18,500,569</u>	<u>18,060,479</u>
 Net assets, end of year	<u>\$ 20,360,274</u>	<u>\$ 18,500,569</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2006 AND 2005

	<u>2006</u>	<u>2005</u>
Cash flows from operating activities		
Cash received from student tuition and fees	\$ 994,585	\$ 855,550
Cash received from contracts and grants	7,009,802	7,346,109
Payments to and on behalf of employees	(11,596,119)	(11,172,939)
Payments to suppliers	(3,593,293)	(4,613,185)
Payments to utilities	(514,480)	(555,210)
Payments for scholarships and fellowships	(2,164,237)	(1,941,203)
Auxiliary enterprise charges-net	1,134,862	935,353
Fees assessed by Commission	(43,631)	(41,844)
Other receipts (payments)-net	<u>572,758</u>	<u>267,014</u>
Net cash used in operating activities	<u>(8,199,753)</u>	<u>(8,920,355)</u>
Cash flows from noncapital financing activities		
State appropriations	<u>7,932,842</u>	<u>7,914,030</u>
Cash provided by noncapital financing activities	<u>7,932,842</u>	<u>7,914,030</u>
Cash flows from capital financing activities		
Bond Proceeds from the Commission	3,516,577	1,507,788
Purchases of capital assets	(4,473,460)	(1,179,527)
Principal paid on leases	-	(176,793)
Interest paid on leases	-	(1,191)
Capital project proceeds from the Commission	31,200	31,200
Increase in noncurrent cash and cash equivalents	<u>191,042</u>	<u>242,433</u>
Net cash used in capital financing activities	<u>(734,641)</u>	<u>423,910</u>
Cash flows from investing activities		
Interest on investments	<u>145,952</u>	<u>103,296</u>
Cash provided by investing activities	<u>145,952</u>	<u>103,296</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(855,600)	(479,119)
Cash and cash equivalents - beginning of year	<u>4,179,657</u>	<u>4,658,776</u>
Cash and cash equivalents - end of year	<u>\$ 3,324,057</u>	<u>\$ 4,179,657</u>
Reconciliation of net operating loss to net cash used in operating activities		
Operating loss	(9,152,949)	\$ (9,859,124)
Adjustments to reconcile net operating loss to net cash used in operating activities		
Depreciation expense	914,975	915,592
Changes in assets and liabilities		
Accounts receivable-net	(756)	(64,718)
Other assets	-	18,750
Loans to students-net	-	2,228
Inventories	(114,988)	(89,768)
Accounts payable	(350,002)	(90,629)
Due from Commission	638,793	(15,205)
Due from other State Agencies	(186,311)	198,826
Due to Commission	(13,673)	(15,032)
Due to other State Agencies	(2,505)	(26,723)
Due to other governments	(3,706)	(2,893)
Due from Federal Government	(28,343)	-
Accrued liabilities	101,572	70,306
Compensated absences	(30,536)	50,618
Deferred revenues	<u>28,676</u>	<u>(12,583)</u>
Net cash used in operating activities	<u>\$ (8,199,753)</u>	<u>\$ (8,920,355)</u>
Noncash Activities		
Donated capital assets	<u>\$ -</u>	<u>\$ 135,500</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 1 - ORGANIZATION

Southern West Virginia Community and Technical College (the “College”) is governed by the Southern West Virginia Community and Technical College Board of Governors (the “Board”). The Board was established by Senate Bill 653 (“S.B. 653”).

Powers and duties of the Board include, but are not limited to, the power to determine, control, supervise and manage the financial, business and educational policies and affairs of the institution under its jurisdiction, the duty to develop a master plan for the institution, the power to prescribe the specific functions and institution’s budget request, the duty to review at least every five years all academic programs offered at the institution, and the power to fix tuition and other fees for the different classes or categories of students enrolled at its institution.

S.B. 653 also created the West Virginia Higher Education Policy Commission (the “Commission”), which is responsible for developing, gaining consensus around and overseeing the implementation and development of a higher education public policy agenda. Senate Bill 448 gives the West Virginia Council for Community and Technical College Education the responsibility of developing, overseeing and advancing the State's public policy agenda as it relates to community and technical college education.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the College have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (“GASB”), including Statement No. 34, *Basic Financial Statements - and Management’s Discussion and Analysis - for State and Local Governments*, and Statement No. 35, *Basic Financial Statements - and Management’s Discussion and Analysis - for Public Colleges and Universities* (an Amendment of GASB Statement No. 34). The financial statement presentation required by GASB Statement No. 35 provides a comprehensive, entity-wide perspective of the College’s assets, liabilities, net assets, revenues, expenses, changes in net assets and cash flows.

The College follows all GASB pronouncements as well as Financial Accounting Standards Board (“FASB”) Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins issued on or before November 30, 1989, and has elected not to apply the FASB Statements and Interpretations issued after November 30, 1989, to its financial statements.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

17

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Reporting Entity - The College is an operating unit of the West Virginia Higher Education Fund and represents a separate fund of the State of West Virginia (the "State") that is not included in the State's general fund. The College is a separate entity which, along with all State institutions of higher education, the West Virginia Council of Community and Technical Colleges, and the Commission (which includes West Virginia Network for Educational Telecomputing), form the Higher Education Fund of the State. The Higher Education Fund is considered a component unit of the State, and its financial statements are discretely presented in the State's comprehensive annual financial report.

The accompanying financial statements present all funds under The College of the College. The basic criterion for inclusion in the accompanying financial statements is the exercise of oversight responsibility derived from the College's ability to significantly influence operations and accountability for fiscal matters of related entities.

As of July 1, 2003, the College reviewed the requirements of GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units*, an amendment to GASB Statement No. 14. The financial statements of The Southern West Virginia Community College Foundation, Incorporated (the "Foundation") are not presented here with the College's financial statements for the fiscal years ended June 30, 2006 and June 30, 2005 because the College has determined that the economic resources received or held by the Foundation are not significant to that of the College for inclusion in the College's financial statements.

A related Southern Alumni Association (Alumni Association) of the College is not part of the College's reporting entity and is not included in the accompanying financial statements as the College has no ability to designate management, cannot significantly influence operations of these entities and is not accountable for the fiscal matters of the Alumni Association under GASB Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statement No. 39.

Financial Statement Presentation - GASB Statement No. 35, *Basic Financial Statements - and Management's Discussion and Analysis - for Public Colleges and Universities*, as amended by GASB Statements No. 37, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments: Omnibus*, and No. 38, *Certain Financial Statement Note Disclosures* establish standards for external financial reporting for public colleges and universities and require that financial statements be presented on a basis to focus on the College as a whole. Net assets are classified into four categories according to external donor restrictions or availability of assets for satisfaction of College obligations. The College's net assets are classified as follows:

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

18

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- *Invested in capital assets, net of related debt* - This represents the College's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component investment in capital assets, net of related debt.
- *Restricted net assets, expendable* - This includes resources in which the College is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties.

The West Virginia State Legislature, as a regulatory body outside the reporting entity, has restricted the use of certain funds by Article 10, *Fees and Other Money Collected as State Institutions of Higher Education* of the West Virginia State Code. House Bill 101 passed in March 2004 simplified the tuition and fee structure and removed the restrictions but included designations associated with auxiliary and capital items. These activities are fundamental to the normal ongoing operations of the institution. These restrictions are subject to change by future actions of the State Legislature.

- *Restricted net assets, nonexpendable* - This includes endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal. The College does not have any restricted nonexpendable net assets at June 30, 2006 or 2005.
- *Unrestricted net assets* - Unrestricted net assets represent resources derived from student tuition and fees, state appropriations and sales and services of educational activities. These resources are used for transactions relating to the educational and general operations of the College, and may be used at the discretion of the Board of Governors to meet current expenses for any purpose. These resources also include resources of auxiliary enterprises, which are substantially self-supporting activities that provide services for students, faculty and staff.

Basis of Accounting - For financial reporting purposes, the College is considered a special-purpose government engaged only in business-type activities. Accordingly, the College's financial statements have been prepared on the accrual basis of accounting with a flow of economic resources measurement focus. Revenues are reported when earned and expenditures when materials or services are received. All intercompany accounts and transactions have been eliminated.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

19

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Cash Equivalents - For purposes of the statement of net assets, the College considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

Prior to July 2005, cash and cash equivalents balances on deposit with the State of West Virginia Treasurer's Office (the "State Treasurer") were pooled by the State Treasurer with other available funds of the State for investment purposes by the West Virginia Investment Management Board (the "IMB"). Effective July 2005, investment of such funds is overseen and managed by the West Virginia Board of Treasury Investments ("BTI"). These funds are transferred to the BTI and the BTI is directed by the State Treasurer to invest the funds in specific external investment pools in accordance with West Virginia code, policies set by the BTI, and by provisions of bond indentures and trust agreements, when applicable. Balances in the investment pools are recorded at fair value or amortized cost which approximates fair value. Fair value is determined by a third-party pricing service based on asset portfolio pricing models and other sources, in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. The IMB, and subsequently the BTI, were established by the State Legislature and are subject to oversight by the State Legislature. Fair value and investment income are allocated to participants in the pools based upon the funds that have been invested. The amounts on deposit are available for immediate withdrawal and, accordingly, are presented as cash and cash equivalents in the accompanying financial statements.

The IMB, and subsequently the BTI, maintain the Consolidated Fund which consists of five investment pools and participant-directed accounts, in which the state and local governmental agencies invest. These pools have been structured as multiparticipant variable net asset funds to reduce risk and offer investment liquidity diversification to the Fund participants. Funds not required to meet immediate disbursement needs are invested for longer periods. A more detailed discussion of the IMB's and the BTI's investment operations pool can be found in their respective annual reports. A copy of those annual reports can be obtained from the following addresses: 1900 Kanawha Blvd., E. Room E-122 Charleston, West Virginia, 25305 or <http://www.wvbt.com> for the BTI. The IMB information can be obtained at 500 Virginia Street East, Suite 200, Charleston, West Virginia 25301 or <http://www.wvimb.org>.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Permissible investments for all agencies include those guaranteed by the United States of America, its agencies and instrumentalities (U.S. Government obligations); corporate debt obligations, including commercial paper, which meet certain ratings; certain money market funds; repurchase agreements; reverse repurchase agreements; asset-backed securities; certificates of deposit; state and local government securities (SLGS); and other investments. Other investments consist primarily of investments in accordance with the Linked Deposit Program, a program using financial institutions in West Virginia to obtain certificates of deposit, loans approved by the legislature and any other program investments authorized by the legislature.

Appropriations Due from Primary Government - For financial reporting purposes, appropriations due from the State are presented separate from cash and cash equivalents, as amounts are not specific deposits with the State Treasurer but are obligations of the State.

Allowance for Doubtful Accounts - It is the College's policy to provide for future losses on uncollectible accounts, contracts, grants, and receivables based on an evaluation of the underlying account, contract and grant balances, the historical collectibility experienced by the College on such balances and such other factors which, in the College's judgment, require consideration in estimating doubtful accounts.

Inventories - Inventories are stated at the lower-of-cost or market, cost being determined on the first-in, first-out method.

Noncurrent Cash and Cash Equivalents - Cash, that is (1) externally restricted to make debt service payments, long-term loans to students or to maintain sinking or reserve funds, and (2) to purchase capital or other noncurrent assets is classified as a noncurrent asset in the statement of net assets.

Capital Assets - Capital assets include property, plant and equipment and books and materials that are part of a catalogued library. Capital assets are stated at cost at the date of acquisition or construction, or fair market value at the date of donation in the case of gifts. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, generally 50 years for buildings and infrastructure, 20 years for land improvements, 7 years for library holdings, and 5 to 10 years for furniture and equipment. The College's capitalization threshold is \$5,000. There was no interest capitalized during 2006 and 2005. During fiscal year 2006, the College implemented GASB Statement No. 42, *Accounting and Financial Reporting for Impairments of Capital Assets and for Insurance Recoveries* ("GASB No. 42"). The financial statements reflect all adjustments required by GASB No. 42 as of June 30, 2006.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Deferred Revenue - Revenues for programs or activities to be conducted primarily in the next fiscal year are classified as deferred revenue. Deferred revenue at the College primarily consists of summer tuition collected in advance. Financial aid and other deposits are separately classified as deposits.

Compensated Absences - The College accounts for compensated absences in accordance with the provisions of GASB Statement No. 16, *Accounting for Compensated Absences*. This statement requires entities to accrue for employees' rights to receive compensation for vacation leave, or payments in lieu of accrued vacation or sick leave, as such benefits are earned and payment becomes probable.

The College's full-time employees earn up to two vacation leave days for each month of service and are entitled to compensation for accumulated, unpaid vacation leave upon termination. Full-time employees also earn 1 1/2 sick leave days for each month of service and are entitled to extend their health or life insurance coverage upon retirement in lieu of accumulated, unpaid sick leave. Generally, two days of accrued sick leave extend health insurance for one month of single coverage and three days extend health insurance for one month of family coverage. For employees hired after 1988, the employee shares in the cost of the extended benefit coverage to the extent of 50% of the premium required for the extended coverage. Employees hired July 1, 2001 or later will no longer receive sick leave credit toward insurance premiums when they retire.

Certain faculty employees (generally those with less than a 12-month contract) earn a similar extended health or life insurance coverage retirement benefit based on years of service. Generally 3 1/3 years of teaching service extends health insurance for one year of single coverage and five years extend health insurance for one year of family coverage.

The estimate of the liability for the extended health or life insurance benefit has been calculated using the vesting method in accordance with the provisions of GASB Statement No. 16. Under that method, the College has identified the accrued sick leave benefit earned to date by each employee, determined the cost of that benefit by reference to the benefit provisions and the current cost experienced by the College for such coverage, and estimated the probability of the payment of that benefit to employees upon retirement.

The estimated expense and expense incurred for the vacation leave, sick leave or extended health or life insurance benefits are recorded as a component of benefits expense on the statement of revenues, expenses and changes in net assets.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Risk Management - The State's Board of Risk and Insurance Management ("BRIM") provides general, property and casualty, and liability coverage to the College and its employees. Such coverage may be provided to the College by BRIM through self-insurance programs maintained by BRIM or policies underwritten by BRIM that may involve experience-related premiums or adjustments to BRIM.

BRIM engages an independent actuary to assist in the determination of its premiums so as to minimize the likelihood of premium adjustments to the College or other participants in BRIM's insurance programs. As a result, management does not expect significant differences between the premiums the College is currently charged by BRIM and the ultimate cost of that insurance based on the College's actual loss experience. In the event such differences arise between estimated premiums currently charged by BRIM to the College and the College's ultimate actual loss experience, the difference will be recorded, as the change in estimate becomes known.

In addition, through its participation in the West Virginia Public Employees Insurance Agency (PEIA) and a third-party insurer, the College has obtained health, life, prescription drug coverage, and coverage for job related injuries for its employees. In exchange for payment of premiums PEIA and the third-party insurer, the College has transferred its risks related to health, life, prescription drug coverage, and job related injuries.

Classification of Revenues - The College has classified its revenues according to the following criteria:

- *Operating revenues* - Operating revenues include activities that have the characteristics of exchange transactions, such as (1) student tuition and fees, net of scholarship discounts and allowances, (2) sales and services of auxiliary enterprises, net of scholarship discounts and allowances, (3) most federal, state, local, and nongovernmental grants and contracts, (4) federal appropriations, and (5) sales and services of educational activities.
- *Nonoperating revenues* - Nonoperating revenues include activities that have the characteristics of non-exchange transactions, such as gifts and contributions, and other revenues that are defined as nonoperating revenues by GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting* and GASB Statement No. 34, such as state appropriations and investment income.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

23

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- *Other revenues* - Other revenues consist primarily of capital grants and gifts.

Use of Restricted Net Assets - The College has not adopted a formal policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available. Generally, the College utilizes restricted net assets first.

Federal Financial Assistance Programs - The College distributes student financial assistance funds on behalf of the federal government to students under the federal Pell Grant, Supplemental Educational Opportunity Grant and College Work Study programs. The activity of these programs is recorded in the accompanying financial statements. In 2006 and 2005, the College received and disbursed \$3,430,000 and \$3,637,375, respectively, under these federal student aid programs.

Scholarship Allowances - Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship allowances in the statement of revenues, expenses and changes in net assets. Scholarship allowances are the difference between the stated charge for goods and services provided by the College, and the amount that is paid by students and/or third parties making payments on the student's behalf.

Financial aid to students is reported in the financial statements under the alternative method as prescribed by the National Association of College and University Business Officers ("NACUBO"). Certain aid such as loans and funds provided to students as awarded by third parties are accounted for as a third party payment (credited to the student's account as if the student made the payment). All other aid is reflected in the financial statements as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to the student in the form of reduced tuition. Under the alternative method, these amounts are computed on a College basis by allocating the cash payments to students, excluding payments for services on the ratio of total aid to the aid not considered to be third party aid.

Government Grants and Contracts - Government grants and contracts normally provide for the recovery of direct and indirect costs, subject to audit. The College recognizes revenue associated with direct costs as the related costs are incurred. Recovery of related indirect costs is generally recorded at fixed rates negotiated for a period of one to five years.

Income Taxes - The College is exempt from income taxes, except for unrelated business income, as a governmental instrumentality under Federal income tax laws and regulations of the Internal Revenue Service as described in Section 115 of the Internal Revenue Code.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash Flows - Any cash and cash equivalents escrowed, restricted for noncurrent assets or in funded reserves have not been included as cash and cash equivalents for the purpose of the statement of cash flows.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Risk and Uncertainties - Investments are exposed to various risks, such as interest rate, credit and overall market volatility. Due to the level of risk associated with certain securities, it is reasonably possible that changes in risk and values will occur in the near term and that such changes could materially affect the amounts reported in the financial statements.

Reclassifications - Certain amounts in the 2005 financial statements have been reclassified to conform to the 2006 presentation. Such reclassifications did not impact the change in net assets.

Recent Statements Issued By GASB - The following statements were adopted by the College during the fiscal year ended June 30, 2006; Statement No. 42, *Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries*. This statement requires the College to evaluate prominent events or changes in circumstances affecting capital assets to determine whether impairment of a capital asset has occurred and record impaired assets and impairment losses accordingly. Statement No. 46, *Net Assets Restricted by Enabling Legislation* (an amendment of GASB Statement No. 34). This statement provides guidance clarifying the meaning of the phrase "legally enforceable" as it applies restrictions imposed on net asset use by enabling legislation. Statement No. 47, *Accounting for Termination Benefits*. This statement provides standards for the measurement, recognition and display of voluntary termination benefit expenditures, assets, and liabilities, including applicable note disclosures. These statements did not have a significant effect on the operations of the College; however, the statements did result in additional disclosure in the College's financial statements.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The GASB has also issued Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions*, effective for fiscal years beginning after December 15, 2006. This statement provides standards for the measurement, recognition and display of other postemployment benefit expenditures, assets, and liabilities, including applicable note disclosures and required supplementary information. Effective July 1, 2006, The College is required to participate in this multiple employer cost sharing plan sponsored by the State of West Virginia. Details regarding this plan can be obtained by contacting Public Employees Insurance Agency, State Capitol Complex, Building 5, Room 1001, 1900 Kanawha Boulevard, East, Charleston, West Virginia, 25305-0710 or <http://www.wvpeia.com>. No liability related to this plan exists for The College at June 30, 2006.

NOTE 3 - CASH AND CASH EQUIVALENTS

The composition of cash and cash equivalents was as follows at June 30:

2006	Current	Noncurrent	Total
Cash on deposit with the State Treasurer	\$ 3,271,670	\$ -	\$ 3,271,670
Cash in bank	47,937	279,108	327,045
Cash on hand	<u>4,450</u>	<u>-</u>	<u>4,450</u>
	<u>\$ 3,324,057</u>	<u>\$ 279,108</u>	<u>\$ 3,603,165</u>
2005			
Cash on deposit with the State Treasurer	\$ 4,147,471	\$ -	\$ 4,147,471
Cash in bank	27,736	88,066	115,802
Cash on hand	<u>4,450</u>	<u>-</u>	<u>4,450</u>
	<u>\$ 4,179,657</u>	<u>\$ 88,066</u>	<u>\$ 4,267,723</u>

Cash held by the State Treasurer includes \$1,327,360 and \$1,422,142 of restricted cash primarily for grants as of June 30, 2006 and 2005, respectively.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

The combined carrying amount of cash in the bank and on hand at June 30, 2006 and 2005 was \$281,189 and \$120,252, respectively, as compared with the combined bank balance of \$334,573 and \$155,012, respectively. The difference is primarily caused by items in transit and outstanding checks. The bank balances were covered by federal depository insurance or were collateralized by securities held by the State's agent.

Cash on deposit with the State Treasurer is comprised of the following investment pools and are subject to the following BTI and IMB policies and limits.

2006 DISCLOSURE INFORMATION:

The BTI has adopted an investment policy in accordance with the "Uniform Prudent Investor Act." The "prudent investor rule" guides those with responsibility for investing the money for others. Such fiduciaries must act as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments. The BTI's investment policy to invest assets in a manner that strives for maximum safety, provides adequate liquidity to meet all operating requirements, and achieves the highest possible investment return consistent with the primary objectives of safety and liquidity. The BTI recognizes that risk, volatility, and the possibility of loss in purchasing power are present to some degree in all types of investments. Due to the short-term nature of BTI's Consolidated Fund, the BTI believes that it is imperative to review and adjust the investment policy in reaction to interest rate market fluctuations/trends on a regular basis and has adopted a formal review schedule. Investment policies have been established for each investment pool and account of the BTI's Consolidated Fund.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Neither the BTI nor any of the BTI's Consolidated Fund pools or accounts has been rated for credit risk by any organization. Of the BTI's Consolidated Fund pools and accounts which The College may invest in three are subject to credit risk: Cash Liquidity Pool, Government Money Market Pool, and Enhanced Yield Pool.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

The BTI limits the exposure to credit risk in the Cash Liquidity Pool by requiring all corporate bonds to be rated AA- by Standard & Poor's (or its equivalent) or higher. Commercial paper must be rated at least A-1 by Standard & Poor's and P1 by Moody's. The pool must have at least 15% of its assets in U.S. Treasury issues. The following table provides information on the credit ratings of the Cash Liquidity Pool's investments (in thousands):

Security Type	Credit Rating *		Carrying Value	Percent of Pool Assets
	Moody's	S&P		
Commercial paper	P1	A-1	\$ 943,057	54.14%
Corporate bonds and notes	Aaa	AAA	61,992	3.56
	Aa	AA	55,063	3.16
	Aa	A	<u>12,000</u>	<u>0.69</u>
			129,055	7.41
U.S. agency bonds	Aaa	AAA	43,663	2.51
U.S. Treasury bills	Aaa	AAA	306,279	17.58
Certificates of deposit	P1	A-1	99,000	5.68
	NR	NR	<u>23,800</u>	<u>1.37</u>
			122,800	7.05
U.S. agency discount notes	P1	A-1	93,851	5.39
Money market funds	Aaa	AAA	758	0.04
Repurchase agreements (underlying securities)				
U.S. Treasury notes	Aaa	AAA	73,000	4.19
U.S. Agency notes	Aaa	AAA	<u>29,339</u>	<u>1.69</u>
	NR	NR	<u>102,339</u>	<u>5.88</u>
			<u>\$ 1,741,802</u>	<u>100.00%</u>

*NR = Not Rated

The College's ownership represents .11% of these amounts held by the BTI.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

The BTI limits the exposure to credit risk in the Government Money Market Pool by limiting the pool to U.S. Treasury issues, U.S. government agency issues, money market funds investing in U.S. Treasury issues and U.S. government agency issues, and repurchase agreements collateralized by U.S. Treasury issues and U.S. government agency issues. The pool must have at least 15% of its assets in U.S. Treasury issues. The following table provides information on the credit ratings of the Government Money Market Pool's investments (in thousands):

Security Type	Credit Rating *		Carrying Value	Percent of Pool Assets
	Moody's	S&P		
U.S. agency bonds	Aaa	AAA	\$ 21,420	11.76%
U.S. Treasury bills	Aaa	AAA	28,346	15.56
U.S. agency discount notes	P1	A-1	112,399	61.70
Money market funds	Aaa	AAA	109	0.06
Repurchase agreements (underlying securities)				
U.S. Treasury Strips	Aaa	AAA	15,602	8.56
U.S. Agency bonds	Aaa	AAA	<u>4,298</u>	<u>2.36</u>
			<u>19,900</u>	<u>10.92</u>
* NR = Not Rated			<u>\$ 182,174</u>	<u>100.00%</u>

The College's ownership represents .03% of these amounts held by the BTI.

The BTI limits the exposure to credit risk in the Enhanced Yield Pool by requiring all corporate bonds to be rated A- by Standards & Poor's (or its equivalent) or higher. Commercial paper must be rated at least A-1 by Standards & Poor's and P1 by Moody's. The following table provides information on the credit ratings of the Enhanced Yield Pool's investments (in thousands):

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Security Type	Credit Rating *		Carrying Value	Percent of Pool Assets
	Moody's	S&P		
Corporate asset backed securities	P1	A-1	\$ 46,963	17.70%
Corporate bonds and notes	Aaa	AAA	2,448	0.92
	Aa	AA	3,790	1.43
	Aa	A	15,660	5.90
	A	AA	3,048	1.15
	A	A	<u>46,847</u>	<u>17.65</u>
		71,793	27.05	
U.S. agency bonds	Aaa	AAA	87,215	32.86
U.S. Treasury bills	Aaa	AAA	58,067	21.88
Repurchase agreements (underlying securities)				
U.S. agency mortgage backed securities	Aaa	AAA	<u>1,346</u>	<u>0.51</u>
			<u>\$ 265,384</u>	<u>100.00%</u>

* NR = Not Rated

The College's ownership represents .38% of these amounts held by the BTI.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. All the BTI's Consolidated Fund pools and accounts are subject to interest rate risk.

The overall weighted average maturity of the investments of the Cash Liquidity Pool cannot exceed 60 days. Maximum maturity of individual securities cannot exceed 397 days from date of purchase. The following table provides information on the weighted average maturities for the various asset types in the Cash Liquidity Pool:

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Security Type	Carrying Value (In Thousands)	WAM (Days)
Repurchase agreements	\$ 102,339	3
U.S. Treasury bills	306,279	32
Commercial paper	943,057	25
Certificates of deposit	122,800	105
U.S. agency discount notes	93,851	89
Corporate notes	129,055	77
U.S. agency bonds/notes	43,663	208
Money market fund	<u>758</u>	1
	<u>\$ 1,741,802</u>	42

The overall weighted average maturity of the investments of the Government Money Market Pool cannot exceed 60 days. Maximum maturity of individual securities cannot exceed 397 days from date of purchase. The following table provides information on the weighted average maturities for the various asset types in the Government Money Market Pool:

Security Type	Carrying Value (In Thousands)	WAM (Days)
Repurchase agreements	\$ 19,900	3
U.S. Treasury bills	28,346	42
U.S. agency discount notes	112,399	39
U.S. agency bonds/notes	21,420	152
Money market funds	<u>109</u>	1
	<u>\$ 182,174</u>	49

The overall weighted average maturity of the investments of the Enhanced Yield Pool cannot exceed 731 days. Maximum maturity of individual securities cannot exceed 1,827 days (five years) from date of purchase. The following table provides information on the weighted average maturities for the various asset types in the Enhanced Yield Pool:

Security Type	Carrying Value (In Thousands)	WAM (Days)
Repurchase agreements	\$ 1,346	3
U.S. Treasury bonds/notes	58,067	894
Corporate notes	71,793	588
Corporate asset backed securities	46,963	688
U.S. agency bonds/notes	<u>87,215</u>	594
	<u>\$ 265,384</u>	672

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

31

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Other Investment Risks

Other investment risks include concentration of credit risk, custodial credit risk, and foreign currency risk. None of the BTI's Consolidated Fund's investment pools or accounts is exposed to these risks as described below.

Concentration of credit risk is the risk of loss attributed to the magnitude of the BTI Consolidated Fund pool or an account's investment in a single corporate issuer. The BTI investment policy prohibits those pools and accounts permitted to hold corporate securities from investing more than 5% of their assets in any one corporate name of one corporate issue.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the BTI will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. Repurchase agreements are required to be collateralized by at least 102% of their value, and the collateral is held in the name of the BTI. Securities lending collateral that is reported on the BTI's Statement of Fiduciary Net Assets is invested in the lending agent's money market fund in the BTI's name. In all transactions, the BTI or its agent does not release cash or securities until the counterparty delivers its side of the transaction.

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or a deposit. None of the BTI's Consolidated Fund's investment pools or accounts holds interests in foreign currency or interests valued in foreign currency.

2005 DISCLOSURE INFORMATION:

Cash Liquidity Pool

Credit risk -The IMB limits the exposure to credit risk in the Cash Liquidity pool by requiring all corporate bonds to be rated AA or higher. Commercial paper must be rated A1 by Standard & Poor's and P1 by Moody's. Additionally, the pool must have at least 15% of its assets in United States Treasury issues.

The following table provides information on the weighted average credit ratings of the Cash Liquidity pool's investments (in thousands).

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Security Type	Moody's	S&P	Carrying Value	Percent of Assets
Commercial paper	P1	A-1	\$ 598,241	37.9%
U. S. Treasury bills	Aaa	AAA	259,398	16.4%
Corporate notes	Aaa	AAA	155,559	9.9%
Certificates of deposit	P1	A-1	152,999	9.7%
Agency bonds	Aaa	AAA	147,956	9.4%
Agency discount notes	P1	A-1	119,564	7.6%
Money market funds	Aaa	AAA	4,241	0.3%
Total rated investments			\$ 1,437,958	91.2%

Unrated securities include repurchase agreements of \$141,050,000. Acceptable collateral for the repurchase agreements include U.S. Treasury and government agency securities, all of which carry the highest credit rating.

The College's ownership represents .19% of the net asset position of this pool.

Concentration of credit risk - West Virginia statutes prohibit the Cash Liquidity pool from investing more than 5% of its assets in securities issued by a single private corporation or association. At June 30, 2005, the pool did not have investments in any one private corporation or association that represented more than 5% of assets.

Custodial credit risk - At June 30, 2005, the Cash Liquidity pool held no securities that were subject to custodial credit risk. Repurchase agreements are collateralized at 102% and the collateral is held in the name of the IMB. Securities lending collateral that is reported in the Statement of Assets and Liabilities of the IMB is invested in the lending agent's money market fund.

Interest rate risk - The weighted average maturity of the investments of the Cash Liquidity pool cannot exceed 60 days. The maturity of floating rate notes is assumed to be the next interest rate reset date. The following table provides the weighted average maturities (WAM) for the various asset types in the Cash Liquidity pool (in thousands).

Security Type	Carrying Value	WAM (days)
Commercial paper	\$ 598,241	49
U. S. Treasury bills	259,398	30
Corporate notes	155,559	53
Certificates of deposit	152,999	42
Agency bonds	147,956	88
Repurchase agreements	141,050	1
Agency discount notes	119,564	52
Money market funds	4,241	1
Total assets	\$ 1,579,008	45

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Foreign currency risk - The Cash Liquidity pool has no securities that are subject to foreign currency risk.

Government Money Market

Credit risk - The IMB limits the exposure to credit risk in the Government Money Market pool by limiting the pool to U. S. Treasury issues, U. S. government agency issues, money market funds investing in U. S. Treasury issues and U. S. government agency issues, and repurchase agreements collateralized by U. S. Treasury issues and U. S. government agency issues. None of the government agency issues held by the pool have the explicit guarantee of the U. S. Treasury; however, they are all rated Aaa by Moody's and AAA by Standard & Poor's. Agency discount notes held by the pool are rated P1 by Moody's and A-1 by Standard & Poor's.

The College's ownership represents .02% of the net asset position of this pool.

Concentration of credit risk - West Virginia statutes prohibit the Government Money Market pool from investing more than 5% of its assets in securities issued by a single private corporation or association. At June 30, 2005, the pool did not have investments in any one private corporation or association that represented more than 5% of assets.

Custodial credit risk - At June 30, 2005, the Government Money Market pool held no securities that were subject to custodial credit risk. Repurchase agreements are collateralized at 102% and the collateral is held in the name of the IMB. Securities lending collateral that is reported in the Statement of Assets and Liabilities of the IMB is invested in the lending agent's money market fund.

Interest rate risk - The weighted average maturity of the investments of the Government Money Market pool cannot exceed 60 days. The maturity of floating rate notes is assumed to be the next interest rate reset date. The following table provides the weighted average maturities (WAM) for the various asset types in the Government Money Market pool (in thousands).

<u>Security Type</u>	<u>Carrying Value</u>	<u>WAM (days)</u>
Agency discount notes	\$ 46,409	32
Agency bonds	42,571	75
Repurchase agreements	39,950	1
U. S. Treasury bills	24,904	48
Money market funds	<u>985</u>	1
Total assets	<u>\$ 154,819</u>	38

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Foreign currency risk - The Government Money Market pool has no securities that are subject to foreign currency risk.

Enhanced Yield

Credit risk - The IMB limits the exposure to credit risk in the Enhanced Yield pool by requiring all corporate bonds to be rated A or higher. Commercial paper must be rated A1 by Standard & Poor's and P1 by Moody's. Additionally, the pool must have at least 15% of its assets in United States Treasury issues.

The following table provides information on the weighted average credit ratings of the Enhanced Yield pool's investments (in thousands).

Security Type	Moody's	S&P	Fair Value	Percent of Assets
Corporate notes	A	AA	\$ 81,632	30.0%
Agency bonds	Aaa	AAA	69,203	25.5%
U. S. Treasury notes	Aaa	AAA	66,467	24.5%
Corporate asset backed securities	Aaa	AAA	49,990	18.4%
Total rated investments			<u>\$ 267,292</u>	<u>98.4%</u>

Unrated securities include repurchase agreements of \$4,362,262. Acceptable collateral for the repurchase agreements include U. S. Treasury and government agency securities, all of which carry the highest credit rating.

The College's ownership represents .29% of the net asset position of this pool.

Concentration of credit risk - West Virginia statutes prohibit the Enhanced Yield pool from investing more than 5% of its assets in securities issued by a single private corporation or association. At June 30, 2005, the pool did not have investments in any one private corporation or association that represented more than 5% of assets.

Custodial credit risk - At June 30, 2005, the Enhanced Yield pool held no securities that were subject to custodial credit risk. Repurchase agreements are collateralized at 102% and the collateral is held in the name of the IMB. Securities lending collateral that is reported in the Statement of Assets and Liabilities of the IMB is invested in the lending agent's money market fund.

Interest rate risk - The weighted average maturity of the investments of the Enhanced Yield pool cannot exceed two years. The maturity of floating rate notes is assumed to be the next interest rate reset date. The following table provides the weighted average maturities (WAM) for the various asset types in the Enhanced Yield pool (in thousands).

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

<u>Security Type</u>	<u>Fair Value</u>	<u>WAM (years)</u>
Corporate notes	\$ 81,632	1.7
Agency bonds	69,203	1.9
U. S. Treasury notes	66,467	2.3
Corporate asset backed securities	49,990	1.1
Repurchase agreement	<u>4,362</u>	0.0
 Total assets	 <u>\$ 271,654</u>	 1.7

Foreign currency risk - The Enhanced Yield pool has no securities that are subject to foreign currency risk.

NOTE 4 - ACCOUNTS RECEIVABLE

Accounts receivable were as follows at June 30:

	<u>2006</u>	<u>2005</u>
Student tuition and fees - net of allowance for doubtful accounts of \$194,913 and \$155,770	\$ 229,080	\$ 135,589
Due from Foundation	277,605	330,305
Grants and contracts receivable:		
Due from the Commission	10,866	649,659
Due from other State agencies	337,730	151,419
Due from Federal Government	28,343	-
Other accounts receivable	<u>93,866</u>	<u>133,901</u>
	<u>\$ 977,490</u>	<u>\$ 1,400,873</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 5 - CAPITAL ASSETS

The following is a summation of capital asset transactions for the College for the years ended June 30:

	2006			Ending Balance
	Beginning Balance	Additions	Reductions	
Capital assets not being depreciated				
Land	\$ 1,288,470	\$ -	\$ -	\$ 1,288,470
Construction in progress	<u>978,533</u>	<u>1,158,864</u>	<u>(694,934)</u>	<u>1,442,463</u>
Total capital assets not being depreciated	<u>\$ 2,267,003</u>	<u>\$ 1,158,864</u>	<u>\$ (694,934)</u>	<u>\$ 2,730,933</u>
Other capital assets				
Buildings	\$ 17,433,597	\$ 2,526,750	\$ -	\$ 19,960,347
Equipment	4,209,522	428,072	(61,994)	4,575,600
Library holdings	<u>3,745,287</u>	<u>58,705</u>	<u>(29,180)</u>	<u>3,774,812</u>
Total other capital assets	<u>25,388,406</u>	<u>3,013,527</u>	<u>(91,174)</u>	<u>28,310,759</u>
Less accumulated depreciation for				
Buildings	(5,738,120)	(405,984)	-	(6,144,104)
Equipment	(2,764,102)	(408,014)	61,994	(3,110,122)
Library holdings	<u>(3,453,285)</u>	<u>(100,977)</u>	<u>29,180</u>	<u>(3,525,082)</u>
Total accumulated depreciation	<u>(11,955,507)</u>	<u>(914,975)</u>	<u>91,174</u>	<u>(12,779,308)</u>
Other capital assets-net	<u>\$ 13,432,899</u>	<u>\$ 2,098,552</u>	<u>\$ -</u>	<u>\$ 15,531,451</u>
Capital asset summary				
Capital assets not being depreciated	\$ 2,267,003	\$ 1,158,864	\$ (694,934)	\$ 2,730,933
Other capital assets	<u>25,388,406</u>	<u>3,013,527</u>	<u>(91,174)</u>	<u>28,310,759</u>
Total cost of capital assets	27,655,409	4,172,391	(786,108)	31,041,692
Less accumulated depreciation	<u>(11,955,507)</u>	<u>(914,975)</u>	<u>91,174</u>	<u>(12,779,308)</u>
Capital assets-net	<u>\$ 15,699,902</u>	<u>\$ 3,257,416</u>	<u>\$ (694,934)</u>	<u>\$ 18,262,384</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 5 - CAPITAL ASSETS (Continued)

	2005			Ending Balance
	Beginning Balance	Additions	Reductions	
Capital assets not being depreciated				
Land	\$ 990,970	\$ 297,500	\$ -	\$ 1,288,470
Construction in progress	<u>782,559</u>	<u>978,533</u>	<u>(782,559)</u>	<u>978,533</u>
Total capital assets not being depreciated	<u>\$ 1,773,529</u>	<u>\$ 1,276,033</u>	<u>\$ (782,559)</u>	<u>\$ 2,267,003</u>
Other capital assets				
Buildings	\$ 16,322,485	\$ 1,111,112	\$ -	\$ 17,433,597
Equipment	4,146,113	91,541	(28,132)	4,209,522
Library holdings	<u>3,778,899</u>	<u>83,566</u>	<u>(117,178)</u>	<u>3,745,287</u>
Total other capital assets	<u>24,247,497</u>	<u>1,286,219</u>	<u>(145,310)</u>	<u>25,388,406</u>
Less accumulated depreciation for				
Buildings	(5,372,176)	(365,944)	-	(5,738,120)
Equipment	(2,374,322)	(416,949)	27,169	(2,764,102)
Library holdings	<u>(3,437,764)</u>	<u>(132,699)</u>	<u>117,178</u>	<u>(3,453,285)</u>
Total accumulated depreciation	<u>(11,184,262)</u>	<u>(915,592)</u>	<u>144,347</u>	<u>(11,955,507)</u>
Other capital assets-net	<u>\$ 13,063,235</u>	<u>\$ 370,627</u>	<u>\$ (963)</u>	<u>\$ 13,432,899</u>
Capital asset summary				
Capital assets not being depreciated	\$ 1,773,529	\$ 1,276,033	\$ (782,559)	\$ 2,267,003
Other capital assets	<u>24,247,497</u>	<u>1,286,219</u>	<u>(145,310)</u>	<u>25,388,406</u>
Total cost of capital assets	26,021,026	2,562,252	(927,869)	27,655,409
Less accumulated depreciation	<u>(11,184,262)</u>	<u>(915,592)</u>	<u>144,347</u>	<u>(11,955,507)</u>
Capital assets-net	<u>\$ 14,836,764</u>	<u>\$ 1,646,660</u>	<u>\$ (783,522)</u>	<u>\$ 15,699,902</u>

The College maintains certain collections of inexhaustible assets to which no value can be practically determined. Accordingly, such collections are not capitalized or recognized for financial statement purposes. Such collections include contributed works of art, historical treasures, and literature that are held for exhibition, education, research, and public service. These collections are neither disposed of for financial gain nor encumbered in any means.

Title for certain real property is with the Commission.

At June 30, 2006, the College had outstanding contractual commitments of \$7,190,371 for property, plant, and equipment expenditures.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 6 - LONG-TERM LIABILITIES

The following is a summary of long-term obligation transactions for the College for the years ended June 30:

	2006						
	Beginning				Ending	Current	Noncurrent
	<u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u>	<u>Portion</u>	<u>Portion</u>	
Compensated absences	\$ 1,716,040	\$ -	\$ 30,536	\$ 1,685,504	\$ 407,821	\$ 1,277,683	
Total noncurrent liabilities	<u>\$ 1,716,040</u>	<u>\$ -</u>	<u>\$ 30,536</u>	<u>\$ 1,685,504</u>	<u>\$ 407,821</u>	<u>\$ 1,277,683</u>	
	2005						
	Beginning				Ending	Current	Noncurrent
	<u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u>	<u>Portion</u>	<u>Portion</u>	
Capital leases payable	\$ 176,793	\$ -	\$ 176,793	\$ -	\$ -	\$ -	
Compensated absences	<u>1,665,422</u>	<u>50,618</u>	<u>-</u>	<u>1,716,040</u>	<u>412,143</u>	<u>1,303,897</u>	
Total noncurrent liabilities	<u>\$ 1,842,215</u>	<u>\$ 50,618</u>	<u>\$ 176,793</u>	<u>\$ 1,716,040</u>	<u>\$ 412,143</u>	<u>\$ 1,303,897</u>	

NOTE 7 - OPERATING LEASE OBLIGATIONS

The College leases various equipment, automobiles, and buildings, under operating lease agreements. Aggregate payment for operating leases amounted to \$50,743 and \$20,653 for the years ended June 30, 2006 and 2005, respectively. Future minimum rental commitments are as follows as of June 30, 2006:

<u>Year Ending June 30</u>	<u>Operating Leases</u>
2007	\$ 50,744
2008	40,408
2009	33,693
2010	<u>18,975</u>
Total	<u>\$ 143,820</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 7 - OPERATING LEASE OBLIGATIONS (Continued)

The College entered into an agreement to lease a branch facility from the Boone County Board of Education. The agreement provides for rent payments of \$1 per year continuing for 40 years beginning on April 1, 1998. The facility was constructed with \$807,380 of funds provided by the College with the balance of \$1 million provided by the Boone County Board of Education through the West Virginia School Building Authority.

NOTE 8 - COMPENSATED ABSENCES

The composition of the compensated absences liability was as follows at June 30:

	<u>2006</u>	<u>2005</u>
Current:		
Health or life insurance benefits	\$ 66,250	\$ 81,920
Accrued vacation leave	<u>341,571</u>	<u>330,223</u>
	<u>407,821</u>	<u>412,143</u>
Non Current		
Health or life insurance benefits	1,131,892	1,155,437
Accrued vacation leave	<u>145,791</u>	<u>148,460</u>
	<u>1,277,683</u>	<u>1,303,897</u>
Total	<u>\$ 1,685,504</u>	<u>\$ 1,716,040</u>

The cost of health and life insurance benefits paid by the College is based on a combination of years of service and age. For the years ended June 30, 2006 and 2005, the amount paid by the College for extended health or life insurance coverage retirement benefits totaled \$60,544 and \$76,214, respectively. There were 21 and 24 retirees eligible for these benefits as of June 30, 2006 and 2005, respectively.

NOTE 9 - STATE SYSTEM OF HIGHER EDUCATION INDEBTEDNESS

The College is a State institution of higher education, and the College receives a State appropriation to finance its operations. In addition, it is subject to the legislative and administrative mandates of State government. Those mandates affect all aspects of the College's operations, its tuition and fee structure, its personnel policies and its administrative practices.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 9 - STATE SYSTEM OF HIGHER EDUCATION INDEBTEDNESS (Continued)

The State has chartered the Commission with the responsibility to construct or renovate, finance and maintain various academic and other facilities of the State's universities and colleges, including certain facilities of the College. Financing for these facilities was provided through revenue bonds issued by the former Board of Regents or the former Boards of the College, College Systems, and the Commission (the "Boards"). These obligations administered by the Commission are the direct and total responsibility of the Commission, as successor to the former Boards.

NOTE 10 - UNRESTRICTED NET ASSETS

The College did not have any designated net assets as of June 30, 2006 or 2005.

NOTE 11 - RETIREMENT PLANS

Substantially all full-time employees of the College participate in either the West Virginia Teachers' Retirement System (the "STRS") or the Teachers' Insurance and Annuities Association-College Retirement Equities Fund (the "TIAA-CREF"). Previously, upon full-time employment, all employees were required to make an irrevocable selection between the STRS and TIAA-CREF. Effective July 1, 1991, the STRS was closed to new participants. Current participants in the STRS are permitted to make a one-time election to cease their participation in that plan and commence contributions to the West Virginia Teachers' Defined Contribution Plan. Contributions to and participation in the West Virginia Teachers' Defined Contribution Plan by College employees have not been significant to date.

Effective January 1, 2003, higher education employees enrolled in the basic 401(a) retirement plan with TIAA-CREF have an option to switch to the Educators Money 401(a) basic retirement plan. New hires have the choice of either plan. As of June 30, 2006, there were no employees enrolled in the Educators Money 401(a) basic retirement plan.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 11 - RETIREMENT PLANS (Continued)

The STRS is a cost sharing, public employee retirement system. Employer and employee contribution rates are established annually by the State Legislature. The College accrued and paid its contribution to the STRS at the rate of 15% of each enrolled employee's total annual salary for years ended June 30, 2006, 2005, and 2004. Required employee contributions were at the rate of 6% of total annual salary for years ended June 30, 2006, 2005, and 2004. Participants in the STRS may retire with full benefits upon reaching age 60 with 5 years of service, age 55 with 30 years of service, or any age with 35 years of service. Lump-sum withdrawal of employee contributions is available upon termination of employment. Pension benefits are based upon 2% of final average salary (the highest 5 years' salary out of the last 15 years) multiplied by the number of years of service.

Total contributions to the STRS for the years ended June 30, 2006, 2005 and 2004 were \$337,475, \$334,895 and \$360,984 respectively, which consisted of \$241,054, \$239,211 and \$257,846 from the College in 2006, 2005 and 2004, respectively, and \$96,421, \$96,684 and \$103,138 from the covered employees in 2006, 2005 and 2004, respectively.

The contribution rate is set by the State Legislature on an overall basis and the STRS does not perform a calculation of the contribution requirement for individual employers, such as the College. Historical trend and net pension obligation information is available from the annual financial report of the Consolidated Public Retirement Board. A copy of the report may be obtained by writing to the Consolidated Public Retirement Board, Building 5, Room 1000, Charleston, WV 25305.

The TIAA-CREF is a defined contribution benefit plan in which benefits are based solely upon amounts contributed plus investment earnings. Employees who elect to participate in this plan are required to make a contribution equal to 6% of total annual compensation. The College matches the employees' 6% contribution. Contributions are immediately and fully vested. In addition, employees may elect to make additional contributions to TIAA-CREF which are not matched by the College.

Total contributions to the TIAA-CREF for the years ended June 30, 2006, 2005 and 2004 were \$772,559, \$751,336 and \$692,335, respectively, which consisted of equal contributions from the College and covered employees in 2006, 2005 and 2004 of \$386,279, \$375,668, and \$346,168, respectively.

The College's total payroll for the years ended June 30, 2006, 2005, and 2004 were \$9,061,848, \$8,789,365 and \$8,788,701, respectively; total covered employees' salaries in the STRS and TIAA-CREF were \$1,607,013 and \$6,437,996 in 2006, respectively; \$1,594,735 and \$6,261,134 in 2005, respectively; and \$1,718,965 and \$5,769,462 in 2004, respectively.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 12 - FOUNDATION

The Foundation is a separate nonprofit organization incorporated in the State and has as its purpose “to support, encourage and assist in the development and growth of the College, ...to render service and assistance to the College, and through it to the citizens of the State of West Virginia...” Oversight of the Foundation is the responsibility of a separate and independently elected Board of Directors, not otherwise affiliated with the College. In carrying out its responsibilities, the Board of Directors of the Foundation employs management, forms policy and maintains fiscal accountability over funds administered by the Foundation. The financial statements of the Foundation are not included in the College’s accompanying financial statements under GASB No. 39 because they are not significant.

The Foundation’s net assets totaled approximately \$439,000 and \$263,800 at December 31, 2006 and 2005, respectively. The net assets include amounts which are restricted by donors to use for specific projects or departments of the College. During the years ended June 30, 2006 and 2005, the Foundation made \$242,608 and \$192,134, respectively, in contributions to the College. As of June 30, 2006 and 2005, the College had accounts receivable of approximately \$278,000 and \$380,000 due from the Foundation.

NOTE 13 - AFFILIATED ORGANIZATION

The College has a separately incorporated affiliated organization, the Southern Alumni Association. Oversight responsibility for this entity rests with an independent board and management not otherwise affiliated with the College. The financial statements of this organization are not included in the College’s accompanying financial statements under GASB Statement No. 39 because they are not significant.

NOTE 14 - CONTINGENCIES

The nature of the educational industry is such that, from time-to-time, claims will be presented against the College on account of alleged negligence, acts of discrimination, breach of contract or disagreements arising from the interpretation of laws or regulations. While some of these claims may be for substantial amounts, they are not unusual in the ordinary course of providing educational services in a higher education system. In the opinion of management, all known claims are covered by insurance or are such that an award against the College would not impact seriously on the financial status of the institution.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 14 - CONTINGENCIES (Continued)

Under the terms of federal grants, periodic audits are required and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to reimbursement to the grantor agencies. The College's management believes disallowances, if any, will not have a significant financial impact on the College's financial position.

The College owns various buildings which are known to contain asbestos. The College is not required by federal, state or local law to remove the asbestos from its buildings. The College is required under Federal Environmental Health and Safety Regulations to manage the presence of asbestos in its buildings in a safe condition. The College addresses its responsibility to manage the presence of asbestos in its buildings on a case-by-case basis. Significant problems of dangerous asbestos conditions are abated as the condition becomes known. The College also addresses the presence of asbestos as building renovation or demolition projects are undertaken and through asbestos operation and maintenance programs directed at containing, managing or operating with the asbestos in a safe condition.

NOTE 15 - COMMITMENTS

During August 2004, the West Virginia Higher Education Policy Commission issued \$167,260,000 of 2004 Series B Revenue Bonds (Higher Education Facilities). The College has been approved for \$9,600,000 of the bond proceeds for construction of a new Technology and Allied Health Building, a wing on the new Lincoln County Consolidated High School, and renovation of other existing buildings throughout the College. As of June 30, 2006, the College has drawn \$4,392,412 of these bonds to pay for capital projects. State Lottery funds will be used to repay the debt, although College revenues are pledged if Lottery funds prove insufficient.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2006 AND 2005

NOTE 16 - NATURAL CLASSIFICATIONS WITH FUNCTIONAL CLASSIFICATIONS

These tables represent operating expenses within both natural and functional classifications for the years ended June 30:

	2006							Total
	Salaries and Wages	Benefits	Supplies and Other Services	Utilities	Scholarships and Fellowships	Depreciation	Fees Assessed by the Commission	
Instruction	\$ 3,878,264	\$ 1,122,407	\$ 485,496	\$ 832	\$ 20,964	\$ -	\$ -	\$ 5,507,963
Public service	1,154,265	289,975	462,147	(1,004)	10,594	-	-	1,915,977
Academic support	310,331	91,273	95,781	165	-	-	-	497,550
Student services	834,250	260,031	239,843	-	400	-	-	1,334,524
General institutional support	2,213,413	627,651	1,277,396	(176,603)	(204,471)	-	-	3,737,386
Operations and maintenance of plant	493,698	171,002	435,015	697,272	-	-	-	1,796,987
Student financial aid	20,105	178	(788)	-	2,336,750	-	-	2,356,245
Auxiliary enterprises	157,522	42,790	725,145	-	-	-	-	925,457
Depreciation	-	-	-	-	-	914,975	-	914,975
Other	-	-	-	-	-	-	43,632	43,632
Total	\$ 9,061,848	\$ 2,605,307	\$ 3,720,035	\$ 520,662	\$ 2,164,237	\$ 914,975	\$ 43,632	\$ 19,030,696

	2005							Total
	Salaries and Wages	Benefits	Supplies and Other Services	Utilities	Scholarships and Fellowships	Depreciation	Fees Assessed by the Commission	
Instruction	\$ 3,668,932	\$ 504,455	\$ 507,458	\$ 65,667	\$ -	\$ -	\$ -	\$ 4,746,512
Public service	1,170,278	280,569	816,356	2,227	-	-	-	2,269,430
Academic support	325,452	9,057	128,163	(373)	-	-	-	462,299
Student services	817,596	68,103	275,596	-	-	-	-	1,161,295
General institutional support	2,145,430	1,873,515	1,174,713	1,903	-	-	-	5,195,561
Operations and maintenance of plant	487,521	(259,616)	1,023,398	517,409	-	-	-	1,768,712
Student financial aid	23,918	-	(18,768)	-	1,941,203	-	-	1,946,353
Auxiliary enterprises	150,238	28,416	654,697	-	-	-	-	833,351
Depreciation	-	-	-	-	-	915,592	-	915,592
Other	-	-	-	-	-	-	41,844	41,844
Total	\$ 8,789,365	\$ 2,504,499	\$ 4,561,613	\$ 586,833	\$ 1,941,203	\$ 915,592	\$ 41,844	\$ 19,340,949



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

To the Governing Board
Southern West Virginia Community and Technical College

We have audited the financial statements of Southern West Virginia Community and Technical College (the College) as of and for the year ended June 30, 2006, and have issued our report thereon dated September 28, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the College's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving internal control over financial reporting and its operation that we consider to be material weaknesses.

The Virginia Center • 1411 Virginia Street, East • Suite 100 • Charleston, West Virginia 25301
Phone (304)-343-4126 or 1-(800)-788-3844 • Fax (304)-343-8008 • E-mail: cpa@suttlecpas.com

Members of: American Institution of Certified Public Accountants • Private Companies Practice Section • West Virginia Society of Certified Public Accountants

Member of
PKF North American Network
An association of legally independent firms

A Professional Limited Liability Company
www.suttlecpas.com



Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended for the information and use of the College's management, the Members of the College's Governing Board, the West Virginia Higher Education Policy Commission, federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than those specified parties.

Suttle & Stalvaker, PLLC

September 28, 2006

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of November 28, 2006
Agenda Items for Action**

1. Approval of Audited Financial Report p 49
2. Election of Board of Governors Vice Chair Chair Akers
3. Approval of Minutes pp 50-54
4. Final Approval of Proposed Institutional Policies pp 55-102
 1. SCP-2165, Educational Release Time pp 55-60
 2. SCP-2218, Evaluation Process for Faculty pp 61-76
 3. SCP-2748, Request for Release Time pp 77-83
 4. SCP-3693, Instructional Schedule Development pp 84-87
 5. SCP-4192, Administrative Withdrawal of Students pp 88-90
 6. SCP-4274, Standards of Progress for
Federal Financial Aid Recipients pp 91-95
 7. SCP-4356, Financial Aid Recipient
Change in Enrollment Status pp 96-99
 8. SCP-4558, Administration of Credit Course
Registration Process pp 100-102
5. Approval of Institutional Policies for 30-day Comment pp 103-121
 1. SCP-2375, Home Campus Assignment and
Campus Requirements for Faculty pp 103-106
 2. SCP-4710, Academic Dishonesty pp 107-110
 3. SCP-5260, Meeting Financial Exigencies pp 111-114
 4. SCP-5780, Travel Regulations pp 115-121
6. Recommendation of Committee on Tuition and Fees p 122
7. Approval of 2006-2007 Board Goals pp 123-124

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: Financial Statements for Years Ended June 30, 2006 and 2005, and Independent Auditors' Reports

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors accept the filing of the audited financial report for the fiscal year ended June 30, 2006.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

The accounting firm of Suttle and Stalnaker, PLLC, has conducted the financial audit for Southern West Virginia Community and Technical College for fiscal year ended June 30, 2006. Mr. Chris Deweese, Suttle and Stalnaker Certified Public Accountants, will make a brief presentation regarding their findings. Copies of the audited financial statements are included with this agenda item.

This is the fifth year of the new statement format required under the directives from the Governmental Accounting Standards Board (GASB). This format places emphasis on the overall economic resources of the College. The previous reporting format presented financial balances and activities by fund groups. The statement format includes the Statement of Net Assets; Statements of Revenues, Expenses, and Changes in Net Assets; and the Statement of Cash Flows, all reported on a comparative basis with the prior year. In addition to the changes in financial statements presentation, the reporting format includes a narrative section called Management's Discussion and Analysis. This section is designed to provide an objective and readable analysis of financial activities based upon facts, decisions, and conditions known as of the auditor's report.

**Southern West Virginia Community and Technical College
Board of Governors
Embassy Suites, Charleston Boardroom, Charleston, WV
October 19, 2006**

DRAFT

Board Members Present: Linda Akers, Rory Perry, Jada Hunter, Anne Seavers, George Kostas, David Pierce,, James Sheatsley, Michael Baldwin, George Morrison, Shelley Huffman

Board Members Absent: Kevin Fowler

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Emma Baisden

Board Counsel: Elizabeth Walker

1. Call to Order:

Chair, Linda Akers, declared a quorum present and convened the meeting at 6:15 p.m.

2. Oath of Office

Ms. Patricia Cutlip administered the *Oath of Office* to new Board of Governors members Anne M. Seaver, Superintendent of Lincoln County Schools, whom West Virginia Governor Joe Manchin appointed to a four-year term on the Board, and student representative, Elston Johnson.

3. President's Report:

1. The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) conducted a site visit for continuing accreditation of the Medical Laboratory Technology (MLT) program on October 3-4, 2006 at the Logan Campus. The process was excellent and we anticipate receiving full reaccreditation.
2. A live press conference was held on Wednesday, October 4th in the lower lobby of the Williamson Campus announcing a new Respiratory Care Technician program which will be housed at the Williamson Campus. As part of the Major Gifts Campaign, we have raised private matching funds to enable us to begin the program.
3. President Tomblin served as guest speaker for the West Virginia Association of Collegiate Registrars and Admissions Officers at its annual banquet held October 5th at the Charleston Marriott.
4. President Tomblin held quarterly meetings with the Classified Staff Council and Faculty Senate respectively.
5. Chair Akers and President Tomblin attended the Association of Community College Trustees' Community College Leadership Congress held October 11-14 in Orlando, FL.
6. President Tomblin will hold Student Convocations at each of Southern's campuses. This will be an opportunity for students to discuss ways that Southern can eliminate barriers to student success and ways to enhance student life. The first meeting was held at the Logan Campus on October 17.
7. President Tomblin attended the dedication ceremony of the new Lincoln County High

School held today, October 19, at Hamlin, WV. The ProStart students at the high school prepared lunch under the direction of Marlene Grubbs.

8. The President's Blue Ribbon Committee on Recruitment, Retention and Graduation submitted its preliminary report and recommendations. The document is provided for review in the Board's Agenda Book under informational items.

4. Action Items:

1. Approval of Minutes

MOTION: James Sheatsley moved to accept the September 26, 2006 minutes as amended to reflect Shelley Huffman present.

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

2. Approval of Policies for 30-day Comment

1. SCP-3693, Instructional Schedule Development

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: David Pierce seconded the motion. The motion carried unanimously.

2. SCP-4192, Administrative Withdrawal of Students

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

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

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

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

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

5. SCP-4558, Administration of Credit Course Registration Process

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the aforementioned revised policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

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

3. Approval to Amend Program Review Schedule

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the revised program review schedule allow the Division of Technology and Engineering to review all programs in the same academic year.

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

4. Approval of Institutional Master Plan

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant formal approval for the consolidation of the mission statement, vision statement, President's Vision 2020 proposal, Institutional Compact 2004-2010, comprehensive strategies by administrative unit, ten-year financial plan, and the ten-year campus master facilities plan to form the 2004-2010 Master Plan as required by West Virginia State Code.

ACTION: James Sheatsley seconded the motion. The motion carried unanimously.

5. Appointment of Committee on Tuition and Fees

Chair Akers, appointed a committee to prepare a proposal for tuition and fee increases for FY 2007-2008. The committee will bring a recommendation forward for the Board's review at its November 28 meeting. Members appointed include George Kostas, David Pierce, Elston Johnson, Joanne Tomblin, Merle Dempsey, James Owens, and Kim Lusk. Michael Baldwin and George Morrison will serve as ex-officio members.

4. Discussion Items:

1. Board of Governors November Meeting

Due to the closure of Lincoln County Schools the week of November 20, the Board moved its November 21st meeting to November 28th in order to be able to tour the new Lincoln County High School and Southern's wing attached to the facility. Dr. Anne Seaver will provide a tour of the facility beginning at 5:00 p.m. on November 28.

2. Board of Governors and Administration Self-Evaluation Results

Ms. Elizabeth Walker, Board Counsel, led the Board of Governors and administrators through the results of the annual self-evaluation conducted on an aggregated and anonymous basis. Board members discussed the results and determined a need to meet with Ms. Walker in the Spring to develop next year's self-evaluation.

3. Open Meetings Law

As a refresher for Board members, Ms. Elizabeth Walker reviewed the Open Governmental Meetings Act codified in Chapter 6, Article 9A, Sections 1 through 12 of the West Virginia Code (§ 6-9A-1 to -12). The Open Meetings Law Act It generally requires that meetings of a public agency's governing body be open to the public and that reasonable notice of the meeting and its agenda be given in advance.

4. Williamson Campus Task Force Final Recommendations

President Tomblin informed Board members that the Williamson Campus Task Force has completed its work and submitted final recommendations. A summary of the final recommendations is included in the Board's Agenda Book (pp. 192-202) for review. These recommendations were also forwarded to all employees for review and comment with a request to provide written comments to the Office of the President by Wednesday, November 1, 2006. Then she will appoint an Implementation Team consisting of administrators and several members of the original Task Force to oversee the next steps of the project. The Implementation Team may revise some recommendations based on employee comments.

The Implementation Team will be charged with the development of funding strategies and a time-frame for the renovating the Williamson National Guard Armory and Williamson Campus. Additionally, President Tomblin plans to employ an architect to create the design work for the National Guard Armory facility based on the recommendations of the committee and Southern employees.

5. **Informational**

1. **President's Blue Ribbon Committee on Recruitment, Retention and Graduation: Preliminary Report and Recommendations**

President Tomblin gave the Board a copy of the preliminary report and recommendations of the President's Blue Ribbon Committee on Recruitment, Retention and Graduation.

6. **Adjournment:**

There being no further business, Chair Akers declared the meeting adjourned at 8:15 p.m. The next Board of Governors business meeting is scheduled for November 28, 2006.

Linda Q. Akers Chair

Rory Perry Vice Chair

Jada Hunter Secretary

Emma L. Baisden Assistant Secretary

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF November 28, 2006**

ITEM: SCP-2165, Educational Release Time

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final of SCP-2165 and attachment as presented following the 30-day public comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

The purpose of the policy is to establish the rules and procedures governing granting and documenting educational release time for classified employees. Educational release time is approved time away from the regular work schedule to attend job-related classes.

Revisions to this policy reflect a minor change in policy. Revisions provide clarity and allow for approval of a combination of flexible work hours, annual leave, and educational release time to enable classified employees to take classes at Southern or other institutions. The one notable change is under Section 2, "Scope and Applicability." We removed the prohibition of allowing educational release time for employees who are working under a plan of improvement. Often, allowing an employee to attend a class or receive training is a necessary part of the plan of improvement. As originally written, the policy was contrary to current practice.

Previously, only the immediate supervisor had to approve the request. It is recommended in this revision that a unit administrator also approve the request in order to stay abreast of staffing issues in the unit.

The policy includes one attachment. The Educational Release Time Request Form was revised to include the unit administrator's signature. The Human Resources Administrator reviewed and revised this policy with advice and input from the Executive Council.

At its September 26, 2006 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy (with attachment) for a 30-day comment period that expired October 27, 2006. No comments were received at the end of the comment period, therefore, the staff recommends the policy for approval as presented.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

**Number: SCP-2165
Origination: February 17, 2004
Effective: DRAFT
Reviewed: August 2006**

SUBJECT: Educational Release Time Policy for Classified Employees

**REFERENCE: Title 133, Procedural Rule, Higher Education Policy Commission, Series 8,
*Personnel Administration***

1. PURPOSE

The purpose of this policy is to provide a rule ~~develop an approval process and procedure~~ for granting and documenting educational release time at Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This policy shall apply to all full time regular classified employees as defined by Title 133, Procedural Rule, Higher Education Policy Commission, Series 8, *Personnel Administration*, who have been employed by Southern West Virginia Community and Technical College for a minimum of six months and are not in a probationary ~~or improvement~~ status.

3. DEFINITIONS

None.

4. POLICY

Southern West Virginia Community and Technical College encourages employees to take advantage of educational opportunities for career development and improvement. To achieve this end, a combination of flexible work hours, annual leave, and educational release time may be used to permit employees to attend classes. It shall be the policy of the Board of Governors to allow full time regular classified employees of Southern West Virginia Community and Technical College to receive educational release time in accordance with the provisions provided herein. Southern will provide reasonable opportunity for eligible classified employees to obtain educational release time. However, educational release time is not an entitled benefit nor a guarantee. Educational release time that coincides with the employee's regular work schedule will be deemed credited work time for payroll purposes and should be documented accordingly on the employee time records.

5. BACKGROUND OR EXCLUSIONS

Part time, casual, and temporary classified employees and faculty are excluded from the provisions of this policy. Full time regular classified employees who are serving in a probationary period, ~~or adjustment/improvement period~~ are not eligible for educational release time.

6. GENERAL PROVISIONS

This policy allows a classified employee to take ONE class per semester during work time, PROVIDING that the needs of the department are such that the employee's absence will not disrupt services. Educational release time may be granted for actual in-class time and reasonable travel time to and from class. A combination of flexible work hours, annual leave, and/or educational release time may be provided for travel time.

- A. Courses must be taken through a regionally accredited institution.
- B. Educational release time may be granted for courses that are job related; and/or in pursuit of undergraduate, graduate, or doctoral studies.
- C. The employee must have been employed for six months prior to the beginning of the term in which the course is taken.
- D. During emergency or overtime situations, the employee must work as assigned.

7. RESPONSIBILITIES AND PROCEDURES

A. Primary Responsibility: The Office of Human Resources shall have primary responsibility for the implementation and oversight of the provisions of this policy. Employees and supervisors are responsible as follows:

- 1. Employees:** Employees are responsible to make requests for educational release time far enough in advance for proper consideration by the supervisor. The appropriate forms must be completed in detail and submitted to the supervisor in accordance with the time frames specified in this policy. ~~at least two weeks prior to the beginning of release time.~~ Employees are responsible for compliance with all applicable sections of this policy.
- 2. Supervisors:** Supervisors are responsible for compliance with all applicable sections of this policy.

B. PROCEDURES:

- 1. Requests must be made at least ~~two~~ three weeks prior to the beginning of the release time and be made on the appropriate form attached to this policy. Employees are to present the Educational Release Time Request Form to his/her immediate supervisor.
- 2. ~~Supervisors must provide a written answer within five (5) working days of receipt of the request for educational release time.~~ Prior to granting educational release time, the supervisor will consider the number of employees in the department and the number requesting educational release time, to ensure there is no disruption of services. Supervisors will make recommendation for approval or denial to the Unit administrator within five (5) working days.
- 3. Within five working days of receipt, the Unit administrator will approve or deny the request. A copy of the final decision will be returned to the supervisor and the original Supervisor will be send sent to the original request form and response to Human Resources.
- 4. Upon receipt, the Supervisor will provide a copy of the final decision to the requesting employee.

5. The employee must present evidence of course completion by presenting the end-of-course grade report to the immediate supervisor. The supervisor will forward the report to Human Resources for inclusion in the personnel file.
6. In the event the classified employee receives a failing grade (unsatisfactory, "F" or other failure designation), or fails to provide evidence of course completion, the employee will be ineligible for educational release time under the terms of this policy for a period of one calendar year from the date on the end-of-course grade report.

8. CANCELLATION

This policy shall be reviewed on a three-year cycle 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.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP-2165 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governor Chair	Date
President	Date

Attachments: SCP-2165.A, Educational Release Time Request for Classified Employees

Distribution: Board of Governors (12 members)
 Office of the President
 Office of the Executive Vice President
 Office of the Vice President for Academic Affairs
 Office of the Vice President for Finance
 Office of the Vice President for Economic, Workforce and Community Development
 Office of the Vice President for Student Services
 Office of the Chief Technology Officer
 Office of the Human Resources Administrator
 Office of the Academic Division Chairpersons (6 members)
 Faculty Senate Chair
 Classified Staff Council Chair
 Libraries (Harless and Williamson Campus)
 Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
 www.southern.wvnet.edu

Revision Notes: August 31, 2006 — Clarify policy to reflect practice of allowing educational release for employees on improvement plan and add Unit Administrator signature for approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: SCP-2218, Evaluation Process for Full-time Faculty

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy and attachment following the 30-day public comment period

STAFF MEMBER: Cathy Smith-Cox

BACKGROUND:

The purpose of this policy is to establish guidelines for the evaluation of full-time faculty. In the 2005-2006 academic year, Mr. Merle Dempsey, Executive Vice President, charged the Academic Affairs Management Council (AAMC) with revision of the several academic policies.

The committee began work in September of 2005, and continued work until the committee of the whole approved the policies in the 2006 Spring Semester. Charged by the committee, Mrs. Cathy Smith-Cox, Vice President for Academic Affairs, took the policies forward to the Academic Affairs Committee. The body also approved this policy in their initial Spring Semester meeting. Mrs. Smith-Cox then presented the policy to the President's Cabinet for review on February 6, 2006. SCP-2218 and the accompanying form were presented to the Executive Council on September 5, 2006.

At its September 26, 2006 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy (with attachment) for a 30-day comment period that expired October 27, 2006. One comment was received on SCP-2218.A and we have adjusted the policy based on the comments.

Comment: "As for the SCP-2218.A, *Supervisor's Evaluation of Faculty Member*, we feel that section C should be removed in its entirety. It is a repeat of B and therefore does not belong. I am not sure if this was a typo or what, but we on the Faculty Senate feel it must be removed before the BOG votes on it."

Response: The Vice President for Academic Affairs reviewed the policy statement and agreed that the specific section cited was repetitive and should be removed. Therefore, staff recommends that the Southern West Virginia Community and Technical College Board of Governors approve the policy with the above cited section removed.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-2218
Origination:	August 17, 1984
Effective:	September 2000
Reviewed:	April 2006

SUBJECT: Evaluation Process For Full-time Faculty

REFERENCE: ~~Board of Directors' Series 36 Guidelines~~

1. PURPOSE

To establish guidelines for the evaluation of full-time faculty.

~~Faculty evaluation is intended to measure effectiveness in instruction, professionalism, community service, and other areas. Southern West Virginia Community and Technical College believes that periodic evaluations will indicate areas in which faculty members have exceptional strengths, areas in which they are adequate, and areas in which improvement is needed.~~

~~The results of these evaluations shall be used in decisions relating to merit-salary considerations, granting of tenure, and promotion in rank.~~

2. SCOPE AND APPLICABILITY

This policy applies to all ~~AT~~ full-time faculty.

3. DEFINITIONS

Full-time Faculty — An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.

4. POLICY

A. Full-time faculty shall receive an evaluation summary prior to the end of each spring semester. Faculty shall be given a written summary as well as an evaluation conference to discuss the summary.

B. All full-time faculty shall be evaluated on classroom performance and advising. Evaluation of classroom performance shall be based upon classroom visits, which shall occur at a frequency determined by the rank or years of experience of the faculty.

1. Newly hired faculty shall have a classroom visitation at least once per semester for their first three years.

2. Faculty at the rank of instructor or assistant professor with three to five years of service shall have a classroom visitation at least once per year.

3. Faculty at the rank of associate professor with fewer than ten years of service shall have a classroom visitation at least once every other year.

4. Faculty at the rank of instructor or assistant professor with at least five but fewer than ten years of service shall have a classroom visitation at least once every other year.

5. Faculty at the rank of professor shall have a classroom visitation at least once every three years.

6. Faculty at any rank with ten or more years of service shall have a classroom visitation at least once every three years.
 7. Faculty may request that visitations be performed on a more frequent schedule.
- C. Full-time faculty shall be evaluated on at least three of the following categories as chosen by the faculty member:
1. Instructional and curriculum development
 2. Professional growth
 3. Service to the college
 4. Service to the profession
 5. Service to the community
 6. Research and publication

D. Timeline

September 15 – Faculty submit a Goals and Priorities form to the Division Chair.

March 15 – Faculty submit Self Evaluation form to the Division Chair.

April 15 - May 15 – Division Chair schedules meeting with faculty for evaluation conference and distribution of evaluation summary.

~~Faculty meeting the six-hour minimum teaching assignment and designated as Faculty by the President are to receive faculty evaluations for faculty responsibilities, and separate evaluations for administrative/coordinating responsibilities which are NOT considered in faculty retention, promotion, or tenure recommendations.~~

E. BACKGROUND OR EXCLUSIONS

None.

F. GENERAL PROVISIONS

None.

G. RESPONSIBILITIES AND PROCEDURES

- A. It shall be the responsibility of the faculty to submit Goals and Priorities and Self Evaluation Forms at the appropriate times.
- B. It shall be the responsibility of the division chair to schedule classroom visits and evaluation conferences consistent with the Time line.
- C. Division chairs shall be evaluated by the Vice President for Academic Affairs in a manner consistent with faculty evaluation by division chairs. This evaluation shall be for the division chairs' faculty responsibilities and shall not include the chairs' administrative responsibilities.

~~A. Responsibilities~~

1. Each faculty member is appointed by the President of the College subject to policies and procedures of the Board of Directors and after recommendation by the Division Chair and the Vice President Academic Affairs.
2. The Division Chair is responsible for ensuring compliance with all policies and procedures related to the evaluation of full-time faculty assigned to the division.
3. Each faculty member is expected to contribute his/her full professional effort and to know and follow all College and Board of Directors' policies, procedures, and responsibilities.

B. Evaluation Criteria

1. Classroom Performance - Each faculty member shall:
 - a. Develop a course syllabus consistent with the catalog description and student needs for each course they teach. This syllabus will be provided to each student no later than the second class meeting;
 - b. Plan and direct strategies, activities, and use of materials to accomplish course objectives;
 - c. Meet each class during the scheduled hours;
 - d. Clarify course objectives, assignments, expectations, and class procedures to students;
 - e. Fairly evaluate students on the basis of their achievement toward these objectives;
 - f. Determine, through the Division Chair, the needs for instructional supplies, texts, and equipment for the courses or facilities for which he/she is responsible.
2. Student/Teacher Relationship - Each faculty member shall:
 - a. Advise and assist students outside the classroom in matters related to their progress at the College, and be available to students during specific and posted office hours;
 - b. Accept responsibility for academic advising.
3. Curriculum Development - Each faculty member shall:
 - a. Continually review and recommend revisions when necessary to improve the curriculum in the subject area of his/her assignment;
 - b. Assist in the development of course descriptions and in the selection of basic textbooks in the subject area of his/her assignment.
4. Professional Development - Each faculty member shall:
 - a. Exercise initiative in continuing his/her professional development and thereby keep up-to-date in matters relating to teaching of his/her discipline in the community college;

- ~~b. Coordinate his/her plans for professional development with the Division Chair and/or Vice President Academic Affairs to ensure that these are consistent with the College's goals and objectives and his/her assignment(s);~~
- ~~c. Participate in local, regional, and/or national professional organizations.~~
- ~~5. Southern West Virginia Community and Technical College Activity - Each faculty member shall;~~
 - ~~a. Attend scheduled departmental and other institutional meetings, such as assigned committee meetings and Commencement exercises;~~
 - ~~b. Serve on college committees and/or as a sponsor of student organizations in areas to which he/she is assigned or elected;~~
 - ~~c. Participate in the college governance program.~~
- ~~6. Community Service - Faculty members shall:~~
 - ~~a. Represent his/her subject area and promote the college in the community;~~
 - ~~b. Serve as active members of the community in which he/she lives.~~

~~C. Other Assessment Considerations~~

- ~~1. Initiative as shown through the development and/or promotion of curricular, institutional, or community activities above and beyond the normally accepted definition of faculty member responsibilities.~~
- ~~2. Enthusiasm as indicated by a manifested interest in the job.~~
- ~~3. Commitment as indicated by a desire to help fulfill the role and mission of Southern West Virginia Community and Technical College~~
- ~~4. Adaptability as indicated by a willingness to accept and support college, campus, and departmental policies.~~
- ~~5. Cooperativeness as indicated by a willingness to work with others.~~
- ~~6. Dependability as indicated by reliability accepting responsibility and completing tasks.~~
- ~~7. Versatility as indicated by an ability to contribute in diverse areas.~~

~~D. Procedures~~

- ~~1. Board of Directors' policy requires that all faculty be evaluated each term.~~
- ~~2. It is the responsibility of the Division Chair to evaluate full-time and part-time faculty within his/her division throughout each academic year.~~
- ~~3. Faculty are to be reviewed each year with the review process beginning with the Division Chair through the Vice President Academic Affairs, to the President.~~

- ~~4. The Division Chairperson will make recommendations to the Vice President Academic Affairs regarding retention of non-tenured faculty members in accordance with rules and timelines established in HEPC Board of Directors Series 36.~~

~~E. Evaluations Conferences~~

- ~~1. The Division Chair shall have at least two evaluative conferences with each full-time faculty each year. For returning faculty, the evaluation year includes the fall and spring semesters. For new faculty, the evaluation period shall be the maximum period of time possible for a full, fair evaluation.~~
- ~~2. After each evaluative conference the Division Chair shall prepare a narrative describing the strengths and weaknesses of the instructor. The narrative will be provided to the faculty member and acknowledged on the appraisal form. The faculty member may write a narrative response for inclusion with the supervisor's evaluation.~~
- ~~3. All evaluation data shall be submitted to the Human Resources Office. If needed for promotion, tenure, and/or merit, all data with recommendations shall be submitted prior to established deadlines.~~

~~F. Data Sources~~

- ~~1. The following required data sources shall be used:~~
 - ~~a. Student Evaluation. Student evaluation of teaching performance, includes student interviews. The Division Chair may survey/interview those who have withdrawn. This record shall note those who had withdrawn prior to class-administered evaluation. Student evaluations shall be conducted in each class term. The faculty member's Division Chair will direct/supervise the distribution, collection, and response recording of student data. In order to maintain the confidentiality of the student responses, the faculty member shall not be present in the class meeting place while the forms are being complete. Any variation in this process requires approval from the Vice President Academic Affairs. Summarized results and student comments shall be provided to the faculty member by the Division Chair.~~
 - ~~b. Classroom Visitation. Evaluation by the Division Chair includes classroom visitation. The Division Chair shall visit at least one class session with each full-time instructor each term. The classroom visitation form shall be utilized by the supervisor as an evaluative instrument during visits and the subsequent student interviews. The Division Chair is expected to interview students in order to complete this form fully. The instructor may designate some of the students to be interviewed; however the supervisor may interview others as appropriate. The Division Chair may prepare a narrative which further discusses the results of the classroom visitation and which supports the completed evaluation form.~~
 - ~~c. Self-Evaluation. Self-evaluation shall be conducted once per year and submitted to the Campus Dean by March 1.~~

- ~~2. The following optional data sources may be used:~~

- a. ~~Peer Evaluation.~~ Evaluation by peers with two or more being selected by the faculty member and one or more being selected by the Division Chair. Typewritten and signed evaluations by peers shall be submitted to the Division Chair by March 1. The evaluations shall be performed in such a manner as to ensure the confidentiality of the peer responses. If possible, the instructor will be provided with summarized results in advance of any subsequent conferences.
 - b. ~~Administrator Evaluation.~~ Evaluations by senior administrator(s) may also be submitted. If a faculty member feels it beneficial, he/she may request an additional evaluation by senior administrator(s) of his/her choice.
3. The faculty member may supplement any of the above forms with questions appropriate to the above evaluations. The supplement will be treated with the same confidentiality as other data.

~~G. Evaluation Records~~

1. Evaluation record of each faculty member shall be kept in the Human Resources Office with other academic records. These records shall be confidential and accessible only to the faculty member, Division Chair, Vice President for Academic Affairs, the President and the Faculty Hearing Committee if an appeal is made.
2. Records shall be released to appropriate review bodies if advancement in rank or tenure is sought by the faculty member.

~~H. Professional Growth~~

1. Each faculty member is expected to exercise initiative in continuing his/her professional growth.
2. Summer institutes, faculty seminars, professional meetings, workshops, and other opportunities exist to develop an awareness of recent developments in related disciplines and higher education. Such activities would add evidence that there is an increasing and substantial level of effectiveness as a faculty member when he/she is compared with his/her previous performance.

9. REVIEW STATEMENT

All policies shall be reviewed on a three-year cycle by the President or President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed. SCP-3328 is scheduled for review during the 2009-2010 academic year.

10. CANCELLATION

None.

11. SIGNATURES

Attachments: SCP-2218.A, Supervisor’s Evaluation of Faculty Member Form

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: April 2006 — Revisions reflect changes to the evaluation policy to better serve the needs of the institution.



S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S

Number:	SCP-2218.A
Origination:	August 17, 1984
Effective:	August 17, 1984
Reviewed:	April 2006

SUPERVISOR'S EVALUATION OF FACULTY MEMBER

NAME	POSITION
CAMPUS/DIVISION	SUPERVISOR

A. ~~EVALUATION CRITERIA~~ Classroom Performance and Advising

Course Number(s) _____ Date(s) of Visits _____

The following are criteria that may be considered by the ~~observer in evaluation of the faculty member chairperson~~:

1. Exhibits instructional organization.
2. Facilitates learning as a lecturer, discussion leader, demonstrator, or guide.
3. Makes clear assignments, ~~meets class commitments~~.
4. Stimulates students intellectually.
5. ~~Is not bound by the text.~~ Supplements the course texts with a variety of materials and information.
6. ~~Takes a sincere and constructive interest in students.~~ Demonstrates an interest in students as individuals through academic advising and other informal meetings.
7. Encourages students to participate in class discussions.

5. Service to the community.

6. Research and publication.

EMPLOYEE'S RESPONSE TO SUMMARY

_____	_____
NAME	POSITION
_____	_____
CAMPUS/DIVISION	SUPERVISOR

The purpose of this form is to provide the employee being evaluated an opportunity to respond to statements made on other parts of the evaluation.

1. EMPLOYEE RESPONSE

Signature of Employee Date

2. I DO NOT CARE TO RESPOND TO THE EVALUATION.

Signature of Employee Date

RECEIVED: _____ DATE _____

7. Research and publication.

Faculty Signature: _____ Date: _____

Division Chair Signature: _____ Date: _____

Faculty Signature: _____

Date: _____

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: SCP-2748, Request for Release Time for Full-time Faculty

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the aforementioned policy and attachment following the 30-day public comment period.

STAFF MEMBER: Patricia Clay

BACKGROUND:

The purpose of the policy is to establish the rules and procedures governing granting and documenting faculty release time. Faculty release time is the time faculty members are granted away from a specified portion of his or her teaching assignment of 15 credit hours in order to perform a special or alternative assignment.

Revisions to this policy reflect no substantial changes in procedure or documentation requirements for faculty release time. Revisions provide clarity and reflect changes in management position responsibilities.

The policy includes one attachment. The Request for Release Time Form documents the details of the faculty release time. For clarity purposes, the form was condensed to only one request and justification section.

The Human Resources Administrator reviewed and revised this policy with advice and input from the Vice President for Academic Affairs and other members of the Executive Council.

At its September 26, 2006 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy (with attachment) for a 30-day comment period that expired October 27, 2006. One comment on the policy was received as follows:

Comment: “In regards to policy SCP-2748, Request for Release Time for Full-time Faculty, the Faculty Senate feels this policy does not need to be approved until the Committee on Faculty Responsibility determines the definition of a full time work load.”

Response: The current policy on *Request for Release Time for Full-time Faculty* requires documentation of any release time granted to a full-time faculty

member teaching less than 15 credit hours per semester. The revisions recommended for this policy simply incorporate the existing definition of the current workload requirements for full-time faculty and do not materially affect the existing policy on release time. The Senate has recommended that this policy not be approved as amended until an ad hoc committee appointed by the President determines the definition of work load. However, to approve the recommended revisions now does not preclude future changes based upon any recommendations provided by the ad hoc committee. The staff, therefore, recommends that the Southern West Virginia Community and Technical College Board of Governors approve the policy as presented.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-2748
Origination: January 28, 1991
Effective: DRAFT
Reviewed: August 31, 2006

SUBJECT: Request for Release Time for Full-time Faculty

REFERENCE: SAA-3000, C# 4-9899 dated March 8, 1999

1. PURPOSE

To establish the policies and procedures governing granting and processing of requests for release time.

2. SCOPE AND APPLICABILITY

This issuance applies to all full-time faculty members of Southern West Virginia Community and Technical College, including faculty incentive programs, faculty senate and faculty advisory council representatives. Any full-time faculty member who does not have a fifteen credit hour load must have a completed "RELEASE TIME REQUEST FORM" (Form No. SCP-2748.A).

3. DEFINITIONS

Release Time: Time a faculty member is granted away from a specified portion of his/her required teaching load of 15 credit hours in order to perform a special or alternative assignment.

Special / Alternative Assignment: Includes any project or assignment given to a faculty member outside his/her traditional teaching load.

4. POLICY

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 or alternative assignments.

"Workload Requirements for Full Time Faculty" (SCP-2875) maintains that a 100% course load for a semester be 15 credit hours or its equivalent. The "Release Time Request Form" (SCP-2748.A) is intended to document the "equivalent" portion of the faculty members workload. Any assignment to a full time faculty member that involves a reduction in the number of credit hours taught for a semester to less than 15 credit hours, must be documented using the "Release Time Request Form."

Examples of assignments that require a Release Time Request Form be completed include, but are not limited to: Projects approved under the faculty incentive program; election to the faculty senate, faculty advisory council, or other committee membership requiring release from teaching responsibilities; course or curriculum development; and/or developing methods for alternative delivery of courses.

When released time is granted, the faculty member's total salary for both the released time assignments and full-time teaching duties shall not exceed one hundred percent (100%) of the total remuneration for his/her full-time teaching workload. No release time will be approved without adequate documentation that the assignment, program, or project is in alignment with institutional mission and needs.

5. BACKGROUND OR EXCLUSIONS

Release time shall be granted based on genuine institutional need and should not be used to meet faculty work loads due to cancelled classes.

6. GENERAL PROVISIONS

Release time may be requested by the faculty member or the college administration or as provided by policy.

7. RESPONSIBILITIES AND PROCEDURES

A. Request by a Faculty Member.

1. A faculty member requesting release time from his/her teaching workload to perform a special assignment will complete and submit a Release Time Request Form No. SCP-2748.A to the Division Chair including a detailed description of the project to be completed as listed in special instructions. Note: Faculty Senate Chair is not required to submit the detailed description.

- B.———
2. The Division Chair will evaluate the request and, if warranted, will recommend approval to the Vice President for Academic Affairs. If release time is denied, the Division Chair will respond in writing to the faculty member with their rationale.

B. Request by the Division Chair.

1. The Division Chair will meet with the faculty member to outline the conditions of their release time and document the outcome of the meeting.
2. The Division Chair will complete and submit the Release Time Request Form No. SC 2478.A. to the Vice President for Academic Affairs including the justification for the project.

C. Request by other Administrators.

1. The individual requesting the release time will consult with the Division Chairperson to ensure coverage of courses can be accomplished.
2. The individual requesting the release time will complete and submit the Release Time Request Form, SCP-2478.A, including the signature of the Division Chairperson.

D. The Vice President for Academic Affairs will review the request and forward to the President or his/her designee with a recommendation.

E. The President or his/her designee is the final approval authority for all requests for release time. The President or his/her designee will return the completed form to the Division Chairperson with approval or denial.

F. If approved by the President or his/her designee, the Division Chair will ensure necessary arrangements are made to have all classes fully covered and will ensure that the following distribution of Release Time Form is made:

1. Original ~~sent~~ to Human Resources for placement in file.
2. Copies ~~sent~~ to Division Chairperson; and Vice President for Academic Affairs; ~~and Campus Managers for Boone and Wyoming.~~

8. CANCELLATION

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP-2748 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-2748.A, Release Time Request Form for Full-time Faculty

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: August 2006 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

Justification: _____

Timing of Project: _____ Fall Semester _____ Spring Semester _____ Summer

_____/_____/____ to ____/____/____
_____ Mo. Day Year _____ Mo. Day Year

PROJECT DESCRIPTION

Cost: _____

Request by faculty must include: ~~A short typed, double-spaced project description must accompany this request. It must include: Project Description, Purpose, Major Objectives, Time Table listing individual activities and deadlines, Project Evaluation Procedures.~~

Requested By _____ Date

Faculty member's signature below indicates he/she agrees with the Release Time Request as presented:

		_____ Faculty Member's Signature	_____ Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Division Chairperson	_____ Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ Vice President for Academic Affairs	_____ Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ President <u>or</u> Designee	_____ Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: SCP-3693, Instructional Schedule Development

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

STAFF MEMBER: Cathy Smith-Cox

BACKGROUND:

In 2005-2006, Mr. Merle Dempsey, Executive Vice President, charged the Academic Affairs Management Council (AAMC) with revision of SCP-3693, Instructional Schedule Development.

The committee began work in September of 2005, and continued work until the committee of the whole approved the policies in the Spring 2006 Semester. Charged by the committee, Mrs. Cathy Smith-Cox took the policies forward to the Academic Affairs Committee. The body also approved this policy at its initial Spring Semester meeting. Mrs. Smith-Cox then presented the policy to the President's Cabinet for review and comment on February 6, 2006.

At its October 19, 2006 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired November 21, 2006. No comments were received at the end of the comment period, therefore, the staff recommends the policy for approval as presented.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

**Number: SCP-3693
Origination: July 1, 1984
Effective: DRAFT
Reviewed: September 28, 2005**

SUBJECT: Instructional Schedule Development

REFERENCE:

1. PURPOSE

To establish policy and procedures for the development and distribution of the instructional schedule of classes for Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This issuance applies to all campuses, divisions, departments and any other instructional units of the institution.

3. DEFINITIONS

None.

4. POLICY

None.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

General information related to registration dates and procedures, fees and refunds, academic calendar and other information required for the instructional schedule shall be provided by the Vice President for Academic Affairs.

7. RESPONSIBILITIES AND PROCEDURES

A. Responsibilities

1. The Vice President for Academic Affairs is responsible for overseeing and coordinating instructional schedule development processes.
2. Division Chairpersons and the Dean of Allied Health are responsible for schedule development for all courses. ~~to be offered in their program area regardless of Campus location.~~ Entry of all appropriate course information into the computer for the instructional schedule is a the responsibility of the office of the Vice President for Academic Affairs

3. The Academic Affairs ~~Committee-Management Council or Division Chairpersons/Dean of Allied Health and the Vice President for Academic Affairs~~ shall provide the means for resolving conflicts or other issues pertaining to the scheduling of classes for all campuses of Southern West Virginia Community and Technical College.

B. Timeline

The timeline for developing the instructional schedule shall be established and communicated by the office of the Vice President for Academic Affairs.

C. Printing and Distribution

1. ~~The Public Relations Office shall be responsible for the design and printing of the class schedule. The Vice President of for Academic Affairs Student Services, through the Registrar's office, shall be responsible for posting distributing the class schedule. Distribution of class schedules to the Campuses shall be based on the percentage of FTE. The number of schedules provided to each campus shall be determined by the percentage of FTE produced for the previous academic year. All class schedules will be available primarily on the web.~~
2. ~~Each campus is responsible for ensuring a sufficient number of CD's containing the class schedules is available for each registration period and appropriate recruitment activities.~~

8. CANCELLATION

SCI 1271 effective August 30, 1993.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle 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. SCP-3693 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors (12 members)

Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes:

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: SCP-4192, Administrative Withdrawal of Students

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

STAFF MEMBER: James P. Owens

BACKGROUND:

The purpose of this policy is to establish and communicate the procedure for the administrative withdrawal of a student. The Student Services Department scheduled the policy for review this year.

The Student Services Unit began work on the policy in August of 2006. The revised policy was then presented to the Executive Council in September of 2006 and again in October of 2006.

At its October 19, 2006 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired November 21, 2006. No comments were received at the end of the comment period, therefore, the staff recommends the policy for approval as presented.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP-4192
Origination: September 1, 2000
Effective: DRAFT
Reviewed: October 2006

SUBJECT: Administrative Withdrawal of Students

REFERENCE: Southern West Virginia Community and Technical College Course Catalog

1. PURPOSE

To establish and communicate the policy ~~and procedure for~~ regulating the administrative withdrawal ~~of a student process.~~

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

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

4. POLICY

Under specific circumstances outlined in the policy, the College will administratively withdraw students from courses for which they have ~~enrolled for reasons specified herein~~ registered.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

A. The College will withdraw students who have ~~enrolled~~ registered but ~~who failed to pay their the required~~ tuition and fees or have not made arrangements for payment by the ~~advertised~~ required date ~~for early registration or at the time of registration.~~ For students withdrawn for non-payment, there will be no record of the student ~~being having been registered~~ in these classes courses.

B. The College retains the right to withdraw a student from a course for emergencies or ~~for the purpose of discipline~~ as a result of disciplinary action under ~~established rules of procedure~~ the institution's policies and procedures regarding student conduct. In cases involving administrative withdrawal for disciplinary reasons, faculty and administration will determine the appropriate grade in each instance.

7. RESPONSIBILITIES AND PROCEDURES

A. The Business Offices are responsible for administratively withdrawing students for nonpayment of tuition or fees.

B. Faculty and administration are responsible for administratively withdrawing students for emergency and disciplinary reasons.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP-4192 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: October 2006 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammatical and technical changes.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: SCP-4274, Standard of Progress for Federal Financial Aid Recipients

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

STAFF MEMBER: James P. Owens

BACKGROUND:

The purpose of this policy is to set forth the standards a student must meet to continue to receive financial assistance at Southern West Virginia Community and Technical College. The policy was scheduled for review this year by the Student Services Department.

The Student Services Unit began work on the policy in August of 2006. The revised policy was then presented to the Executive Council in September of 2006 and again October of 2006. The revisions recommended are meant to simplify and clarify this policy.

At its October 19, 2006 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired November 21, 2006. One comment was received on SCP-4274 and we have adjusted the policy based on the comment.

Comment: "I have reviewed SCP 4192, 4274 and 4356. I have one suggestion for SCP 4274, Standards for Progress for Federal Aid Recipients—please review Section F for the use of "**will normally be given**"; I think this is weak policy language and you may want to suggest stronger language. The remaining text and other two policies read OK."

Response: The Vice President for Student Services reviewed the policy statement and agreed that the specific section cited should be revised. Therefore, staff recommends that the Southern West Virginia Community and Technical College Board of Governors approve the policy with the above cited section (4.F.1) revised to read "**Students will be given the equivalent of 150% of the number of hours necessary for completion of their chosen degree program under financial aid**" instead of "**Students will normally be given the equivalent of the 150% of the number of hours necessary for completion of their chosen degree program under financial aid.**"



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP-4274
Origination: January 1, 1984
Effective: DRAFT
Reviewed: October 2006

SUBJECT: Standards of Progress for Federal Financial Aid Recipients

REFERENCE: Southern West Virginia Community and Technical College Course Catalog

1. PURPOSE

General

- ~~1. In addition to all other requirements for federal financial aid eligibility, students must continue to be in good academic standing and be making progress toward a degree.~~
- ~~2. The standards that are set forth here are stricter than the institution's standards of progress. Therefore, a student who does not meet the Standards of Progress for federal financial aid may be unable to receive financial assistance, but will be able to attend Southern.~~

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

2. SCOPE AND APPLICABILITY

This issuance applies to all students receiving assistance through Federal Financial Aid programs.

3. DEFINITIONS

Standards of Academic Policy: Students receiving financial assistance through one or more federal financial aid programs must complete at least 65% of the courses for which they have registered and must achieve an overall grade point average of 2.00.

Probationary Status: The time period granted to students who fail to meet the standards of academic progress adopted by the institution. To be granted probationary status, a student must present a written request to the financial assistance office.

Provisional Status: A time period commonly referred to as extended probationary status which may be granted to a student serving a probationary period and has completed all courses during the probationary period with an overall 2.00 grade point average, but does not meet the standard for the required percentage of hours completed.

Suspension Status: Status assigned to a student who drops or fails a course or does not have an overall 2.00 grade point average at the completion of a probationary or provisionary status period, and is no longer eligible for assistance under Federal Financial Aid programs.

4. POLICY

A. Cumulative Grade Point Average

1. A student receiving federal aid must maintain an overall 2.00 cumulative grade point average and complete at least 65% of all hours attempted including hours transferred from other institutions.
2. Any financial aid recipient failing to meet the required grade point average will be notified that he/she may request PROBATIONARY STATUS. ~~An agreement~~ A request for probationary status must be signed and received in the financial aid ~~assistance~~ office .

B. (Formerly E) Program Completion

1. ~~Full-time students will be given 150% of the hours required for graduation in their particular programs. At the end of each semester, each student's progress toward his/her degree is calculated. All course work taken at Southern is used in the calculation. At least 65% of all classes attempted must be completed. Full-time students receiving federal financial aid will be permitted to attempt no more than 150% of the hours required for graduation in their particular program of study. At the end of each semester, each student's progress toward his/her degree will be reviewed. All course work attempted will be considered in the calculation for meeting the Standards of Academic Progress. A minimum of 65% of all credit hours attempted must be successfully completed.~~
2. ~~Students who are not in compliance with this policy will be placed on PROBATIONARY STATUS for the following semester (summer excluded). At the end of this PROBATIONARY period, the student's progress toward a degree will be recalculated. Students who are not in compliance with this policy and present a written request will be placed on PROBATIONARY STATUS for the following semester (excluding the summer semester(s). At the end of the PROBATIONARY semester, the student's academic progress will be recalculated.~~
3. ~~If the student has completed all of the hours for which he/she has registered and meets the academic portion of the Standards of Progress, he/she will remain in PROBATIONARY STATUS for another semester. If the student has completed all of the hours for which he/she registered and meets the required grade point average as outlined in the Standards of Progress, he/she will remain in PROBATIONARY STATUS for an additional semester.~~
4. ~~If the student does not meet the Standards of Progress at the end of the PROBATIONARY period, or if he/she has not completed all of the hours for which he/she has registered and does not meet the academic portion of the Standards of Progress he/she will no longer be eligible to received federal aid. If the student does not meet the Standards of Progress at the end of the PROBATIONARY period, he/she will no longer be eligible to receive federal aid and will be placed in SUSPENSION STATUS.~~
5. ~~While in SUSPENSION STATUS the student will be unable to receive financial assistance. SUSPENSION STATUS will extend until the student meets the progression requirements and the academic requirements or until the student completes all of the hours for which he/she registers in one semester and meets the academic portion of the Stands of Progress. The suspension status will continue until the student meets the established Standards of Academic Progress.~~
6. ~~The automatic suspension policy will continue until the student meets the Standards of Academic Progress.~~

C. (Formerly B) Probationary Status

1. An extension of one semester of PROBATION will be granted to all students who submit a request.
2. Students attending on probationary status must complete all classes for which they are registered and maintain a cumulative GPA of 2.0.

D. Provisional Status

1. If ~~this a~~ student who has been reinstated on PROVISIONAL STATUS, fails to continue to attain a 2.00 grade point average for ~~12 hours of academic credit~~, he/she will automatically be placed on suspension.
2. The automatic suspension ~~policy~~ status will continue until the student meets ~~the~~ all Standards of Academic Progress.

E. (Formerly C) Suspension Status

1. The period of ineligibility for financial aid (SUSPENSION STATUS) will ~~extend~~ continue until the student meets the established Standards of Academic Progress.

F. Appeals Process and Time Limitations

1. Students ~~who have already attempted~~ will be given the equivalent of 150% of the number of hours necessary for completion of their chosen degree program under financial aid. Once they have reached the equivalent of 150% of the hours they will not be able to receive any additional financial assistance. If the 150% threshold has been reached without the student attaining a degree, an additional semester can be requested by the student if it can be shown that they can attain the degree in that semester.
2. If ~~there are~~ special circumstances ~~that cause~~ require a student to need more than the allotted number of ~~semesters~~ hours to complete an Associate a degree or ~~two years to complete a certificate program~~ or if there are extenuating circumstances that have caused a student not to meet ~~these~~ the progression requirements after a semester of PROBATION, the student should explain the circumstances in writing and submit them to the Financial Aid Officers.
3. A committee composed of the two Financial Aid ~~Officers~~ counselors and the Vice President of Student Services will review the student's reasons appeal. If this committee ~~determines that the reasons are acceptable~~ approves the appeal, the student may be able to receive an extension of Probation or an extension of ~~time~~ hours.

5. **BACKGROUND OR EXCLUSIONS**

None.

6. **GENERAL PROVISIONS**

None.

7. **RESPONSIBILITIES AND PROCEDURES**

The Financial Assistance Office is responsible for this policy.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP-4274 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes:

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

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

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

STAFF MEMBER: James P. Owens

BACKGROUND:

The purpose of this policy is to define the manner in which financial assistance for students at Southern West Virginia Community and Technical College is handled. The policy was scheduled for review this year by the Student Services Department.

The Student Services Unit began work on the policy in August of 2006. The revised policy was then presented to the Executive Council in September of 2006 and again October of 2006. The recommended revisions are meant to simplify and clarify this policy.

At its October 19, 2006 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy for a 30-day comment period that expired November 21, 2006. No substantive comments were received at the end of the comment period, therefore, the staff recommends the policy for approval as presented.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP-4356
Origination: January 1, 1985
Effective: DRAFT
Reviewed: October 2006

SUBJECT: Financial Aid Recipient — Change in Enrollment Policy

REFERENCE: §18C-5-5; §18C-5-7; §18C-7-6

1. PURPOSE

Section 1. — General

~~1.01. Many students register for courses and then change their enrollment status before the end of a semester. The purpose of this policy will is to define the treatment of tuition refunds as well as manner in which financial aid awards for financial aid recipients: assistance received by an eligible student at Southern West Virginia Community and Technical College is affected by a change in enrollment status.~~

2. SCOPE AND APPLICABILITY

This issuance applies to all students receiving financial assistance.

3. DEFINITIONS

None.

4. POLICY

~~A. Section 2~~ Enrollment Status

- ~~1. 2.01:~~ Students who enroll register but ~~who~~ never attended any classes are not entitled to financial aid. All amounts that are financial assistance received by the student and/or the institution must be repaid by the students to the aid programs returned.
- ~~2. 2.02:~~ If ~~the a~~ student changes his/her enrollment status during drops or withdraws from all classes within the first ~~two weeks of the 60%~~ of a semester, his/her a recalculation of the financial aid awards will be adjusted according to the new enrollment status must occur. After 60% of the semester is completed, no recalculation is required.
- ~~3. 2.03:~~ Students ~~are paid federal aid~~ receive financial assistance based on their current enrollment status when verified by the financial assistance office. on the date checks are received by the student Changes in enrollment that occur before the actual application of financial aid to a student account require a review and are subject to recalculation.

~~B. Section 3:~~ Tuition Refund

1. ~~3.01~~. In ~~all~~ cases where a student has a changed in enrollment status and is eligible for a ~~tuition~~ refund, the tuition refund will be returned to the federal aid programs based on the refund policy in the class schedule for the current semester.
2. ~~3.02~~ The amount to be returned to the federal programs will be returned in the following priority order, (~~up to but will not exceed~~ the amount the student received from each program): 1) All loan programs, 2) Federal Pell Grant, 3) Federal Supplemental Educational Opportunity Grant (SEOG), 4) West Virginia Higher Education Grant (WVHEG).
3. ~~3.043~~ If the source of a private scholarship award does not require that it be returned when a change in enrollment status occurs, it may any refund will be returned to the student.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

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

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP-4356 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: None

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: October 2006 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect grammar and technical changes.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: SCP-4558, Administration of Credit Course Registration Procedures

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval to cancel SCP-4558, Administration of Credit Course Registration Procedures, following the 30-day comment period.

STAFF MEMBER: James P. Owens

BACKGROUND:

Mr. Merle Dempsey, Executive Vice President, charged the Academic Affairs and Student Services Units with the review of the SCP-4558, Administration of Credit Course Registration Procedures. As a result of the review, we propose that this policy be rescinded because it does not meet the criteria for a policy but is instead a statement of procedures and rules.

At its October 19, 2006 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the above policy for a 30-day comment period that expired November 21, 2006. No comments were received at the end of the comment period, therefore, the staff recommends the policy for cancellation.



SUBJECT: Administration of Credit Course Registration Procedures

REFERENCE:

1. PURPOSE

These regulations establish the general procedures and responsibilities of operation for the registration process at Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

All College employees.

3. DEFINITIONS

4. POLICY

The Vice President of Student Services will have responsibility for the establishment and publication of the Fall, Spring, and Summer registration dates and times. The Vice President of Student Services shall coordinate registration on the Logan and Williamson Campuses and their off-campus locations. The Directors of Boone/Lincoln and Wyoming/ McDowell Campuses in consultation with the Vice President of Student Services will have primary responsibility for registration in their service areas.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. At least four weeks prior to each registration process, the Vice President of Student Services shall communicate to the instructional personnel, Technology Services personnel, Campus Manager/Directors, Counselors, and Student Records personnel their responsibilities appropriate to the registration process.

B. The Vice President Academic Affairs shall be responsible for informing each Division Chairperson of



the need to have faculty available for the registration process.

- C. The Vice President for Finance shall be responsible for insuring proper collection of fees during the registration process.
- D. The Chief Technology Officer shall be responsible for making appropriate information systems available during the registration period.
- E. The Vice President for Student Services shall be responsible for making arrangements to have all the necessary forms and materials such as applications for admission, registration forms, catalogs, etc. available during the registration process. Adequate counseling and student records personnel shall be available.
- F. Students and employed personnel shall follow the current registration guidelines/procedures posted by Student Services.

G. CANCELLATION

H. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

- ITEMS:**
1. SCP-2375, Home Campus Assignment and Campus Requirements for Faculty, and
 2. SCP-4710, Academic Dishonesty

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the aforementioned draft policies for distribution to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

STAFF MEMBER: Cathy Smith-Cox

BACKGROUND:

In 2005-2006, Mr. Merle Dempsey, Executive Vice President, charged the Academic Affairs Management Council (AAMC) with revision of the following academic policies:

1. SCP-2375, Home Campus Assignment and Campus Requirements for Faculty
2. SCP-4710, Academic Dishonesty

The committee began work in September of 2005, and continued work until the committee of the whole approved the policies in Spring Semester, 2006. Charged by the committee, Mrs. Cathy Smith-Cox took the policies forward to the Academic Affairs Committee. The body also approved the aforementioned policies in their Spring Semester meetings.

We recommend, therefore, that the aforementioned revised or new policies be advanced for a 30-day comment period.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

**Number: SCP-2375
Origination: July 1, 1985
Effective: July 1, 1985
Reviewed: DRAFT 12-08-2005**

SUBJECT: Home Campus Assignment and Campus Requirements for Faculty

REFERENCE:

1. PURPOSE

To communicate policy regarding assignments to teaching locations.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

None.

4. POLICY

Faculty members will have a home campus designated for purposes of regular office space, mail delivery, payroll, etc. However, faculty members may be assigned teaching responsibilities at one or more locations where courses are offered.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

A. Policy Statement

1. A faculty member shall be assigned to one campus as the home campus where the majority of his/her teaching load takes place. The Vice President for Academic Affairs in consultation with the Division Chairs will make this determination.
2. A faculty member shall not be reimbursed for travel between his/her home campus and place of residence.
3. A faculty member may be required to teach on one or more campus locations; ~~if it is deemed to be in the best interest of the College as determined by the appropriate Chairperson/Center~~

~~Director and the Vice President of Academic Affairs.~~

4. A faculty member with a multi campus teaching assignment will be reimbursed for travel in his/her personal car when the state vehicle is unavailable.
5. A faculty member with a multi campus teaching assignment may deduct the travel time between campuses each week from his/her weekly office hours for a maximum of three hours per week.
6. Consideration shall be given to traveling faculty when committee assignments are being made.

B. Requirements and Conditions Related to Travel

A faculty member may be required to travel between campuses when ~~one or more of the following conditions exists:~~ a full-time load does not exist on one campus and multi-location responsibilities are necessary.

1. ~~A full-time load does not exist on one campus and joint teaching responsibilities are necessary to constitute a full-time load.~~
2. ~~An equally qualified adjunct instructor cannot be located for a particular course offering, thus necessitating the reassignment of a full-time faculty member from another campus.~~

C. Whenever possible, a faculty member shall be made aware of the probability of ~~dual campus~~ multi-location responsibilities prior to the beginning of the contract year.

D. ~~A faculty member with joint assignments shall be required to maintain a proportionate amount of office hours at the visiting campus.~~

E. ~~Travel between campuses by full-time faculty shall be calculated as contact time.~~

8. **CANCELLATION**

None.

9. **REVIEW STATEMENT**

This policy shall be reviewed on a three year cycle 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. SCP-2375 is scheduled for review during the 2009-2010 academic year.

10. **SIGNATURES**

Board of Governors Chair

Date

President

Date

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: December 8, 2005 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in the language of this policy.



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-4710
Origination: July 1, 1984
Effective: July 1, 1984
Reviewed: DRAFT May 2006

SUBJECT: Academic Dishonesty

REFERENCE:

1. PURPOSE

~~Academic dishonesty is any practice which gives one student a dishonorable advantage over another student in the same or a similar course of study. It include, but is not limited to, the following: improperly getting or giving aid on examinations or required work; improperly using books, notes, or other information sources; submitting all or part of another's work as one's own; getting all or part of an examination or assignment before its submission by the instructor to the class as a whole; and altering any grade or academic record. To establish policy and procedures for addressing cases of academic dishonesty.~~

2. SCOPE AND APPLICABILITY

This policy applies to all full-time and adjunct faculty and to all students at all campuses and off-campus locations.

3. DEFINITIONS

A. Academic Dishonesty - Academic dishonesty is any practice which gives one student a dishonorable advantage over another student in the same or a similar course of study. It includes, but is not limited to, plagiarism, cheating, and fraud.

B. Plagiarism - Plagiarism is the submission as one's own, without proper citation or acknowledgment, any ideas, information, or expressions which have been copied wholly or in part from the work of others.

C. Cheating - Cheating includes, but is not limited to, the following actions:

1. Obtaining help from, or knowingly giving help to, another student during an examination.

2. Use of notes or other resources during an examination or any other assignment without the expressed consent of the instructor.

3. Knowingly providing one's work for another student to submit as his own.

4. Obtaining any part of an examination or assignment before it has been given to the class.

5. Use of any electronic device in class without the expressed permission of the instructor.

1. Fraud - Fraud includes, but is not limited to, the following actions:

1. Providing any signature other than one's own on any College document.
2. Forging or altering the record of any grade in an educational record.
3. Knowingly presenting false information or intentionally misrepresenting one's records.
4. Knowingly providing false statements in any College proceedings.

4. POLICY

- A. Plagiarism shall constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are subject to penalties when plagiarism has been confirmed.
- B. Upon discovering an act of cheating or plagiarism, the nature of the penalty shall be determined by the instructor. Such penalties may include, but are not limited to, a lowered grade on the assignment, no credit for the assignment, or an exclusion from further participation and a grade of F in the course.
- C. Blatant acts of plagiarism, such as copying papers from the Internet, shall increase the probability that the instructor will assign a grade of F in the course.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

When a faculty member detects a academic dishonesty, the case shall be handled as follows:

- ~~1. The instructor has the authority to give the student a grade of "F" on the examination or assignment involved in the cheating or an "F" in the course wherein the cheating occurred.~~
- ~~2. Within three class days after the offense occurs, the instructor shall give the Vice President for Academic Affairs any physical evidence of the academic dishonesty and a written report stating the facts of the case and the action the instructor has taken.~~
- ~~3. Any student considering himself unfairly treated may use the grievance procedure designed for this matter if the student notifies the Vice President for Academic Affairs within ten class days after being notified by the faculty member of action taken against the student. The Vice President for Academic Affairs will give all physical evidence to the chairperson of the grievance committee if the committee is called to meet.~~
- ~~4. If caught cheating a second or subsequent time in that course, a student will receive an "F" in the courses wherein the cheating occurred and may be expelled from the College by the President on the recommendation of the Vice President of Academic Affairs.~~
- ~~5. A student who has been given a grade of "F" by an instructor under the College's policy on academic~~

~~dishonesty is not permitted to withdraw from the course with the grade of “W” after academic dishonesty procedures have been initiated by the instructor without the approval of the instructor.~~

- A. Within fourteen days after an act of academic dishonesty is discovered, the instructor shall notify the student in writing and include a statement of the penalty imposed.
- B. Within fourteen days after an act of academic dishonesty is discovered, the instructor shall notify the Division Chair and the Vice President for Academic Affairs in writing. The instructor shall include copies of any physical evidence and a written report stating the facts of the case and the action taken.
- C. Any student considering himself unfairly treated may use the grievance procedure as stated in the Student Handbook. The grievance procedure must be initiated within fourteen calendar days of the instructor’s notification.
- D. For subsequent or multiple offenses by the student, in addition to being given a grade of F in the course in which the academic dishonesty occurred, the student may be expelled from the College by the President on recommendation of the Vice President for Academic Affairs following a judicial hearing. The subsequent offense is not limited to the course in which the initial offense was reported.
- E. The Office of the Vice President of Academic Affairs shall maintain a permanent record of academic dishonesty offenses. This record shall be available for evidence in any future judicial hearings regarding academic dishonesty.
- F. A student who has been given a grade of F by an instructor under the College policy on academic dishonesty is not permitted to withdraw from the course with a grade of W after academic dishonesty procedures have been initiated by the instructor.
- G. The deadlines set out in the student grievance procedure for grade appeals do not apply to grievances regarding action taken regarding academic dishonesty. The grievance therefore may not be filed in the subsequent term unless that term falls within fourteen calendar days of the instructor’s notification of the student that academic dishonesty procedures have been initiated.
- H. Penalties assigned for academic dishonesty may not be used as the basis for a subsequent grade appeal.

9. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP-4710 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair

Date

President

Date

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: May 2006 — Revisions provide clarity and reflect changes in current practice. Definitions, responsibilities, and procedures were added to this policy.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: SCP-5260, Meeting Financial Exigencies

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the aforementioned policy for distribution to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

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

This policy is subject to review on a three-year cycle by the President or the President's designee. At this time it is recommended that this policy be continued in its present form.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-5260
Origination:	February 17, 2004
Effective:	February 17, 2004
Reviewed:	DRAFT 11-2006

SUBJECT: Meeting Financial Exigencies

**REFERENCE: Higher Education Policy Commission Procedural Rule, Academic Freedom,
Professional Responsibility, Promotion, and Tenure, 131 CSR 26**

1. PURPOSE

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

2. SCOPE AND APPLICABILITY

This policy shall apply on a college-wide basis.

3. DEFINITIONS

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

4. POLICY

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

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

A. Financial Exigency/Committee Duties and Responsibilities—A Financial Exigency Committee will review and advise the President on all institution-wide actions deemed as necessary responses to a financial exigency. The major responsibilities of this committee shall be: (a) Making initial recommendations and advising the Faculty Senate and Classified Staff Council regarding institution-wide responses to a financial exigency; (b) reviewing the responses and further recommendations of the Faculty Senate and Classified Staff Council regarding the Committee's initial recommendations; and (c) making final recommendations to the President regarding institution-wide responses to a financial exigency.

B. Committee Membership—The Committee shall be comprised of the following ten (10) persons: one Elected Lay Board of Governors Member (non-voting Chairperson); one Elected Student Government Representative; two Elected Classified Staff members; two Elected Faculty Members; one Chief Fiscal

Officer; one Administrator appointed by the President; one Classified Employee Advisory Council Representative; and one Faculty Advisory Council Representative.

- C. Committee Members Terms of Service—Each member of the Committee shall serve for a full fiscal year, *i.e.*, from July 1 of one calendar year through June 30 of the following calendar year. All elected members of the Committee shall be chosen at their respective group's final meeting for the fiscal year.
- D. Financial Exigency Procedure—The President may request the Board of Governors to declare a financial exigency at any time it is believed that a bona fide financial exigency exists. The Board of Governors may declare a condition of financial exigency for a period not to exceed two years, unless extended by subsequent action of the Board. Within seven working days after the Board of Governors declares a condition of financial exigency, the Financial Exigency Committee shall submit in writing its initial recommendation to the Faculty Senate and the Classified Council. Within seven working days after receiving the initial recommendation of the Financial Exigency Committee, the Faculty Senate and Classified Staff Council may submit their recommendations in writing to the Financial Exigency Committee. Within five working days after the deadline for receiving the recommendations of the Faculty Senate and Classified Staff Council, the Financial Exigency Committee shall submit its final recommendation in writing to the President. Within seven working days after receiving the final recommendations of the Financial Exigency Committee, the President shall submit recommendations in writing to the Board of Governors for its review and approval.
- E. Financial Exigency Actions—When the Board of Governors declares a condition of financial exigency, the Financial Exigency Committee shall review and recommend the financial effects of the following prioritized actions before making any recommendations regarding personnel reduction: (a) delaying implementation of new programs; (b) freezing all vacant positions; (c) Cutting all new and, where feasible, replacement equipment funds; (d) reducing extracurricular activities and events; (e) utilizing all feasible current expense cuts in the following areas in priority order: (i) travel; (ii) telephone; (iii) utilities; (iv) printing; (v) office supplies; and (vi) educational supplies; (f) reducing repair and alteration funds; (g) reducing unrestricted student aid funds; and, (h) reducing work week and times of college operations through voluntary and, where necessary, mandatory furloughs.
- F. Furloughs—Voluntary and mandatory furloughs shall be considered in accordance with the following prioritized alternatives: (a) four-day work week for summer; (b) four-and-one-half day work week during semesters; (c) two to four-week closing of college except for essential service between college fall and spring semesters; (d) one to three-month closing of the college between spring and fall semesters, *i.e.*, summer closing, except for essential services; and (e) reducing salaries based on the reduced work week and times of the college operation. Vacation and sick leave days may not be used to offset salary cutbacks. Options may include a one day per week cut in pay. Previous and recent cuts in any area of the college should be considered in making recommendations to prevent disproportionate cuts.
- G. Reductions in Work Force—After exhausting all possible financial benefits and savings from the above actions, the Committee may recommend that the President consider and recommend reductions in personnel. The President shall consider any Committee recommendations and shall make any personnel recommendations in accordance with the pertinent policies of the Board of Governors. A recommendation from the Committee is not required to enable the President to independently recommend reductions in personnel.

7. RESPONSIBILITIES AND PROCEDURES

The President has primary responsibility for the implementation of the provisions of this policy.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP-5260 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: November 2006 — Policy was reviewed and no changes were made. Therefore, continuance in its present form is recommended.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: SCP-5780, Travel Regulations

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the aforementioned policy for distribution to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day comment period.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

This policy implements the guidelines and procedures concerning the governing of in-state, out-of-state and international travel and for reimbursement of expenses to employees, members of the Board of Governors, and non-employees traveling on behalf of Southern West Virginia Community and Technical College.

At this time, the institution has been informed that travel regulations are being reviewed at the state level. Therefore, it is recommended that this policy be continued in its present form until such time as changes are made to the statewide policy.



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP- 5780
Origination:	September 2002
Effective:	October 15, 2002
Reviewed:	DRAFT 11-2006

SUBJECT: **Travel Regulations ~~Policy~~**

REFERENCE: **West Virginia Code §12-3-11; Title 133, Procedural Rule Higher Education Policy Commission, Series 29, Travel**

1. PURPOSE

This regulation implements the guidelines and procedures concerning the governing of in-state, out-of-state and international travel, hereinafter referred to as “travel,” and for reimbursement of expenses to employees, Board of Governors, and non-employees traveling on behalf of Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

A. Travel regulations applicable to all employees, Board of Governors, and non-employees.

1. Approval to travel shall be secured in advance by the employee according to this regulation. Under no circumstances should an employee travel without proper approval of the spending officer.
2. Employees are responsible for submitting a travel expense account settlement form, with all required attachments, within sixty days after the last day of approved travel in order to receive reimbursement of expenses.
3. This regulation shall govern reimbursement of travel expenses to members of the Governing Board when a Board member requests reimbursement for travel expenses.
4. When non-employees are eligible to receive reimbursement of travel expenses, reimbursement shall be made in accordance with this regulation and the policies and procedures of the institution.
5. Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this regulation; otherwise, this regulation shall govern such reimbursement.

3. DEFINITIONS

None.

4. POLICY

A. Transportation

1. Commercial Airlines

- a. Allowable reimbursement for commercial airline travel shall include the actual expense or cost

for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare.

- b. Travelers are expected to make advance bookings through a contracted travel service vendor or as otherwise approved by the institution to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased from 45 to 180 days before the trip begins. If airfare is reimbursed prior to travel, it must be referenced on the traveler's expense account.
 - c. In order to receive reimbursement, the traveler must submit the Passenger Itinerary or certified copy of the commercial airline ticket attached to the travel form. Refundable or unused airline tickets shall be returned immediately.
 - d. Commercial airline tickets for guests of Southern may be direct billed to the institution.
2. Ground Transportation
- a. State Owned Vehicles: The availability and use of Southern's vehicles will be determined by the designated person located at each campus. Southern's vehicles should be considered first, when available.
 - b. Privately Owned Vehicles: Personally owned vehicles may be used when traveling on college business. Reimbursement will be made and shall not exceed the prevailing rate per mile established by the Internal Revenue Service. The current applicable rate can be obtained from the Finance web page. This rate is intended to cover all operating costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc.), and no additional reimbursement will be made.
 - c. Commercial Rental Vehicles: Commercial rental vehicles may be used when traveling on college business. Travelers will utilize State approved rental car vendors when traveling by air or when departing from College locations. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle. It is recommended that traveler use their State Corporate card to secure their rental. State Corporate card provides collision damage coverage at no cost for rentals up to 60 days.
 - d. Rail Service: May be used for ground transportation in accordance with the institution's guidelines and procedures. Travelers are expected to make advanced bookings and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare. Receipts/documentation is required for reimbursement.
 - e. Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed in accordance with the institution's guidelines and procedures.
 - f. The operator (traveler) of a Southern vehicle must be an employee of Southern and possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and/or penalties shall not be a reimbursable expense.
 - g. In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.) not to exceed the lowest available commercial airfare plus local transportation to and from the airport. Traveler must secure itinerary from National Travel's web site with fare prior to departure to be attached to

travel for reimbursement.

- h. Roadside assistance services for fleet or rental vehicles, if needed, may be reimbursed at actual reasonable cost. A receipt must be provided and attached to a vendor's invoice within 15 days.

B. Lodging

1. Reimbursement

- a. Reimbursement for lodging shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Original lodging receipts or certified copies are required for reimbursement.
- b. Lodging or a meeting room may be direct billed for group travel only. The traveler must reference that lodging was direct billed and provide proof of lodging with final expense account settlement.
- c. All group travel must be submitted together to the State Auditor's office for payment. Therefore, each traveler in the group should submit settlement form as soon as possible in order not to hold up other group members' travel reimbursement. Also, If you plan not to claim any expenses, you must also inform Southern's accounts payable section.
- d. Reimbursement for multiple occupancy, when only one of the travelers is on college business, shall be at the least expensive single room rate. In the event that a single room rate cannot be determined state, "single room rate same as double," on settlement form.

C. Meals

1. Reimbursement

- a. Meal expense reimbursement shall be made in accordance with the institution's policies and procedures and is limited to actual expenses for food, service and gratuities up to the applicable maximum daily rate authorized by the Governing Board. Specifically excluded are alcoholic beverages and entertainment expenses.
- b. Instate: Maximum daily rate is \$35.00 with receipts.
- c. Out-of-State: Maximum daily rate is \$50.00 with receipts.
- d. Reimbursement for meals during same day travel, travel without an overnight stay, is not reimbursable.

D. Registration Fees

1. Reimbursement

- a. Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses.
- b. Receipts are required for reimbursement. Documentation of attendance provided by event sponsor must be provided and noted on settlement when direct billing is used.

E. Other Expenses

1. Reimbursable Expenses

- a. Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Such expenses and reimbursement may include, but are not limited to:

- (1) Baggage handling and gratuities when using public transportation.
- (2) Baggage storage between appointments.
- (3) Tolls, garage and parking fees.
- (4) Communication expenses such as: Long distance calls to the office, facsimiles, access to e-mail.
- (5) Trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may make one personal telephone call home per day. Reimbursement shall be made at actual cost not to exceed \$3.00, if the call was not made on Southern's cell phone or calling card.

2. Non-reimbursable Expenses

- a. Travelers may incur other expenses for which reimbursement is non-reimbursable. Such expenses may include, but are not limited to:

- (1) Interest or late charges on credit cards.
- (2) Laundry fees.
- (3) Personal flight or baggage insurance.

F. Form of Payment for Business Travel

1. Corporate Travel Card: Traveler should use the corporate charge card issued by the State of West Virginia and Southern West Virginia Community and Technical College for business related travel expenses when applicable.
2. Cash Advance: Employees may secure a cash advance for business travel only by using the corporate credit card at an ATM. Receipt from the ATM machine is required for reimbursement of the ATM transaction fee and the credit card fee.
3. Direct Billing: A purchase order may be used when accepted by event sponsor. The traveler is responsible for attaching to the expense account settlement receipts, invoices, documentation, etc., for any direct billed fees.

G. Other Provisions

1. Reimbursement Forms: The form(s) used for reimbursement of travel expenses shall be those promulgated by the Chancellor.

2. Travel Incentives: According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official business travel.

5. BACKGROUND OR EXCLUSIONS

Any exceptions to this regulation must be explained in writing and approved by the President of Southern West Virginia Community and Technical College.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

A. Authority and Responsibilities

1. Authority to manage, approve or disapprove travel and travel related expense is delegated exclusively to the Governing Board of Southern West Virginia Community and Technical College.
2. The Governing Board may also delegate authority to the President to act as designee for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made according to the provisions of this regulation.
3. The President may also delegate authority to others within her or his respective institution to act as her/his designee for authorizing and approving travel and travel related expenses. All such authorizations and approvals shall be made in accordance with the provisions of this rule.
4. Travel may be authorized only for official business and only if the college has the financial resources to reimburse the traveler for travel expenses.
5. The responsibility to audit a traveler's expense account settlement lies with this institution. Approval of a traveler's expense account settlement by the institution means that the expense settlement meets all criteria established for reimbursement. The institution shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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. SCP-5780 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: November 2006 — Because the institution has been informed that travel regulations are being reviewed at the state level, no changes to this policy were made and continuance policy in its present form is recommended.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: Recommendation of Committee on Tuition and Fees

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors approve the proposed resident tuition and fee increase of 4.75% and that the special course-related fees remain at the current level for the 2007-2008 academic year effective July 1, 2007, AND

BE IT FURTHER RESOLVED, that the tuition and fees be placed at a level to insure that non-resident students pay the full cost of instruction as required by West Virginia Code §18B-10-1.

STAFF MEMBER: Merle Dempsey

BACKGROUND:

After review of relevant tuition and fee data, the Committee on Tuition and Fees appointed by the Board of Governors of Southern West Virginia Community and Technical College recommends the Board submit to the West Virginia Council for Community and Technical College Education, a request for a 4.75% increase in the resident tuition and fees to be paid by all students. This request is the maximum tuition request level currently permitted under West Virginia State Code for community and technical colleges. The impact of this increase would be adding \$3 to the per credit hour tuition and fee rate and, at the current FTE enrollment level, would generate an additional \$124,000 in tuition and fee revenue.

In addition, the Committee reviewed the special course-related fees and recommends continuation of the existing course-related fees at the current level for fiscal year 2007-2008.

The Committee did not address increasing the non-resident tuition and fees. However, in order to remain in compliance with West Virginia Code, §18B-10-1 it is required that non-resident students pay the full cost of instruction. Currently that rate is \$270 per credit hour. Southern rarely has any non-resident enrollment and no impact on revenue or expenditures is anticipated by keeping the non-resident rate at the current level.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: Ratification of 2006-2007 Board Goals

RECOMMENDED RESOLUTION: *RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors approve the 2006-2007 Board Goals.

STAFF MEMBER: Linda Q. Akers

BACKGROUND:

The Southern West Virginia Community and Technical College approved the five goals listed on the following page at its November 29, 2005 meeting. An ad hoc committee appointed by the Board Chair consisting of David Pierce, Dennis Trader, George Morrison, and ex-officio, Joanne Tomblin, developed these goals on November 3, 2005 to present to the Board for adoption. It is recommended that the Board review its 2005-2006 goals to determine if it wishes to revise or adopt the current goals for the 2006-2007 fiscal year.

Southern West Virginia Community and Technical College Board of Governors Goals 2005-2006

1. One hundred percent Board participation in Major Gifts Campaign.
2. Increase Board participation at College activities and events. Each Board member will attend a minimum of three per year.
3. Establish Strategic Goals for the College. A workshop/planning session will be scheduled prior to one of the Board's regular Spring 2006 meeting dates.
4. Board members will participate in professional development sessions at the state and national levels. A minimum of 50% of the Board members will attend the annual state Board training sessions, and a minimum of three Board members will attend an ACCT convention. This will provide College and State visibility at the national level.
5. Establish College priorities.

**Southern West Virginia Community and Technical College
Board of Governors
Meeting of November 28, 2006
Agenda Items for Discussion**

1. Salary Planning Committee Report pp 126
2. Review of Strategic Plan and Goals / Next Steps pp 127-142

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF NOVEMBER 28, 2006**

ITEM: Salary Planning Committee Report

RECOMMENDED RESOLUTION: For Discussion Only

STAFF MEMBER: Kevin Fowler

BACKGROUND:

At the September 26 Board of Governors meeting, Board Chair, Linda Akers, appointed a committee to develop a salary plan for Southern to provide annual salary increases for employees. The Salary Plan Committee is comprised of James Sheatsley, Shelley Huffman, Kevin Fowler, Joanne Tomblin, Merle Dempsey, Patricia Clay, and Carol Trent; Michael Baldwin and George Morrison serve as ex-officio members.

The Salary Planning Committee has conducted two meetings; the first held on October 23 and the second on November 15. Kevin Fowler was selected as Chair of this Ad Hoc Committee.

During the first meeting, the group reviewed the current policy on Salary Administration (SCP-2825) and its effect on any proposal for salary increases for Classified Employees, Faculty and Non-Classified Employees. Upon review of this policy, it was determined that any proposal for salary increases for Classified Staff would be based upon the existing salary schedule for this group of employees as found in WV Code. The Committee further discussed the need for data pertaining to market conditions relative to faculty salaries. The Human Resources Administrator was asked to supply this data for comparable groups of institutions and the existing faculty ranks. The requested data were provided for the November 15 meeting of the Committee. These data served as the basis for discussion of various scenarios regarding a plan for salary increases for faculty.

Committee Chair, Kevin Fowler, will make a brief presentation at the November 28 Board of Governors meeting regarding the Committee's work to date.

Southern West Virginia Community and Technical College

Board of Governors Strategic Planning Retreat

Embassy Suites Hotel
Charleston, West Virginia
October 20, 2006

Agenda

8:30 a.m. – Welcome and Introductory Remarks – Ms. Linda Akers, President Tomblin

8:35 a.m. – Overview of Agenda and Strategic Planning Process – Tom Heywood

8:40 a.m. – Icebreaker Exercise – Tom Heywood, All

9:00 a.m. – Development of Core Values Statement – All

10:00 a.m. – Break

10:15 a.m. – Our Strategic Plan – Tying it All Together – All

11:50 a.m. – Lunch

1:00 p.m. – Review and Summary – Tom Heywood

1:10 p.m. – Closing Thoughts – All, President Tomblin, Ms. Linda Akers

1:30 p.m. – Adjourn

Southern West Virginia Community and Technical College

2006 Strategic Planning Retreat

Embassy Suites Hotel

October 20, 2006

Meeting Summary and Report

The Board of Governors of Southern West Virginia Community and Technical College (“Southern”) met beginning at 8:30 a.m. on October 20, 2006 for a strategic planning retreat. Present for the meeting were Chair Linda Akers, Vice Chair Rory Perry, Secretary Jada Hunter, Shelley Huffman, George Kostas, David Pierce, Anne Seaver, Jim Sheatsley, Mike Baldwin, George Morrison, and Elston Johnson. Also attending the meeting were President Joanne Jaeger Tomblin, Merle Dempsey, and Emma Baisden. Tom Heywood served as facilitator for the meeting.

The purpose of the meeting was to create a “core values” statement for Southern, and to develop a high-level strategic plan, tying together the elements of the existing compact and master plan which have heretofore been adopted by Southern.

Following introductory remarks by Chair Linda Akers and President Tomblin, the facilitator reviewed the agenda for and goals and objectives of the meeting.

The facilitator opened the meeting with an icebreaker exercise. In this exercise, the facilitator asked those present to identify the “One Thing” that was on their minds concerning the issues and opportunities that Southern faces in the years ahead. Attached to this meeting summary and report are flip chart notes which reflect the thoughts, comments and observations of the participants.

Those present noted that the mission of Southern is to provide exceptional educational opportunities for all citizens in the communities Southern serves. Participants agreed that Southern is a mission-driven organization that exists to create opportunities for students and the communities it serves, and is about taking people to the next step of opportunity, success and prosperity. Southern has an important role in matching people up with opportunities. Attendees also noted that Southern faces challenges based on the demographics and economics of the market it serves. Southern’s great strength is that it provides the best education and best value for those that it serves. Members also noted that there are identity issues associated with the name of the college, and that the college still remains too much of a well-kept secret.

Following the icebreaker exercise, the facilitator led the participants in a discussion and identification of the core values of the institution. Flip chart notes from that discussion are identified. Participants agreed that the highest values of Southern are excellence, in both education and in service; integrity and ethics, both personal and institutional, in all that

the institution does; and the emphasis on collaboration with others. Participants also agreed that Southern is affordable and accessible, values open and good communication; is passionate and compassionate in all that it does; seeks to proactively embrace change; and values innovation, creativity and vitality. Participants noted that Southern has and must have a culture of celebration, and that Southern nurtures many with whom it comes in contact, affecting their lives for the better.

Attached to this meeting summary and report is a draft “Core Values” statement that synthesizes the core values identified and agreed upon by participants at the retreat.

Following the identification of core values, the facilitator led participants through a “SWOT” analysis. In this analysis, members identified strengths, weaknesses, opportunities and threats to Southern, which form the basis for the high level strategic initiatives that Southern must pursue in the years ahead in order to succeed. Flip chart notes from the SWOT analysis are attached to this meeting summary.

Among the strengths of the organization are the President of the organization and the management team; the institution’s physical plant; the quality of the education provided by Southern, which is faculty-driven; the substantially exclusive franchise Southern has in the southern region of West Virginia; the affordability of the school; the dual credit program Southern runs in high schools; the current financial strength of the organization; the cooperation and trust that exists today at the college and in the communities Southern serves; and the dedication and commitment of everyone throughout the institution. Those present also noted that the strong energy economy was a strength of Southern at this time.

Among the weaknesses identified were the energy economy itself (and the absence of a more diverse economy in southern West Virginia); the fact that the target audience for the college is hard to reach; and the demographics of Southern West Virginia (including an aging population, poverty levels, and the relative scarcity of jobs on a continuing basis).

The opportunities identified by participants included the ability to more effectively market and spread the word about Southern; the ability to create programs on a very flexible and responsive basis to respond to the needs of the business community and the economy; the ability to work directly with economic development entities to help create more jobs; and others noted on the attached flip chart notes.

Threats facing the institution involve primarily the external environment Southern operates in, including specifically the economy and demographics of southern West Virginia. Members present also noted that future retirements of the existing management team constitute and threat or challenge, and that succession planning needs to be a focus of the institution.

Following the SWOT analysis, members present engaged in a discussion of the strategic initiatives which were the important for the institution to succeed. Members present identified the following key strategic themes or focuses:

(1) Build Southern’s endowment. Southern must continue to operate from a position of financial strength. Continuing to focus on sustaining and growing the endowment is critical.

(2) Development of targeted marketing and educational programs, designed to reach the communities and constituencies Southern serves. Members present were unanimous in their view that creation of a focused marketing and outreach program is an essential strategic activity at this time. Southern has outstanding assets and strengths, and provides many highly successful and effective educational programs. These assets, strengths and programs are not well known, despite recent efforts to improve outreach and communication.

(3) Increase collaborative relationships with other institutions and organizations. Southern currently has entered into many collaborative relationships with others, and these are highly successful endeavors. To accomplish Southern's mission of providing a path to success for everyone in the communities Southern serves, Southern will actively seek ways to expand and enhance its collaborative relationships with others.

(4) Build entrepreneurship. Success in southern West Virginia lies in building success for ourselves, not waiting for others to do so for us. To achieve success, southern West Virginia needs to develop and enhance its entrepreneurial talents and skills. Southern will be a leader in developing and enhancing entrepreneurial skills in southern West Virginia.

(5) Maintain and enhance the excellence of Southern. Our foremost value is excellence in all that we do. Excellence is the key to our future success. We will actively continue to assure excellence in our faculty, management and staff, by ensuring continued training and professional development and through other efforts. We will also ensure that our physical plant is built and maintained in first class condition at all times.

Following the articulation of the draft, high-level strategic themes or focuses identified above, participants took a lunch break, following which the facilitator summarized the elements of the plan that the participants had established, as set forth above.

The participants then offered their closing thoughts. Those present felt that the strategic planning session was productive and valuable; that the strategic planning work is important in terms of leaving a legacy and providing continuing direction beyond the terms of the current board and management; that execution of the strategic initiatives is essential; that the strategic focus of outreach, collaboration and marketing is essential to Southern's ongoing success; that the strategic plan will require continued change at Southern, which the board and management must lead; and that the board and management will need to continue to sort out and harmonize the organization's compact, master plan and strategic plan in the months ahead.

The retreat concluded at approximately 1:35 p.m.

Respectfully submitted,
Tom Heywood, Facilitator
November 9, 2006

Attachments as indicated

Southern West Virginia Community and Technical College

2006 Strategic Planning Meeting

Embassy Suites Hotel, Charleston

October 20, 2006

Flip Chart Notes

Icebreaker Exercise – The “One Thing”

- Make sure the Board is never guilty of micromanagement
- Marketing – spread the word and the excitement
- Commitment – remain committed
- “Best education, best value” – Wal-Mart of education
- Something keeps us from being the first choice
- Historic issues an impediment
- Community colleges not respected
- Aspirations of parents may be a challenge
- Serve, support, recruit first generation students
- The leaders toward economic progress in West Virginia (Southern West Virginia first)
- The “500 mile” rule – must deal with; have an academic environment that compares
- The “College of the Universe”; change the name to Southern WV Tech – Southern WV College – Southern Community College?
- Make sure the name suggests somewhere I want to go!!
- The name “community college” is neighborhood, parochial; name issue is not simple
- “Southern” an image issue
- Need to have business community know what Southern does, and level of activity; “Did you know?”; a mapping of our links to the community

- √Create opportunity for community
- Mission driven – be the best at what we do – we are not competing with WVU and Marshall
- Take people to next step of opportunity, success, prosperity
- Bold, aggressive – slightly crazy
- Southern can help match up people with opportunities (brokering)
- Exceptional educational opportunities for all citizens in communities we serve

Our Core Values

- Excellence in education
- Lifelong learning
- Nurture (deal with fears and concerns)
- Value
- Excellence in service
- Geographic financially
- Access and affordability
- Personal and institutional ethics
- Partnership with communities and businesses
- Collaboration
- Passionate
- Compassionate – when there are floods, deaths, we are there
- Integrity (honesty, truthfulness)
- Student friendly
- Open, accessible – good communication
- Local – bring to communities proactive embrace
- Change, Changing/Responsive
- Vital/vitality
- Innovation
- Creativity
- Scholarship
- Challenging
- Celebration

SWOT Exercise

(Strengths, Weaknesses, Opportunities, Threats)

Strengths

- President/Administration/Management
- Physical plant – new, under construction
- Quality of education (faculty driven)
- Exclusive franchise in Southern West Virginia
- Affordability
- Dual credit in high school – K-12 connection
- Of those going to college, we get a lot of them first
- Financial strength, due primarily to quarterback
- Cooperation and trust
- Commitment (e.g., 2020 vision support by staff)
- Strong energy economy
- Programs (e.g., allied health)

SWOT Exercise

(Strengths, **Weaknesses**, Opportunities, Threats)

Weaknesses/Challenges

- Energy economy (lack of diversity)
- Multi-campus; plus geography
- Hard to reach (culture, resource, location) population
- Shrinking population
- Aging population (various demographic issues)
- Finances
- Economy/jobs

SWOT Exercise

(Strengths, Weaknesses, **Opportunities**, Threats)

Opportunities

- Marketing – spread the word
- Student financial assistance
- Transportation
- Meeting needs of global society (skills to succeed in a changing world)
- → Creating programs to do this, and sustain themselves in Southern
- → Can take advantage of change
- Work with ED entities to help create more jobs
- Increase college going rate in Southern WV
- Tap into adult student group there; there is a missing group (women with children)
- Increase capacity of programs in demand → \$ problem
- Work with state on targeted opportunities and funding therefore (e.g., cosmetology)
- Building entrepreneurship
- Target our programs and messages
- Focus on transitional skills, studies; focus on GED, etc.
- Coordinate with K-12

SWOT Exercise

(Strengths, Weaknesses, Opportunities, **Threats**)

Threats

- External environment (economy, etc.)
- Multi-campus
- Declining funding
- Demographics
- Declining high school graduates (absolute numbers)
- More competitive world (to attract students)
- Tougher high school graduate requirements coming
- Williamson at mercy of Kentucky
- Retirement, succession planning
- People still dwell on negative
- Internet/web classes → increase in demand for education

Our Strategic Focus

- Endowment building – local enthusiasm/loyalty
- Targeted marketing
- Targeted programs
- Building entrepreneurship – small business skills
- Increase programming relationships with other educational institutions
- Reaching those who don't come our way
- Outreach to parents

(Adults, moms with kids) → Support them; child care – help secure; student support.

- Helping students (West Virginians) succeed academically, socially, financially
- Targeted marketing
- Maintain and enhance excellence of institution
- Professional development
- Physical plant plans; capital needs

Make sure Board is assessing success of organization

Closing Thoughts

- Look at 5-8-10-15-25 years for continued progression → make record and give guidance, legacy
- Concentrate on getting the word out (and building endowment)
- This will improve our score on giving goals
- We have some sorting out to do in terms of vision 2020
- Not just getting out, but get out (make sure people know what we do)
- Progression, not only people but ideas → make sure we execute
- Make business more aware of our services; improve payment of graduates
- Rigor, relevance, relationships and responsibility
- Very proud and fortunate to be part of Board; willing to do what I have to, to make sure we continue to succeed
- Very productive process; heretofore we have just pieced together mandates, etc.
- Great team, need to move forward aggressively (short window of opportunity); will need to change; don't want people to feel threatened.
- This reinforces my thinking → look forward to central/simple theme
- Great President and staff make things easy for Board → agreeable Board → changing landscape

Southern West Virginia Community and Technical College

2007-2009 Strategic Themes

To achieve the goals and objectives set forth in Southern West Virginia Community and Technical College's Compact and Master Plan, and to realize our vision for Southern, the Board of Governors and management of Southern will focus on the following strategic themes during 2007, 2008 and 2009:

(1) Building Southern's endowment. Southern must continue to operate from a position of financial strength. We will continue to focus on sustaining and growing Southern's endowment, and operating on a fiscally sound and prudent basis in all that we do.

(2) Development of targeted marketing and educational programs, designed to reach the communities and constituencies Southern serves. Southern has outstanding assets and strengths, and provides many highly successful and effective educational programs. These assets, strengths and programs are not well known, despite recent efforts to improve outreach and communication. We will create and execute focused marketing and outreach programs.

(3) Increasing collaborative relationships with other institutions and organizations. Southern currently has entered into many collaborative relationships with others, and these are highly successful endeavors. To accomplish Southern's mission of providing a path of opportunity and success for everyone in the communities Southern serves, Southern will actively seek to expand and enhance its collaborative relationships with others.

(4) Building entrepreneurship. Success in southern West Virginia lies in building success for ourselves, not in waiting for others to visit success upon us. To achieve success, southern West Virginia needs to develop and enhance its entrepreneurial talents and skills. Southern will be a leader in developing and enhancing entrepreneurial skills in southern West Virginia.

(5) Maintaining and enhancing the excellence of Southern. Our foremost value is excellence in all that we do. Excellence is the key to our future success. We will actively work to preserve and enhance excellence in our faculty, management and staff, by means that include but are not limited to continued training and professional development. We will also ensure that our physical plant is built and maintained in first class condition at all times.



Southern

West Virginia Technical & Community College
Best Education, Best Value



Our Vision

Southern is leader in education and economic progress;
a catalyst for change, success and prosperity across our region;
and a shining beacon of hope and opportunity.

Our Mission

We will provide exceptional educational opportunities
for all citizens in the communities we serve.

We Will Accomplish Our Mission By:

- Achieving **excellence** in education and service
- Exhibiting **integrity** in all that we do
- **Collaborating** actively with others
- Being **leaders**, in word and in deed
- Bringing **passion** and **compassion** to our every task
- Embracing **change**
- **Celebrating** success
- Being **creative** and **innovative** at every turn





Southern

West Virginia Technical & Community College
Best Education, Best Value



Our Core Values

Excellence

Integrity

Collaboration

Innovation

Accessibility

Creativity

Passion

Compassion

Communication

Challenge

Change

Lifelong Learning

Celebration

Vitality

Responsiveness

Initiative

