



Southern
Southern West Virginia
Community and Technical College

Board of Governors

**DECEMBER 11, 2012
MEETING AGENDA**

Members

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

Jada C. Hunter
George Kostas
Terry R. Sammons
Eileen Aranas
Debbie Dingess
George Morrison

Joanne Jaeger Tomblin
President

Southern West Virginia Community and Technical College
 Board of Governors Meeting of December 11, 2012
 West Virginia Governor's Mansion • 1716 Kanawha Boulevard, East • Charleston, WV

AGENDA

1. Call to Order Mr. Tom Heywood
Board Chair
2. Advisory Council of Faculty Presentation Mr. Charles Puckett
Faculty Representative
3. Board of Governors Committee on Tuition and Fees Update Chair Heywood
4. President's Report Ms. Joanne Jaeger Tomblin
President
5. Academic Affairs Update Dr. Harry Langley
Vice President for Academic Affairs and Student Services
6. Financial Report Mr. Sam Litteral
Vice President for Finance and Administration
7. Financial Audit Presentation Mr. Chris Deweese and Kelly Shafer
Suttle and Stalnaker PLLC
8. Action Items
 - 8.1 Request for Approval of Audited Financial Report p. 55
 - 8.2 Approval of October 11, 2012 Minutes pp. 56-63
 - 8.3 Request for Final Approval of Proposed Institutional Policies
 - 8.3.1 SCP-1000, Manuals, Announcements, and Policies (MAP)
Development System pp. 64-80
 - 8.3.2 SCP-1481, Naming of Facilities or Organizational Units pp. 81-84
 - 8.3.3 SCP-1725, Private Scholarships pp. 85-88
 - 8.3.4 SCP-2575, Overtime and Compensatory Time Policy pp. 89-95
 - 8.3.5 SCP-2700, Reduction in Work Force, Classified Personnel pp. 96-102
 - 8.4 Request for Approval of Institutional Policies for 30-day Public Comment
 - 8.4.1 SCP-2580, Part-time Employees: Classified Staff and Adjunct Faculty pp. 103-106
 - 8.4.2 SCP-3201, Challenging a Course/Credit by Examination pp. 107-117
 - 8.4.3 SCP-8600, Board of Governors Operational Guidelines Policy pp. 118-130
 - 8.5 Request for Approval of Institutional Mission for 30-day Public Comment pp. 131-134
 - 8.6 Request for Approval of SAM-2000.1, Employee Handbook pp. 135-183
 - 8.7 Request for Approval of Appalachian Power Company Easement Agreement p. 184
9. Informational Items pp. 185-189
 - 9.1 Approval to Terminate CAS in Fire Science and Paramedic Science
 - 9.2 Board Goals 2012-2015
 - 9.3 International Exports, *West Virginia Executive Magazine*, Fall 2012
10. Adjournment Chair Heywood

Southern West Virginia
Community and Technical College
Financial Statements

Years Ended June 30, 2012 and 2011
and
Independent Auditors' Reports

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
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INDEPENDENT AUDITORS' REPORT

Board of Governors
Southern West Virginia Community and Technical College
Mt. Gay, West Virginia

We have audited the accompanying financial statements of the business-type activities and discretely presented component unit of the Southern West Virginia Community and Technical College (the College), as of June 30, 2012 and 2011, and for the years then ended, which collectively comprise the College's basic financial statements as listed in the foregoing table of contents. These financial statements are the responsibility of the management of the College. Our responsibility is to express an opinion on the respective financial statements based on our audits. We did not audit the discretely presented financial statements of The Southern West Virginia Community and Technical College Foundation, Inc. (a component unit of the College). Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the discretely presented financial statements of The Southern West Virginia Community and Technical College Foundation, Inc., is based solely on the report of the other auditors.

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. The financial statements of The Southern West Virginia Community and Technical College were not audited in accordance with *Government Auditing Standards*. Those standards require that we plan and perform the audit 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. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, based on our audits and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component unit of the College as of June 30, 2012 and 2011, and the respective changes in financial position, and where applicable, cash flows thereof for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 23, 2012, on our consideration of the College's internal control over financial reporting and on 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 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.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 through 12 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

A handwritten signature in cursive script that reads "Suttle & Stalnak, PLLC".

Charleston, West Virginia
October 23, 2012

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2012

Overview of the Financial Statements and Financial Analysis

Southern West Virginia Community and Technical College (“the College”) presents its financial statements for the fiscal years ended June 30, 2012 and June 30, 2011. 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 College 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.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2012

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.

Schedules of Net Assets
June 30
(in thousands)

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Assets			
Current assets	\$ 7,860	\$ 6,673	\$ 6,744
Other noncurrent assets	103	26	56
Capital assets, net	<u>25,351</u>	<u>25,432</u>	<u>25,311</u>
Total assets	<u>33,314</u>	<u>32,131</u>	<u>32,111</u>
Liabilities			
Current liabilities	3,995	3,485	3,960
Noncurrent liabilities	<u>4,097</u>	<u>2,955</u>	<u>1,872</u>
Total liabilities	<u>8,092</u>	<u>6,440</u>	<u>5,832</u>
Net assets			
Invested in capital assets, net	25,289	25,345	25,199
Restricted – expendable	-	1	1
Unrestricted (deficit) net assets	<u>(67)</u>	<u>345</u>	<u>1,079</u>
Total net assets	<u>\$ 25,222</u>	<u>\$ 25,691</u>	<u>\$ 26,279</u>

Total net assets of the College decreased by \$469 thousand from June 30, 2011 to June 30, 2012. Total net assets decreased by \$588 thousand from June 30, 2010 to June 30, 2011. These changes are related to a number of changes as described below:

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2012

- The fiscal year 2012 decrease of \$56 thousand of net assets invested in capital was primarily due to a decrease in the amount of capital assets capitalized over depreciation expense.
- The unrestricted net assets decreased by \$412 thousand as of June 30, 2012. This decrease was primarily related to the Other Post Employment Benefits (OPEB) liability. The OPEB liability increased by \$1.2 million from 2011 to 2012.
- The current ratio for fiscal years 2012 and 2011 is 2.0 and 1.9, respectively. 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 1 to 4.

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.

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

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Operating revenues	\$ 7,988	\$ 7,442	\$ 8,581
Operating expenses	<u>23,510</u>	<u>23,163</u>	<u>23,074</u>
Operating loss	(15,522)	(15,721)	(14,493)
Nonoperating revenues	14,341	14,227	13,059
Capital payments on behalf	712	237	-
State capital grants (federal)	<u>-</u>	<u>669</u>	<u>-</u>
Decrease in net assets	<u>\$ (469)</u>	<u>\$ (588)</u>	<u>\$ (1,434)</u>

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2012

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:

Operating Revenues

- For both fiscal years 2012 and 2011, tuition and fees contributed approximately 25% of the total operating revenues. This was a result of relatively consistent enrollment between the two fiscal years and a slight increase in student fees.
- For fiscal year 2012 grant and contract revenues increased by \$340 thousand for a 9% increase. The increase was due to additional funding from Federal and Private grant awards and contracts in fiscal year 2012. As a percentage of operating revenue, grant and contract revenue accounted for 53% in fiscal year 2012 and 52% in 2011.
- In fiscal year 2012 other revenues increased by \$105 thousand resulting from a \$169 thousand increase in miscellaneous revenue coupled with a \$64 thousand decrease in auxiliary revenue.

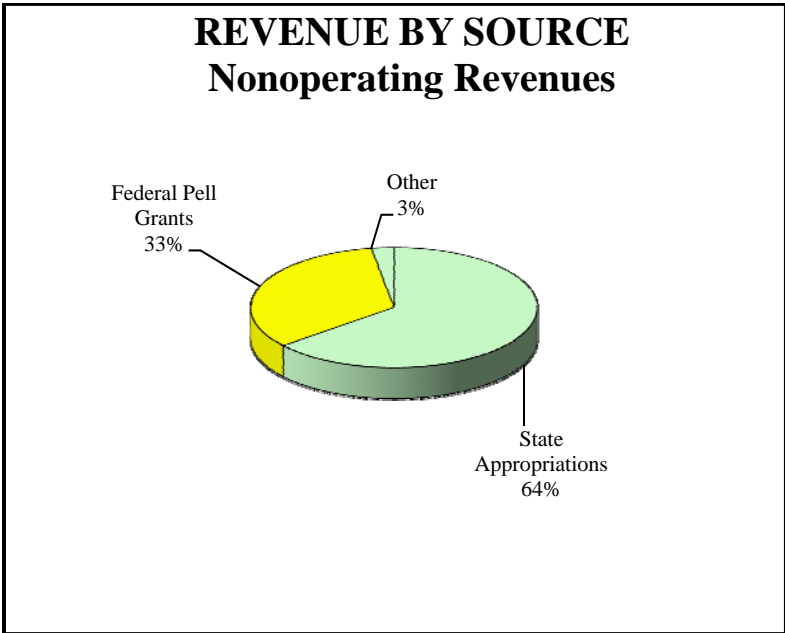
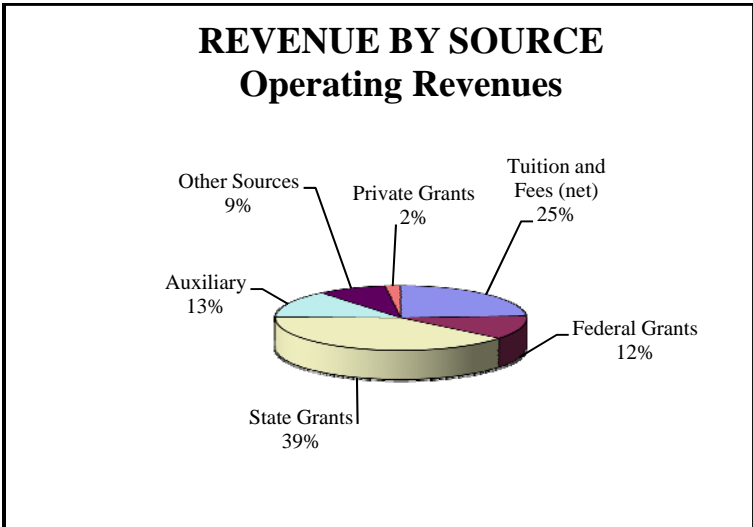
Operating Expenses

- The total cost of benefits increased by 2% for fiscal year 2012 as compared to fiscal year 2011 reflecting an increase in Other Post Employment Benefits for the fiscal year.
- In fiscal year 2012 salaries and wages decreased by \$111 thousand or approximately 1%. This decrease was a result of employee vacancies that were not filled during the year.

Nonoperating Revenues

- For fiscal year 2012 Federal Pell grant revenues decreased by \$207 thousand or approximately 4%. This decrease was result in lower FTE numbers than fiscal year 2011.
- In fiscal year 2012 State appropriations increased by \$796 thousand or 9%.
- In fiscal year 2012 investment income decreased by \$2 thousand or 21%. The College participates in the investment pool managed by the State.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2012

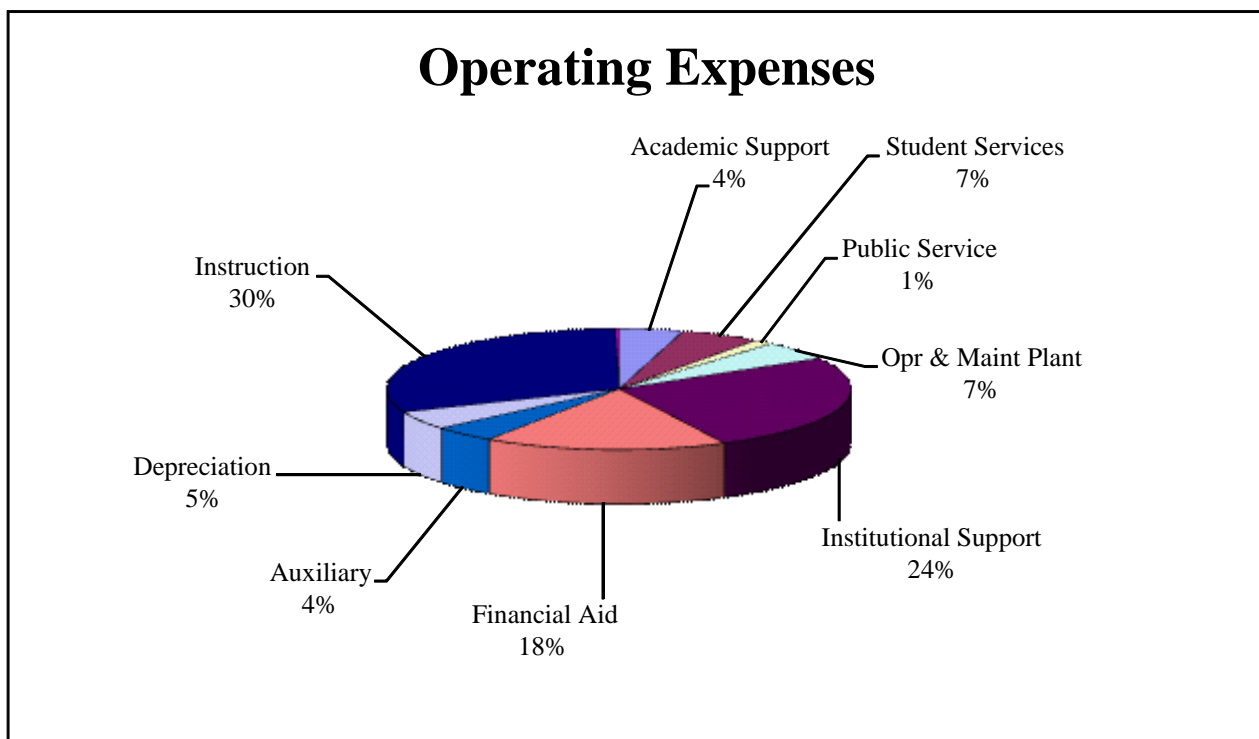


SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2012

Operating Expenses
Years Ended June 30,
(in thousands)

	<u>2012</u>	<u>2011</u>	<u>2010</u>	(2011 to 2012) Increase (Decrease)	(2011 to 2012) Percent Change
Operating expense					
Instruction	\$ 7,016	\$ 7,176	\$ 6,881	\$ (160)	(2.23)%
Academic support	973	1,037	1,532	(64)	(6.17)%
Student services	1,538	1,291	1,466	247	19.13%
Public service	165	323	552	(158)	(48.92)%
Operations & maintenance plant	1,645	1,183	1,095	462	39.05%
Institutional support	5,754	6,013	5,866	(259)	(4.31)%
Financial aid	4,270	3,917	3,479	353	9.01%
Auxiliary	942	1,020	1,102	(78)	(7.75)%
Depreciation	1,152	1,148	1,052	4	0.35%
Other	<u>56</u>	<u>55</u>	<u>49</u>	<u>1</u>	1.82%
 Total	 <u>\$ 23,511</u>	 <u>\$ 23,163</u>	 <u>\$ 23,074</u>	 <u>\$ 348</u>	 1.50%

The following is a graphic illustration of fiscal year 2012 operating expenses:



SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2012

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.

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

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Cash provided (used) by:			
Operating activities	\$ (12,974)	\$ (13,836)	\$ (10,666)
Noncapital financing activities	13,968	14,197	13,048
Capital and related financing activities	(96)	(338)	(673)
Investing activities	<u>7</u>	<u>9</u>	<u>11</u>
Net change in cash	905	32	1,720
Cash, beginning of year	<u>6,218</u>	<u>6,186</u>	<u>4,466</u>
Cash, end of year	<u>\$ 7,123</u>	<u>\$ 6,218</u>	<u>\$ 6,186</u>

Capital Asset and Debt Administration

Capital Assets, Net
June 30,
(in thousands)

	<u>2012</u>	<u>2011</u>	<u>2010</u>	(2011 to 2012) Increase (Decrease)	(2011 to 2012) Percent Change
Capital Assets					
Land and Improvements	\$ 1,288	\$ 1,288	\$ 1,288	\$ -	0.00%
Construction in Progress	949	237	63	712	300.42%
Buildings	31,271	31,271	30,346	-	0.00%
Equipment	5,614	6,854	6,749	(1,240)	(18.09)%
Library Holdings	<u>3,879</u>	<u>3,864</u>	<u>3,817</u>	<u>15</u>	0.39%
Total	43,001	43,514	42,263	(513)	(1.18)%
Less: Accum Depreciation	<u>(17,650)</u>	<u>(18,081)</u>	<u>(16,952)</u>	<u>(431)</u>	(2.38)%
Net Capital Assets	<u>\$ 25,351</u>	<u>\$ 25,433</u>	<u>\$ 25,311</u>	<u>\$ (82)</u>	(0.32)%

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
YEAR ENDED JUNE 30, 2012

Capital assets net decrease of \$82 thousand was a result of current year additions offset by depreciation on capital assets.

Current year additions to capital assets totaled approximately \$1.1 million and were comprised of \$712 thousand in additions to construction in progress related to construction of a new facility on the Williamson campus, \$293 thousand in equipment additions and \$65 thousand in library additions.

The OPEB liability increased by \$1.2 million in fiscal year 2012.

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

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 (Commission) was established at the State level and the institutional Board of Advisors was replaced by the institutional Board of Governors. The 2006 Legislature created the Council for Community and Technical College Education, removing governance of the College from the Commission. 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.

During December 2009 the Commission, on behalf of the Council, issued approximately \$78 million in bonds which will be repaid from excess Lottery Funds. The College's share of the bond issuance was \$6 million which will be used to finance the construction of a new building on the Williamson campus. During fiscal year 2012, the College had payments made from these available funds of \$884 thousand by the Commission. As of June 30, 2012, the remaining available funds are approximately \$5.1 million.

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 provide in this report or requests for additional financial information should be addressed to the Southern West Virginia Community and Technical College at Post Office 2900, Mount Gay, West Virginia 25637.

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF NET ASSETS
JUNE 30, 2012 AND 2011

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	<u>2012</u>	<u>2011</u>
ASSETS		
Current assets		
Cash and cash equivalents	\$ 7,122,894	\$ 6,218,320
Accounts receivable - net	423,209	135,136
Due from the Commission	11,748	76
Due from Federal Government	67,242	7,774
Due from other State Agencies	5,325	-
Prepaid expenses	8,795	4,712
Inventories	221,215	306,686
Total current assets	<u>7,860,428</u>	<u>6,672,704</u>
Noncurrent assets		
Cash and cash equivalents	103,650	25,769
Investment in capital assets-net	25,350,894	25,432,628
Total noncurrent assets	<u>25,454,544</u>	<u>25,458,397</u>
 Total assets	 <u>33,314,972</u>	 <u>32,131,101</u>
LIABILITIES		
Current liabilities		
Accounts payable	132,247	178,670
Due to the Commission/Council	846,691	125,628
Due to other governments	18,669	30,249
Accrued liabilities	972,483	984,824
Compensated absences-current portion	294,502	293,034
Current portion of long-term capital lease	26,857	25,835
Deferred revenue	1,703,712	1,846,486
Total current liabilities	<u>3,995,161</u>	<u>3,484,726</u>
Noncurrent liabilities		
Long-term portion of capital lease	35,073	61,930
Other post employment benefit liability	3,905,054	2,732,501
Compensated absences	157,278	160,529
Total noncurrent liabilities	<u>4,097,405</u>	<u>2,954,960</u>
 Total liabilities	 <u>8,092,566</u>	 <u>6,439,686</u>
NET ASSETS		
Invested in capital assets-net of related debt	<u>25,288,964</u>	<u>25,344,863</u>
Restricted for expendable:		
Loans	<u>-</u>	<u>1,013</u>
Total restricted expendable	<u>-</u>	<u>1,013</u>
Unrestricted (deficit) net assets	<u>(66,558)</u>	<u>345,539</u>
 Total net assets	 <u>\$ 25,222,406</u>	 <u>\$ 25,691,415</u>

The Accompanying Notes Are An Integral
Part Of These Financial Statements

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2011 AND 2010

	<u>2011</u>	<u>2010</u>
ASSETS		
Cash and cash equivalents	\$ 477,288	\$ 671,262
Certificates of deposit	57,746	47,746
Investments at estimated market value	2,343,271	1,867,123
Note receivable	-	2,500
Miscellaneous receivable	1,972	3,041
Interest receivable	6,752	8,403
Prepaid expenses	9,047	13,392
Unconditional promises to give, less allowance for uncollectible promises	600,200	435,037
Fixed assets, net	-	301
TOTAL ASSETS	<u><u>\$ 3,496,276</u></u>	<u><u>\$ 3,048,805</u></u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	\$ 42,355	\$ 29,861
Payable to related party	119,326	105,493
Total liabilities	<u>161,681</u>	<u>135,354</u>
NET ASSETS		
Unrestricted	(4,597)	77,681
Temporarily restricted	3,324,192	2,820,770
Permanently restricted	15,000	15,000
Total net assets	<u>3,334,595</u>	<u>2,913,451</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 3,496,276</u></u>	<u><u>\$ 3,048,805</u></u>

The Accompanying Notes Are An Integral
Part Of These Financial Statements

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
YEARS ENDED JUNE 30, 2012 AND 2011

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	<u>2012</u>	<u>2011</u>
Operating revenues		
Student tuition and fees (net of scholarship allowance of \$3,659,207 and \$3,354,406)	\$ 1,994,464	\$ 1,893,456
Contracts and grants:		
Federal	1,378,754	1,164,276
State	2,676,322	2,702,846
Private	154,973	3,056
Auxiliary enterprise revenue (net of scholarship allowance of \$188,205 and \$202,692)	1,079,080	1,143,033
Miscellaneous-net	<u>704,906</u>	<u>535,826</u>
Total operating revenues	<u>7,988,499</u>	<u>7,442,493</u>
Operating expenses		
Salaries and wages	8,863,640	8,975,107
Benefits	3,568,447	3,500,153
Supplies and other services	4,893,263	4,939,280
Utilities	706,675	628,311
Student financial aid-scholarships and fellowships	4,270,312	3,916,949
Depreciation	1,152,282	1,148,025
Fees assessed by the Commission for operations	<u>56,255</u>	<u>55,014</u>
Total operating expenses	<u>23,510,874</u>	<u>23,162,839</u>
Operating loss	<u>(15,522,375)</u>	<u>(15,720,346)</u>
Nonoperating revenues (expenses)		
State appropriations	9,181,588	8,385,386
State fiscal stabilization funds (federal)	-	673,621
Gifts	-	145,000
Investment income	7,118	8,974
Federal Pell grants	4,786,650	4,993,381
Other nonoperating	<u>365,967</u>	<u>20,940</u>
Net nonoperating revenues	<u>14,341,323</u>	<u>14,227,302</u>
Loss before other revenues, expenses, gains and losses	<u>(1,181,052)</u>	<u>(1,493,044)</u>
Capital payments made and expenses incurred on behalf of Southern West Virginia Community and Technical College	712,043	236,983
State capital grants (federal)	<u>-</u>	<u>668,638</u>
Decrease in net assets	(469,009)	(587,423)
Net assets, beginning of year	<u>25,691,415</u>	<u>26,278,838</u>
Net assets, end of year	<u>\$ 25,222,406</u>	<u>\$ 25,691,415</u>

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2011

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, INVESTMENT INCOME, AND OTHER SUPPORT				
Contributions	\$ 517	\$ 775,520	\$ -	\$ 776,037
Federal grant revenue	-	1,000		1,000
Interest and dividend income	1,357	85,900		87,257
Gain on investment	(3,861)	136,698		132,837
Net assets released from restriction	495,696	(495,696)		-
Total revenues, investment income, and other support	<u>493,709</u>	<u>503,422</u>	<u>-</u>	<u>997,131</u>
EXPENSES				
Program services:				
Scholarships	224,830	-	-	224,830
Educational development	148,029	-	-	148,029
Total program services	<u>372,859</u>	<u>-</u>	<u>-</u>	<u>372,859</u>
Administrative and general	173,128	-	-	173,128
Fundraising	30,000	-	-	30,000
Total expenses	<u>575,987</u>	<u>-</u>	<u>-</u>	<u>575,987</u>
CHANGE IN NET ASSETS	(82,278)	503,422	-	421,144
NET ASSETS, BEGINNING OF YEAR	<u>77,681</u>	<u>2,820,770</u>	<u>15,000</u>	<u>2,913,451</u>
NET ASSETS, END OF YEAR	<u>\$ (4,597)</u>	<u>\$ 3,324,192</u>	<u>\$ 15,000</u>	<u>\$ 3,334,595</u>

The Accompanying Notes Are An Integral
Part Of These Financial Statements

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2010

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
REVENUES, INVESTMENT INCOME, AND OTHER SUPPORT				
Contributions	\$ 4,400	\$ 509,871	\$ -	\$ 514,271
Federal grant revenue	-	7,108	-	7,108
Interest and dividend income	3,681	69,976	-	73,657
Gain on investment	316	131,948	-	132,264
Net assets released from restriction	411,343	(411,343)	-	-
Total revenues, investment income, and other support	419,740	307,560	-	727,300
EXPENSES				
Program services:				
Scholarships	247,931	-	-	247,931
Educational development	110,477	-	-	110,477
Total program services	358,408	-	-	358,408
Administrative and general	101,723	-	-	101,723
Fundraising	26,500	-	-	26,500
Total expenses	486,631	-	-	486,631
CHANGE IN NET ASSETS	(66,891)	307,560	-	240,669
NET ASSETS, BEGINNING OF YEAR	144,572	2,513,210	15,000	2,672,782
NET ASSETS, END OF YEAR	\$ 77,681	\$ 2,820,770	\$ 15,000	\$ 2,913,451

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2012 AND 2011

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	<u>2012</u>	<u>2011</u>
Cash flows from operating activities		
Cash received from student tuition and fees	\$ 1,702,122	\$ 2,024,702
Cash received from contracts and grants	4,704,562	3,367,070
Payments to and on behalf of employees	(11,255,487)	(11,417,931)
Payments to suppliers	(4,880,742)	(4,891,868)
Payments to utilities	(702,402)	(625,432)
Payments for scholarships and fellowships	(4,270,312)	(3,916,949)
Auxiliary enterprise charges-net	1,079,080	1,143,033
Fees assessed by Commission	(56,255)	(55,014)
Other receipts (payments)-net	704,906	535,827
Net cash used in operating activities	<u>(12,974,528)</u>	<u>(13,836,562)</u>
Cash flows from noncapital financing activities		
State appropriations	9,181,588	8,385,386
State fiscal stabilization funds (federal)	-	673,621
Gifts	-	145,000
Pell grants	4,786,650	4,993,381
Net cash provided by noncapital financing activities	<u>13,968,238</u>	<u>14,197,388</u>
Cash flows from capital financing activities		
State capital grants (federal)	-	668,638
Purchases of capital assets	(358,505)	(1,032,266)
Payments on long-term borrowings from financial institutions	(25,835)	(24,850)
Withdrawals from (deposits to) noncurrent cash and cash equivalents	(77,881)	29,859
Other nonoperating revenue	365,967	20,940
Net cash used in capital financing activities	<u>(96,254)</u>	<u>(337,679)</u>
Cash flows from investing activities		
Interest on investments	7,118	8,974
Cash provided by investing activities	<u>7,118</u>	<u>8,974</u>
INCREASE IN CASH AND CASH EQUIVALENTS	904,574	32,121
Cash and cash equivalents - beginning of year	<u>6,218,320</u>	<u>6,186,199</u>
Cash and cash equivalents - end of year	<u>\$ 7,122,894</u>	<u>\$ 6,218,320</u>
Reconciliation of net operating loss to net cash used in operating activities		
Operating loss	\$ (15,522,375)	\$ (15,720,346)
Adjustments to reconcile net operating loss to net cash used in operating activities		
Depreciation expense	1,152,282	1,148,025
Changes in assets and liabilities		
Accounts receivable-net	(288,073)	115,471
Due from the Commission	(11,672)	3,825
Due from Federal Government	(59,468)	1,468
Due from other State Agencies	(5,325)	29,904
Prepaid expenses	(4,083)	2,554
Inventories	85,471	(50,184)
Accounts payable	(46,423)	71,833
Due to the Commission/Council	721,063	26,345
Due to other State Agencies	-	(23,556)
Due to other governments	(11,580)	732
Accrued liabilities	(12,341)	20,056
Compensated absences	(1,783)	(61,465)
Other post employment benefits	1,172,553	1,124,827
Deferred revenue	(142,774)	(526,051)
Net cash used in operating activities	<u>\$ (12,974,528)</u>	<u>\$ (13,836,562)</u>
Significant noncash transactions:		
Payments received on behalf of Southern	<u>\$ 712,043</u>	<u>\$ 236,983</u>

The Accompanying Notes Are An Integral
Part Of These Financial Statements

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 institutions 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.

As a requirement of Governmental Accounting Standards Board standards (GASB), the College has included information from the Southern West Virginia Community College Foundation, Inc. (the “Foundation”).

Although the College benefits from the activities of the Foundation, the Foundation is independent of the College in all respects. The Foundation is not a subsidiary of the College and is not directly or indirectly controlled by the College. The Foundation has its own separate, independent Board of Directors. Moreover, the assets of the Foundation are the exclusive property of the Foundation and do not belong to the College. The College is not accountable for, and does not have ownership of, any of the financial and capital resources of the Foundation. The College does not have the power or authority to mortgage, pledge, or encumber the assets of the Foundation. The Board of Directors of the Foundation is entitled to make all decisions regarding the business and affairs of the Foundation, including, without limitation, distributions made to the College. Under State law, neither the principal nor income generated by the assets of the Foundation can be taken into consideration in determining the amount of State-appropriated funds allocated to the College. Third parties dealing with the College, the Board, and the State of West Virginia (the “State”) (or any agency thereof) should not rely upon the financial statements of the Foundation for any purpose without consideration of all the foregoing conditions and limitations.

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 GASB. The financial statement presentation required by GASB provide a comprehensive, entity-wide perspective of the College's assets, liabilities, net assets, revenues, expenses, changes in net assets, and cash flows.

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. 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. 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.

As of July 1, 2003, the College adopted GASB Statement No. 39, Determining Whether Certain Organizations Are Component Units, an amendment to GASB Statement No. 14. As a result, the Southern West Virginia Community College Foundation, Inc. (Foundation) was originally not included because the economic resources held by the Foundation was not significant to that inclusion. Beginning with the year ended June 30, 2008, the resources held by the Foundation became significant and are now included. As a result, the audited financial statements of the Foundation are presented here as a discrete component unit with the College combined financial statements in accordance with GASB. The Foundation's audited financial statements were as of and for the year ended December 31, 2011 and 2010. The Foundation is a private nonprofit organization that reports under FASB standards, including FASB Statement No. 117, Financial Reporting for Not-for-Profit Organization. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's audited financial information as it is presented herein as required by GASB No. 39.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Financial Statement Presentation - GASB establishes standards for external financial reporting for public colleges and universities and requires 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:

- *Invested in capital assets, net of related debt* - This represents the College's total investment in capital assets, net of outstanding depreciation and 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 2005 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 West Virginia 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, 2012 or 2011.
- *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.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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

Cash and cash equivalents balances on deposit with the State of West Virginia Treasurer's Office (the "State Treasurer") are pooled by the State Treasurer with other available funds of the State for investment purposes 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. The BTI was established by the State Legislature and is 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 or on the first day of each month for the WV Short Term Bond Pool and, accordingly, are presented as cash and cash equivalents in the accompanying financial statements.

The BTI maintains the Consolidated Fund investment fund, which consists of eight investment pools and participant-directed accounts, three of which the College may invest in. 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 BTI's investment operations pool can be found in its annual report. A copy of that annual report can be obtained from the following address: 1900 Kanawha Blvd., E. Room E-122 Charleston, West Virginia, 25305 or <http://www.wvbt.com>.

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 and long-term loans to students, or to maintain sinking or reserve funds, (2) to purchase capital or other noncurrent assets, or (3) permanently restricted net assets, is classified as a noncurrent asset in the accompanying statements 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 2012 and 2011. The accompanying combined financial statements reflect all adjustments required by GASB.

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 and Other Post employment Benefits (OPEB) — GASB provides for the measurement, recognition, and display of OPEB expenditures, assets, and liabilities, including applicable note disclosures and required supplementary information. During fiscal year 2006, House Bill No. 4654 was established to create a trust fund for postemployment benefits for the State. The College is required to participate in this multiple-employer, cost-sharing plan, the West Virginia Retiree Health Benefit Trust Fund, sponsored by the State of West Virginia. Details regarding this plan and its stand-alone financial statements can be obtained by contacting the West Virginia Public Employees Insurance Agency (PEIA), State Capitol Complex, Building 5, Room 1001, 1900 Kanawha Boulevard, East, Charleston, WV 25305-0710 or <http://www.wvpeia.com>.

GASB 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, or who were hired before 1988 but did not choose such coverage until after 1988 but before July 1, 2001, 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. Additionally, all retirees have the option to purchase continued coverage regardless of their eligibility for premium credits. This liability is now provided for under the multiple-employer, cost-sharing plan sponsored by the State.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 extend health insurance for one year of single coverage, and five years extend health insurance for one year of family coverage. Faculty hired after July 1, 2009, will no longer receive years of service credit toward insurance premiums when they retire. Employees hired after July 1, 2010, receive no health insurance premium subsidy from the College. Two groups of employees hired after July 1, 2010, will not be required to pay the unsubsidized rate: 1) active employees who were originally hired before July 1, 2010, who have a break in service of fewer than two years after July 1, 2010; and 2) retired employees who retired before July 1, 2010, return to active service after July 1, 2010, and then go back into retirement. In those cases, the original hire date will apply.

The estimated expense and expense incurred for the vacation leave or OPEB benefits are recorded as a component of benefits expense in the combined statements of revenues, expenses, and changes in net assets.

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 to PEIA and the third-party insurer, the College has transferred its risks related to health, life, prescription drug coverage, and job related injuries.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

West Virginia had a single private insurance company, BrickStreet Insurance, which provided workers' compensation coverage to all employers in the state. Other private insurance companies began to offer coverage to private-sector employers beginning July 1, 2009 and to government employers beginning July 1, 2010. Nearly every employer in the State, who has payroll must have coverage. The cost of all coverage is paid by the employers. BrickStreet retains the risk related to the compensation of injured employees under the program.

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, and (4) 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, such as state appropriations, Federal Pell Grants and investment income, and sale of capital assets (including natural resources).
- *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, when practicable.

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 2012 and 2011, the College received and disbursed \$4,886,485 and \$5,087,632 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.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Financial aid to students is reported in the financial statements under the alternative method as prescribed by the National Association of College and College 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.

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.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Newly Adopted Statements Issued by the Governmental Accounting Standards Board — During 2011, the College adopted Statement No. 60, *Accounting and Financial Reporting for Service Concession Arrangements*. This statement addresses how to account for and report service concession arrangements (SCAs) by establishing recognition, measurement, and disclosure requirements for SCAs for both transferors and governmental operators. The adoption of this statement did not have a material impact on the financial statements.

The College also adopted issued Statement No. 61, *The Financial Reporting Entity: Omnibus — an amendment of GASB Statements No. 14 and No. 34*. This statement improves financial reporting for a governmental financial reporting entity by improving guidance for including, presenting, and disclosing information about component units and equity interest transactions of the entity. The adoption of this statement did not have a material impact on the financial statements.

The College also adopted Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. The objective of this statement is to incorporate into the GASB's authoritative literature certain accounting and financial reporting guidance included in the FASB and AICPA pronouncements issued on or before November 30, 1989. This statement will improve financial reporting by contribution to the GASB's efforts to codify all sources of generally accepted accounting principles for state and local governments so that they derive from a single source. The adoption of this statement did not have a material impact on the financial statements.

The College also adopted Statement No. 64, *Derivative Instruments: Application of Hedge Accounting Termination Provisions*. The objective of this statement is to improve financial reporting by clarifying whether an effective hedging relationship continues after the replacement of a swap counterparty or a swap counterparty's credit support provider. The adoption of this statement did not have a material impact on the financial statements.

Recent Statements Issued by the Governmental Accounting Standards Board — The Governmental Accounting Standards Board has issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, effective for fiscal years beginning after December 15, 2011. The objective of this statement is to provide guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in the statement of financial position and related disclosures. The College has not yet determined the effect that the adoption of GASB Statement No. 63 may have on its financial statements.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The GASB has also issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*, effective for fiscal years beginning after December 15, 2012. This statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. The College has not yet determined the effect that the adoption of GASB Statement No. 65 may have on its financial statements.

The GASB has also issued Statement No. 66, *Technical Corrections — 2012: An Amendment of GASB Statements No. 10 and No. 64*, effective for fiscal years beginning after December 15, 2012. This statement improves accounting and financial reporting for a governmental financial reporting entity by resolving conflicting guidance that resulted from the issuance of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, and GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November, 1989 FASB and AICPA Pronouncements*. The College has not yet determined the effect that the adoption of GASB Statement No. 66 may have on its financial statements.

The GASB has also issued Statement No. 68, *Accounting and Financial Reporting for Pensions*, effective for fiscal years beginning after June 15, 2014. This statement enhances the information provided in the financial statements regarding the effects of pension-related transactions, the pension obligations of the entity, and the resources available to satisfy those obligations. The College has not yet determined the effect that the adoption of GASB Statement No. 68 may have on its financial statements.

NOTE 3 - CASH AND CASH EQUIVALENTS

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

	2012		
	Current	Noncurrent	Total
Cash on deposit with the State Treasurer	\$ 7,075,571	\$ -	\$ 7,075,551
Cash in bank	42,523	103,650	146,193
Cash on hand	4,800	-	4,800
	<u>\$ 7,122,894</u>	<u>\$ 103,650</u>	<u>\$ 7,226,544</u>
	2011		
	Current	Noncurrent	Total
Cash on deposit with the State Treasurer	\$ 6,190,887	\$ -	\$ 6,190,887
Cash in bank	22,633	25,769	48,402
Cash on hand	4,800	-	4,800
	<u>\$ 6,218,320</u>	<u>\$ 25,769</u>	<u>\$ 6,244,089</u>

Cash held by the State Treasurer includes \$2,524,671 and \$2,208,996 of restricted cash primarily for operating grants as of June 30, 2012 and 2011, respectively.

The combined carrying amount of cash in the bank at June 30, 2012 and 2011 was \$123,908 and \$48,402, as compared with the combined bank balance of \$146,193 and \$58,095, respectively. The difference is primarily caused by items in transit and outstanding checks. The bank balances were covered by federal depository insurance as noted below or were collateralized by securities held by the State's agent. Regarding federal depository insurance, interest bearing accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Non-interest bearing accounts are 100% insured through December 31, 2012.

Amounts with the State Treasurer as of June 30, 2012 and 2011, are comprised of the following investment pools:

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

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 is 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. Of the BTI’s Consolidated Fund pools and accounts in which the College invests, all are subject to credit risk.

WV Money Market Pool — Credit Risk — Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. For the years ended June 30, 2012 and 2011, the WV Money Market Pool has been rated AAAM by Standard & Poor’s. A Fund rated “AAAM” has extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks. “AAAM” is the highest principal stability fund rating assigned by Standard & Poor’s. As this pool has been rated, specific information on the credit ratings of the underlying investments of the pool have not been provided.

The BTI limits the exposure to credit risk in the WV Money Market 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 P-1 by Moody’s. The pool must have at least 15% of its assets in U.S. Treasury issues.

At June 30, 2012 and 2011, the WV Money Market Pool investments had a total carrying value of \$2,786,968,000 and \$3,018,560,000, respectively, of which the College’s ownership represents 0.22% and 0.18% respectively.

WV Government Money Market Pool — Credit Risk — For the years ended June 30, 2012 and 2011, the WV Government Money Market Pool has been rated AAAM by Standard & Poor’s. A Fund rated “AAAM” has extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks. “AAAM” is the highest principal stability fund rating assigned by Standard & Poor’s. As this pool has been rated, specific information on the credit ratings of the underlying investments of the pool have not been provided.

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

The BTI limits the exposure to credit risk in the WV 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.

At June 30, 2012 and 2011, the WV Government Money Market Pool investments had a total carrying value of \$299,629,000 and \$262,692,000, respectively, of which the College's ownership represents 0.02% and 0.01%, respectively.

WV Short Term Bond Pool:

Credit Risk — The BTI limits the exposure to credit risk in the WV Short Term Bond 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 P-1 by Moody's. As this pool has not been rated, the following table provides information on the credit ratings of the WV Short Term Bond Pool's investments (in thousands):

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2012 AND 2011

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

Security Type	Credit Rating*		2012		2011	
	Moody's	S&P	Carrying Value	Percent of Pool Assets	Carrying Value	Percent of Pool Assets
Corporate asset backed securities	Aaa	AAA	\$ 95,628	18.99 %	\$ 87,197	18.40 %
	Aaa	NR *	38,524	7.64	19,891	4.20
	Aa3	AA+ **			454	0.10
	B1	CCC **	896	0.18	885	0.19
	B3	B **			366	0.08
	B3	BB **	311	0.06		
	B3	BBB **			631	0.13
	B3	BBB- **	53	0.01		
	B3	CCC **	280	0.06		
	Ca	CCC **	586	0.12	664	0.14
	Caa2	CCC **	186	0.04	473	0.10
	Caa3	CCC **	243	0.05	393	0.08
	Caa3	D **	26	0.01	27	0.01
	NR	AA+ *	3,900	0.77		
	NR	* NR *	<u>3,786</u>	<u>0.75</u>	<u>4,000</u>	<u>0.84</u>
			<u>144,419</u>	<u>28.68</u>	<u>114,981</u>	<u>24.27</u>
	Corporate bonds and notes	Aaa	AA			2,043
Aa1		A			4,143	0.87
Aa2		AA+	9,025	1.79		
Aa2		AA			11,866	2.50
Aa3		AA			7,064	1.49
Aa3		AA-	15,666	3.11		
Aa3		A	23,032	4.57	13,040	2.75
A1		AA	12,145	2.41	8,107	1.71
A1		A+	30,684	6.09		
A1		A			22,731	4.80
A2		AA			2,555	0.54
A2		A	39,064	7.76	23,976	5.06
A3		A			8,770	1.85
A3		A-	7,755	1.54		
A3		BBB+	3,006	0.60		
Baa1	A-	4,162	0.83			
Baa2	A-	<u>6,709</u>	<u>1.33</u>			
		<u>151,248</u>	<u>30.03</u>	<u>104,295</u>	<u>22.00</u>	
Commercial paper	P-1	A-1			15,995	3.38
U.S. agency bonds	Aaa	AAA			20,017	4.22
U.S. agency bonds	Aaa	AA+	45,024	8.94		
U.S. Treasury notes***	Aaa	AAA			25,034	5.28
U.S. Treasury notes***	Aaa	AA+	44,251	8.79		
U.S. agency mortgage backed securities****	Aaa	AAA			97,296	20.53
U.S. agency mortgage backed securities****	Aaa	AA+	77,065	15.30		
Money market funds	Aaa	AAA	41,610	8.26	96,287	20.32
			<u>\$503,617</u>	<u>100 %</u>	<u>\$473,905</u>	<u>100 %</u>

* NR = Not Rated

** The securities were not in compliance with BTI Investment Policy at June 30, 2012 and/or 2011. The securities were in compliance when originally acquired, but were subsequently downgraded. BTI management and its investment advisors have determined that it is in the best interests of the participants to hold the securities for optimal outcome.

*** U.S. Treasury issues are explicitly guaranteed by the United States government and are not subject to credit risk.

**** U.S. agency mortgage backed securities are explicitly guaranteed by the United States government and are not subject to credit risk.

At June 30, 2012 and 2011, the College's ownership represents 0.16% and 0.15%, respectively, 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.

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

The overall weighted average maturity of the investments of the WV Money Market Pool cannot exceed 60 days. Maximum maturity of individual securities cannot exceed 397 days from date of purchase, except for government floating rate notes, which can be up to 731 days. The following table provides information on the weighted average maturities for the various asset types in the WV Money Market Pool:

Security Type	2012		2011	
	Carrying Value (In thousands)	WAM (Days)	Carrying Value (In thousands)	WAM (Days)
Repurchase agreements	\$ 90,204	3	\$ 84,357	1
U.S. Treasury notes	330,865	122	298,345	137
U.S. Treasury bills	237,978	37	231,051	34
Commercial paper	853,470	35	1,069,576	35
Certificates of deposit	110,000	10	140,000	58
U.S. agency discount notes	738,706	44	697,164	45
Corporate bonds and notes	36,000	48	127,000	20
U.S. agency bonds/notes	189,691	68	170,788	66
Money market funds	<u>200,054</u>	1	<u>200,279</u>	1
	<u>\$2,786,968</u>	46	<u>\$3,018,560</u>	46

The overall weighted average maturity of the investments of the WV Government Money Market Pool cannot exceed 60 days. Maximum maturity of individual securities cannot exceed 397 days from date of purchase, except for government floating rate notes, which can be up to 731 days. The following table provides information on the weighted average maturities for the various asset types in the WV Government Money Market Pool:

Security Type	2012		2011	
	Carrying Value (In thousands)	WAM (Days)	Carrying Value (In thousands)	WAM (Days)
Repurchase agreements	\$ 91,900	3	\$ 98,400	1
U.S. Treasury notes	103,324	111	45,811	131
U.S. Treasury bills	4,999	62		
U.S. agency discount notes	76,397	52	60,852	74
U.S. agency bonds/notes	23,004	9	57,498	22
Money market funds	<u>5</u>	1	<u>131</u>	1
	<u>\$299,629</u>	54	<u>\$262,692</u>	45

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

The overall effective duration of the investments of the WV Short Term Bond Pool cannot exceed 731 days. Maximum effective duration of individual securities cannot exceed 1,827 days (five years) from date of purchase. The following table provides information on the effective duration for the various asset types in the WV Short Term Bond Pool:

Security Type	2012		2011	
	Carrying Value (in Thousands)	Effective Duration (Days)	Carrying Value (in Thousands)	Effective Duration (Days)
U. S. Treasury bonds/notes	\$ 44,251	366	\$ 25,034	227
Commercial paper			15,995	55
Corporate notes	151,248	242	104,295	234
Corporate asset backed securities	144,419	250	114,981	268
U.S. agency bonds/notes	45,024	23	20,017	85
U.S. agency mortgage backed securities	77,065	13	97,296	18
Money market funds	41,610	1	96,287	1
	<u>\$503,617</u>	180	<u>\$473,905</u>	138

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's Consolidated Fund pool or 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 or 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 a pool managed by the securities lending agent. In all transactions, the BTI or its agent does not release cash or securities until the counterparty delivers its side of the transaction.

NOTE 3 - CASH AND CASH EQUIVALENTS (Continued)

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.

Deposits — Custodial credit risk of deposits is the risk that in the event of failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. Deposits include nonnegotiable certificates of deposit. None of the above pools contain nonnegotiable certificates of deposit. The BTI does not have a deposit policy for custodial credit risk.

NOTE 4 - ACCOUNTS RECEIVABLE

Accounts receivable were as follows at June 30:

	<u>2012</u>	<u>2011</u>
Student tuition and fees - net of allowance for doubtful accounts of \$284,627 and \$261,350	\$ 228,735	\$ 73,532
Due from Foundation	126,776	-
Other accounts receivable	<u>67,698</u>	<u>61,604</u>
Accounts receivable net	<u>\$ 423,209</u>	<u>\$ 135,136</u>

NOTE 5 - CAPITAL ASSETS

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

	2012			
	Beginning Balance	Additions	Reductions	Ending Balance
Capital assets not being depreciated				
Construction in Process	\$ 236,983	\$ 712,043	\$ -	\$ 949,026
Land	<u>1,288,470</u>	<u>-</u>	<u>-</u>	<u>1,288,470</u>
Total capital assets not being depreciated	<u>\$ 1,525,453</u>	<u>\$ 712,043</u>	<u>\$ -</u>	<u>\$ 2,237,496</u>
Other capital assets				
Buildings	\$ 31,270,822	\$ -	\$ -	\$ 31,270,822
Equipment	6,853,704	292,921	(1,532,361)	5,614,264
Library holdings	<u>3,864,099</u>	<u>65,584</u>	<u>(51,327)</u>	<u>3,878,356</u>
Total other capital assets	<u>41,988,625</u>	<u>358,505</u>	<u>(1,583,688)</u>	<u>40,763,442</u>
Less accumulated depreciation for				
Buildings	(9,128,577)	(715,800)	-	(9,844,377)
Equipment	(5,227,434)	(384,830)	1,532,361	(4,079,903)
Library holdings	<u>(3,725,439)</u>	<u>(51,652)</u>	<u>51,327</u>	<u>(3,725,764)</u>
Total accumulated depreciation	<u>(18,081,450)</u>	<u>(1,152,282)</u>	<u>1,583,688</u>	<u>(17,650,044)</u>
Other capital assets-net	<u>\$ 23,907,175</u>	<u>\$ (793,777)</u>	<u>\$ -</u>	<u>\$ 23,113,398</u>
Capital asset summary				
Capital assets not being depreciated	\$ 1,525,453	\$ 712,043	\$ -	\$ 2,237,496
Other capital assets	<u>41,988,625</u>	<u>358,505</u>	<u>(1,583,688)</u>	<u>40,763,442</u>
Total cost of capital assets	43,514,078	1,070,548	(1,583,688)	43,000,938
Less accumulated depreciation	<u>(18,081,450)</u>	<u>(1,152,282)</u>	<u>1,583,688</u>	<u>(17,650,044)</u>
Capital assets-net	<u>\$ 25,432,628</u>	<u>\$ (81,734)</u>	<u>\$ -</u>	<u>\$ 25,350,894</u>

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2012 AND 2011

NOTE 5 - CAPITAL ASSETS (Continued)

	2011			
	Beginning Balance	Additions	Reductions	Ending Balance
Capital assets not being depreciated				
Construction in Process	\$ 62,685	\$ 236,983	\$ (62,685)	\$ 236,983
Land	1,288,470	-	-	1,288,470
Total capital assets not being depreciated	<u>\$ 1,351,155</u>	<u>\$ 236,983</u>	<u>\$ (62,685)</u>	<u>\$ 1,525,453</u>
Other capital assets				
Buildings	\$ 30,346,207	\$ 924,615	\$ -	\$ 31,270,822
Equipment	6,748,952	104,752	-	6,853,704
Library holdings	3,816,584	65,584	(18,069)	3,864,099
Total other capital assets	<u>40,911,743</u>	<u>1,094,951</u>	<u>(18,069)</u>	<u>41,988,625</u>
Less accumulated depreciation for				
Buildings	(8,412,777)	(715,800)	-	(9,128,577)
Equipment	(4,854,966)	(372,468)	-	(5,227,434)
Library holdings	(3,683,751)	(59,757)	18,069	(3,725,439)
Total accumulated depreciation	<u>(16,951,494)</u>	<u>(1,148,025)</u>	<u>18,069</u>	<u>(18,081,450)</u>
Other capital assets-net	<u>\$ 23,960,249</u>	<u>\$ (53,074)</u>	<u>\$ -</u>	<u>\$ 23,907,175</u>
Capital asset summary				
Capital assets not being depreciated	\$ 1,351,155	\$ 236,983	\$ (62,685)	\$ 1,525,453
Other capital assets	40,911,743	1,094,951	(18,069)	41,988,625
Total cost of capital assets	42,262,898	1,331,934	(80,754)	43,514,078
Less accumulated depreciation	<u>(16,951,494)</u>	<u>(1,148,025)</u>	<u>18,069</u>	<u>(18,081,450)</u>
Capital assets-net	<u>\$ 25,311,404</u>	<u>\$ 183,909</u>	<u>\$ (62,685)</u>	<u>\$ 25,432,628</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.

At June 30, 2012, the College had no significant outstanding contractual commitments for property, plant and equipment expenditures.

NOTE 6 - LONG-TERM LIABILITIES

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

	2012						
	Beginning				Ending	Current	Noncurrent
	<u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u>	<u>Portion</u>	<u>Portion</u>	
Capital Leases	\$ 87,764	\$ -	\$ 25,834	\$ 61,930	\$ 26,857	\$ 35,073	
Other post employment benefits liability	2,732,501	1,172,553	-	3,905,054	-	3,905,054	
Compensated absences	<u>453,563</u>	<u>-</u>	<u>1,783</u>	<u>451,780</u>	<u>294,502</u>	<u>157,278</u>	
Total noncurrent liabilities	<u>\$ 3,273,828</u>	<u>\$ 1,172,553</u>	<u>\$ 27,618</u>	<u>\$ 4,418,765</u>	<u>\$ 312,359</u>	<u>\$ 4,097,405</u>	
	2011						
	Beginning				Ending	Current	Noncurrent
	<u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u>	<u>Portion</u>	<u>Portion</u>	
Capital Leases	\$ 112,615	\$ -	\$ 24,850	\$ 87,765	\$ 25,835	\$ 61,930	
Other post employment benefits liability	1,607,674	1,124,827	-	2,732,501	-	2,732,501	
Compensated absences	<u>515,028</u>	<u>-</u>	<u>61,465</u>	<u>453,563</u>	<u>293,034</u>	<u>160,529</u>	
Total noncurrent liabilities	<u>\$ 2,235,317</u>	<u>\$ 1,124,827</u>	<u>\$ 86,315</u>	<u>\$ 3,273,829</u>	<u>\$ 318,869</u>	<u>\$ 2,954,960</u>	

On August 22, 2007 the College entered into a capital lease for equipment with SunTrust Leasing Corporation. The lease is payable in monthly installments of \$2,399 over 84 months at an interest rate of 3.89%. The total amount outstanding on the lease at June 30, 2012 was \$61,930.

The cost of equipment under capital leases, net of accumulated depreciation is included in the Statement of Net Assets as investment in capital assets and was \$96,661 at June 30, 2012. Depreciation of assets under capital leases is included in depreciation expense.

The future minimum lease payments required under the capital lease and the present value of the net minimum lease payments as of June 30, 2012, are as follows:

<u>Year Ending June 30</u>	<u>Amount</u>
2013	\$ 28,791
2014	28,791
2015	<u>7,196</u>
Total minimum lease payments	64,778
Less: Amount representing interest	<u>2,848</u>
Present value of net minimum lease payments	<u>\$ 61,930</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 \$111,295 and \$91,168 for the years ended June 30, 2012 and 2011, respectively. The College was not obligated under any noncancellable leases at June 30, 2012. Future minimum rental commitments are as follows as of June 30, 2012:

<u>Year Ending June 30</u>	<u>Operating Leases</u>
2013	\$ 45,565
2014	40,518
2015	24,653
2016	40
2017	<u>40</u>
Total	<u>\$ 110,816</u>

NOTE 8 - OTHER POST EMPLOYMENT BENEFITS

In accordance with GASB, OPEB costs are accrued based upon invoices received from PEIA based upon actuarial determined amounts. At June 30, 2012 and 2011, the noncurrent liability related to OPEB costs was \$3,905,054 and \$2,732,501, respectively. The total of OPEB expense incurred and the amount of OPEB expense that relates to retirees was \$1,707,208 and \$122,663 respectively, during 2012, \$1,537,812 and \$416,962, respectively, during 2011 and \$1,737,275 and \$378,380, respectively, during 2010. As of the years ended June 30, 2012, 2011 and 2010, there were 31, 33 and 31 retirees receiving these benefits, 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.

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.

During December 2009, the Commission, on behalf of the Council, issued \$78,295,000 of Community and Technical Colleges Improvement Revenue Bonds, 2009 Series A (the "2009 Bonds"). The proceeds of the 2009 Bonds will be used to finance the acquisition, construction, equipping, or improvement of community and technical college facilities in West Virginia. The bond projects listed in the bond offering for the 2009 Bonds proposes bond funding of \$6,000,000 for the College. State lottery funds will be used to repay the debt. As of June 30, 2012, the College had drawn down \$949,026 of these bond funds to pay for capital projects.

NOTE 10 - UNRESTRICTED NET ASSETS

The College did not have any designated unrestricted net assets as of June 30, 2012 or 2011.

	<u>2012</u>	<u>2011</u>
Total unrestricted net assets before OPEB liability	\$ 3,838,496	\$ 3,078,040
Less: OPEB liability	<u>3,905,054</u>	<u>2,732,501</u>
Total unrestricted (deficit) net assets	<u>\$ (66,558)</u>	<u>\$ 345,539</u>

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.

NOTE 11 - RETIREMENT PLANS (Continued)

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 (Educators Money). New hires have the choice of either plan. As of June 30, 2012, there were no employees enrolled in the Educators Money 401(a) basic retirement plan.

The STRS is a cost sharing, public employee retirement system. Employer and employee contribution rates are established annually by the State Legislature. The contractual maximum contribution rate is 15%. 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, 2012, 2011, and 2010. Required employee contributions were at the rate of 6% of total annual salary for years ended June 30, 2012, 2011, and 2010. 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, 2012, 2011 and 2010 were \$192,367, \$215,215 and \$307,926, respectively, which consisted of \$137,405, \$153,725 and \$219,947 from the College in 2012, 2011 and 2010, respectively, and \$54,962, \$61,490 and \$87,979 from the covered employees in 2012, 2011 and 2010, 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, 2012, 2011 and 2010 were \$839,118, \$822,510 and \$858,360 respectively, which consisted of equal contributions from the College and covered employees in 2012, 2011 and 2010 of \$419,559, \$411,255 and \$429,180, respectively.

NOTE 11 - RETIREMENT PLANS (Continued)

The College's total payroll for the years ended June 30, 2012, 2011, and 2010 were \$8,870,231, \$8,998,151 and \$9,478,014, respectively; total covered employees' salaries in the STRS and TIAA-CREF were \$916,034 and \$6,992,645 in 2012, respectively; \$1,024,835 and \$6,793,206 in 2011, respectively; and \$1,466,309 and \$7,078,607 in 2010, respectively.

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. Although the College does not control the timing or amount of receipts from the Foundation, the majority of resources, or income thereon, that the Foundation holds and invests are restricted to the activities of the College by the donors. Because these restricted resources held by the Foundation can only be used by, or for the benefit of, the College, the Foundation is considered a component unit of the College and is therefore discretely presented with the College's financial statements in accordance with GASB.

The Foundation's net assets totaled \$3,334,595 and \$2,913,451 at December 31, 2011 and 2010, 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, 2011 and 2010, the Foundation made \$230,622 and \$363,820, respectively, in contributions to the College. As of June 30, 2012 and 2011, the College had accounts receivable of \$126,776 and \$0 due from the Foundation. Complete financial statements for the Foundation can be obtained from the Southern West Virginia Community College 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. Accordingly, the financial statements of such organizations are not included in the accompanying financial statements under the blended component unit requirements. They are not included in the College's accompanying financial statements under directly presented component unit requirements as, they (1) are not material or (2) have dual purposes (i.e., not entirely or almost entirely for the benefit of the College).

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.

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 COMPONENT UNIT DISCLOSURES

The following are the notes taken directly from the Foundation's financial statements starting on the following page:

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization – Southern West Virginia Community College Foundation, Inc. (the “Foundation”) was incorporated in September 1971 as a tax-exempt, not-for-profit corporation under Section 501(c)(3) of the Internal Revenue Code for the purpose of collecting donations from individuals, corporations, and foundations to be distributed as scholarships to persons attending what is now known as Southern West Virginia Community and Technical College (the “College”), and to be used for other purposes benefiting the College. The Foundation is classified as other than a private foundation by the Internal Revenue Service and is exempt from income taxes.

Basis of Accounting and Financial Statement Presentation – The financial statements of the Foundation are prepared on the accrual basis of accounting in accordance with U. S. generally accepted accounting principles (“U.S. GAAP”). The accompanying financial statements of the Foundation present information regarding its net assets and activities in the following three categories:

Unrestricted – Net assets are under the discretionary control of the Board of Directors (the “Board”) and include amounts designated by the Board for specified purposes.

Temporarily Restricted – Net assets are restricted by the donor for a specific purpose (generally scholarships or educational development programs) or use in a future time period. The income on these net assets is either temporarily restricted or unrestricted based on the intentions of the donor.

Permanently Restricted – Net assets are subject to the donor’s restriction that the principal remain invested in perpetuity. The income on these net assets generally is used for scholarships or educational development programs.

When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Use of Estimates – The preparation of financial statements in conformity with U.S. GAAP 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 expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents – Cash and cash equivalents include cash in checking accounts and short-term investments with an original maturity of 3 months or less.

Investments – Investments are reported at fair value.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Unconditional Promises to Give – Unconditional promises to give are recorded as received. Unconditional promises to give due in the next year are reflected as current promises to give and are recorded at their net realizable value. Unconditional promises to give due in subsequent years are reflected as long-term promises to give and are recorded at the present value of the net realizable value, using the federal prime rate plus two percent as applicable to the years in which the promises are received to discount the amounts. The majority of the promises to give are received from local individual and business contributors as a result of the VISION 2020 campaign.

An allowance for uncollectible promises is provided based on management's evaluation of potential uncollectible promises receivable at year end. At December 31, 2011, management determined that all outstanding promises to give are fully collectible.

Contributions – Contributions and grants, including bequests, special gifts, and other donations, are recorded as revenue when received or, if by pledge, when an unconditional pledge is made. All contributions and grants are considered to be available for unrestricted use unless specifically restricted by the donor or grantor. Noncash bequests, gifts, and donations, if any, would be recorded at the fair market value of the asset at the date of donation.

Program Services Expenses – All scholarships and other program services distributions are approved by the Board. Unconditional grants to the College are recognized when approved. Grants approved by the Board that are payable upon performance of specified conditions by the grantee (if any) are recognized in the statement of activities and change in net assets when the specified conditions are satisfied.

Fixed Assets – The Foundation's fixed assets are carried at cost. Depreciation is computed using the straight-line method with estimated useful lives of three and five years for software and equipment, respectively. Depreciation expense of \$301 and \$344 was recognized during the periods ended December 31, 2011 and 2010, respectively.

NOTE 2 - INVESTMENTS

The cost and estimated fair values of investments at December 31 are as follows:

	2011		2010	
	Estimated Fair Value	Cost	Estimated Fair Value	Cost
Equity securities	\$2,343,271	\$ 1,658,234	\$ 1,661,465	\$ 1,658,234
U.S. government obligations	-	-	205,658	199,848
Total	<u>\$ 2,343,271</u>	<u>\$ 1,658,234</u>	<u>\$ 1,867,123</u>	<u>\$ 1,858,082</u>

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011 AND 2010

NOTE 2 – INVESTMENTS (CONTINUED)

The following table shows the gross unrealized losses and fair value, aggregated by investment category and lengths of time, that the individual securities have been in a continuous unrealized loss position at December 31:

	2011					
	Less than 12 months		12 Months or Greater		Total	
	Fair Value	Gross Unrealized Losses	Fair Value	Gross Unrealized Losses	Fair Value	Gross Unrealized Losses
Equity securities	\$ 127,442	\$ 34,120	\$ 412,620	\$ 76,625	\$ 540,062	\$ 110,745

	2010					
	Less than 12 months		12 Months or Greater		Total	
	Fair Value	Gross Unrealized Losses	Fair Value	Gross Unrealized Losses	Fair Value	Gross Unrealized Losses
Equity securities	\$ -	\$ -	\$ 701,275	\$ 116,748	\$ 701,275	\$ 116,748

Gain on investments for the periods ended December 31 is summarized as follows:

	2011	2010
Net realized gains	\$ 153	\$ 4
Net unrealized gains	<u>132,684</u>	<u>132,260</u>
Total	<u>\$ 132,837</u>	<u>\$ 132,264</u>

NOTE 3 – PROMISES TO GIVE

Unconditional promises to give at December 31 are as follows:

	2011	2010
Receivable in less than one year	\$ 175,646	\$ 272,164
Receivable in one to five years	428,161	138,567
Receivable in more than five years	<u>38,000</u>	<u>43,000</u>
Total unconditional promises to give	641,807	453,731
Less discounts to net present value	<u>(41,607)</u>	<u>(18,694)</u>
Net unconditional promises to give	<u>\$ 600,200</u>	<u>\$ 435,037</u>

The discount rates used on long-term promises to give were 3.25 percent in 2011 and 2010.

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011 AND 2010

NOTE 4 – RELATED PARTY TRANSACTIONS

The Foundation scholarships are awarded by the College. The College awarded \$224,830 and \$247,931 in scholarships to students on behalf of the Foundation in 2011 and 2010, respectively. The College also presented the faculty of the College with educational awards totaling \$3,000 per period ended December 31, 2011 and 2010. Each of these transactions was recorded as a payable on the Foundation's financial statements.

At December 31, 2011 and 2010, the Foundation's related party payables to the College for scholarships and faculty educational awards were \$119,326 and \$105,493, respectively.

Contributed services received from the College and from unrelated volunteers have not been recorded, as the value of the services cannot be determined.

NOTE 5 – NET ASSETS

Temporary and permanent restrictions on net assets at December 31, 2011 and 2010 are for scholarships and educational development.

Net assets were released from restriction for the following purposes during the years ended December 31:

	2011	2010
Scholarships	\$ 224,830	\$ 247,931
Educational development	148,029	110,477
Fundraising	30,000	26,500
Other	92,837	26,435
Total	\$ 495,696	\$ 411,343

NOTE 6 – FIXED ASSETS

At December 31, fixed assets consist of the following:

	2010	2009
Software	\$ 48,627	\$ 48,627
Equipment	1,723	1,723
Accumulated depreciation	(50,350)	(50,049)
Fixed assets, net	\$ -	\$ 301

NOTE 7 – FAIR VALUE MEASUREMENTS

Accounting standards require that the Foundation adopt fair value measurement for financial assets and financial liabilities. This enhanced guidance for using fair value to measure assets and liabilities applies whenever other standards require or permit assets or liabilities to be measured at fair value. This guidance does not expand the use of fair value in any new circumstances.

Accounting standards establish a hierarchal disclosure framework associated with the level of pricing observability utilized in measuring assets and liabilities at fair value. The three broad levels defined by these standards are as follows:

Level I: Quoted prices are available in active markets for identical assets or liabilities as of the reported date.

Level II: Pricing inputs other than quoted prices available in active markets, which are either directly or indirectly observable as of the reported date. The nature of these assets and liabilities include items for which quoted prices are available but traded less frequently, and items that are fair valued using other financial instruments, the parameters of which can be directly observed.

Level III: Assets or liabilities that have little or no pricing observability as of the reported date. These items do not have two-way markets and are measured using management's best estimate of fair value, where the inputs into the determination of fair value require significant management judgment or estimation.

The following table presents assets reported on the financial statements at their fair value, by level within the fair value hierarchy. Equity securities are classified as Level I securities and are valued using observable market prices. Debt securities are classified as Level II securities and are valued using matrix pricing or other market approaches. As required by accounting standards, financial assets are classified in their entirety based on the lowest level of input that is significant to the fair value measurement.

	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>	<u>Total</u>
<u>Valued on a recurring basis:</u>				
December 31, 2011				
Assets:				
Equity securities	\$ 2,343,271	\$ -	\$ -	\$ 2,343,271
Debt securities	-	-	-	-
December 31, 2010				
Assets:				
Equity securities	\$ 1,661,465	\$ -	\$ -	\$ 1,661,465
Debt securities	-	205,658	-	205,658

NOTE 8 - SUBSEQUENT EVENTS

The Foundation assessed events occurring subsequent to December 31, 2011, through September 5, 2012, for potential recognition and disclosure in the financial statements. No events have occurred that would require adjustment to, or disclosure in, the financial statements which were issued September 5, 2012.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
 NOTES TO FINANCIAL STATEMENTS
 YEARS ENDED JUNE 30, 2012 AND 2011

NOTE 16 - NATURAL CLASSIFICATIONS WITH FUNCTIONAL CLASSIFICATIONS

These tables represent operating expenses within both natural and functional classifications for the years ended June 30:
 2012

	2012				Fees Assessed by the Commission		Total
	Salaries and Wages	Benefits	Supplies and Other Services	Utilities	Scholarships and Fellowships	Depreciation	
Instruction	\$ 4,891,635	\$ 1,232,488	\$ 872,669	\$ 19,667	\$ -	\$ -	\$ 7,016,459
Public service	80,104	17,761	66,734	-	-	-	164,599
Academic support	593,361	168,795	210,841	-	-	-	972,997
Student services	894,790	291,750	351,219	-	-	-	1,537,759
General institutional support	2,172,335	1,805,570	1,766,439	9,502	-	-	5,753,846
Operations and maintenance of plant	60,803	19,752	886,704	677,506	-	-	1,644,765
Student financial aid	-	-	-	-	4,270,312	-	4,270,312
Auxiliary enterprises	170,612	32,331	738,657	-	-	-	941,600
Depreciation	-	-	-	-	-	1,152,282	1,152,282
Other	-	-	-	-	-	-	56,255
Total	\$ 8,863,640	\$ 3,568,447	\$ 4,893,263	\$ 706,675	\$ 4,270,312	\$ 1,152,282	\$ 23,510,874

2011

	2011				Fees Assessed by the Commission		Total
	Salaries and Wages	Benefits	Supplies and Other Services	Utilities	Scholarships and Fellowships	Depreciation	
Instruction	\$ 4,766,843	\$ 1,249,565	\$ 1,141,000	\$ 18,976	\$ -	\$ -	\$ 7,176,384
Public service	97,325	25,103	200,817	-	-	-	323,245
Academic support	551,337	169,616	315,803	-	-	-	1,036,756
Student services	793,167	230,187	267,185	-	-	-	1,290,539
General institutional support	2,469,052	1,767,681	1,773,461	2,735	-	-	6,012,929
Operations and maintenance of plant	123,959	19,705	432,377	606,600	-	-	1,182,641
Student financial aid	-	-	-	-	3,916,949	-	3,916,949
Auxiliary enterprises	173,424	38,296	808,637	-	-	-	1,020,357
Depreciation	-	-	-	-	-	1,148,025	1,148,025
Other	-	-	-	-	-	-	55,014
Total	\$ 8,975,107	\$ 3,500,153	\$ 4,939,280	\$ 628,311	\$ 3,916,949	\$ 1,148,025	\$ 23,162,839



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

Board of Governors
Southern West Virginia Community and Technical College
Mt. Gay, West Virginia

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, 2012, and have issued our report thereon dated October 23, 2012, which states reliance on other auditors for the discretely presented component unit. Our report was modified to include a reference to other auditors. 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. Other auditors audited the financial statements of The Southern West Virginia Community College Foundation, Inc., as described in our report on the College's financial statements. The financial statements of The Southern West Virginia Community and Technical College Foundation, Inc. were not audited in accordance with *Government Auditing Standards*.

Internal Control Over Financial Reporting

Management of the College is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the College's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

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Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

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*.

We noted certain matters that we have reported to management of the College in a separate letter dated October 23, 2012.

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



Charleston, West Virginia
October 23, 2012

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request for Approval of the Filing of the Audited Financial Report

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, 2012.

STAFF MEMBER: Samuel Litteral

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, 2012. Mr. Chris Deweese and Ms. Kelly Shafer, Suttle and Stalnaker Certified Public Accountants, will make a brief presentation regarding their findings. Copies of the financial statements are included with this agenda item.

The Governmental Accounting Standards Board (GASB) establishes standards for the presentation format for college and university standards' statements. This format places emphasis on the overall economic resources of the College. 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. 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 the auditor's report.

Southern West Virginia Community and Technical College
Board of Governors Meeting of October 11, 2012
The Resort at Glade Springs – Woodland Room 1 and 2
255 Resort Drive, Daniels, WV

Board Members Present: Tom Heywood, Wilma Zigmond, Glenn Yost, George Kostas, Terry Sammons, Debbie Dingess, George Morrison, Eileen Aranas

Board Members Absent: Kevin Fowler, Shelley Huffman, Jada Hunter

Administrative Staff: President Joanne Jaeger Tomblin, Howard Seufer, General Counsel, Sam Litteral, Harry Langley, Ronald Lemon, Allyn Sue Barker, Gary Holeman, Pamela Alderman, Cindy McCoy, Darrell Taylor, Rita Roberson, David Lord, Bill Cook, Randy Skeens, Marcus Gibbs, Emma Baisden

1. Welcome and Call to Order:

Board of Governors Chair, Tom Heywood, declared a quorum was present and called the meeting of the Southern West Virginia Community and Technical College Board of Governors to order at 6:05 p.m.

2. Oath of Office

Mr. Samuel Litteral, Vice President for Finance and Administration and Public Notary, administered the *Oath of Office* to Thomas Heywood. Mr. Heywood succeeds Terry Sammons as Chair of the Southern West Virginia Community and Technical College Board of Governors.

3. Board of Governors and Administration Self-Assessment Report

Mr. Howard Seufer, Board Counsel, led the Board of Governors and administrators through the results of the 11th annual self-evaluation conducted on an aggregated and anonymous basis. Mr. Seufer first led Board members through the results of the Board self-evaluation. Most category results remained at an exemplary level. Overall, the self-assessment results were excellent, the Board is well informed, decisions of the Board are supported by its members, and Board operations are rated high. Board members agree that there is a climate of mutual trust and respect among its members, and the Board has a positive relationship with the College President. All Board members agreed that there are good procedures in place for orientation and training of new Board members. Results showed that Board members agreed they are prepared for meetings which are effective and efficient. The lowest score of three years was on Question # 10 which pertains to information being provided in advance of Board meetings that is not currently provided. The majority of Board members would like to have detailed financial information so that summaries presented at Board meetings are easily understood. All Board members agreed there is sufficient time, information, and data to plan and discuss policy recommendations. All Board members agree that the Board adheres to and understands its responsibilities and are knowledgeable about key College issues. The overall administration self-evaluation results improved over last year with most categories having the highest rating of the past three years. All administrators responded positively that as a group they are meeting established Compact goals, and as individual administrators they are meeting established individual goals. Question # 3 pertaining to the effectiveness and productivity of administrator meetings was the lowest score of the past three years. The majority of administrators responded that meetings of administrators could be improved and listed several suggestions for improvement. All respondents answered they work cooperatively and effectively with the College President and work well together as a team. Mr. Seufer believed the overall rating of the self-evaluation was excellent.

4. President's Report:

1. President Tomblin informed Board members that student enrollment for the Fall 2012 semester has declined from Fall 2011. As of October 10, 2012, Southern's headcount was 2,177 with 1,610 as full-time enrollment (FTE). Enrollment has declined due to several factors – dual credit enrollment has decreased due to the lack of availability of qualified instructors; students are experiencing financial difficulties; and many students need to take multiple semesters of developmental education before being prepared for their first college-level course.
2. Southern recently partnered with West Virginia University (WVU) and the Shanxi Province of China to allow Southern's Academy for Mine Training and Energy Technologies to provide safety and rescue training to Shanxi Province miners. The first group of Chinese miners trained September 6-7, 2012. Southern is in the application process to accept international students. The students (miners) enrolled through WVU, which contracted with Southern to provide the training. President Tomblin informed Board members that another group of 8-10 Chinese miners are expected to enroll for safety and rescue training after January 1, 2013. Chair Heywood attributed this achievement to President Tomblin's leadership.
3. All Governance Day was held at the Logan Campus on September 7. Mr. Greg Hodges, Dean for Developmental Education and Transitional Programs at Patrick Henry Community College in Martinsville, Virginia, addressed all college employees during a morning workshop on college completion and student success. Mr. Hodges discussed his presentation in depth with all faculty members during an afternoon session. While Mr. Hodges met with the faculty, President Tomblin and her Cabinet held a two-hour forum with all classified and non-classified employees to review, discuss, and receive comments on the first draft of the College's Self-Study Report. A similar forum will be held with the faculty at the next All Governance Day which is scheduled for November 30th. Mr. Hodges will also provide a workshop regarding college completion for the Board during its planning retreat tomorrow, October 12, 2012.
4. The grand opening and ribbon cutting ceremony for Southern's McDowell County Office was held on September 12, 2012. An advisory committee consisting of individuals from throughout McDowell County has been established, and David Lord, Director of Wyoming/McDowell Campus Operations, is in the process of scheduling a meeting of the committee to determine classes to be offered for the area residents.
5. President Tomblin reported that community and technical college presidents met with Senator Robert H. "Bob" Plymale on September 13 to discuss 2014 budget reductions and plans for a performance-based funding model for higher education institutions. Chancellor James Skidmore is considering a per credit hour tuition rate. It is anticipated that a funding proposal will be available in November.
6. In conjunction with the King Coal Festival, Southern's Williamson Campus hosted its annual Community Appreciation Day on September 16. During the event, Michael Baldwin, Program Coordinator, Sr., provided tours for the community of the recently renovated television studio housed on the fourth floor of the Williamson Campus.
7. President Tomblin and Vice President for Finance and Administration, Sam Litteral, held budget hearings with the Student Government Associations to discuss budget allocations for

this school year.

8. On September 14, President Tomblin held an organizational meeting with the Enrollment Management Committee. The committee was formed as a standing committee of the College's institutional governance structure in the Spring of 2012 as a mechanism to focus on issues of enrollment and student success. Mr. Darrell Taylor, Dean for Enrollment Management and Student Development was elected Committee Chair.
 9. President Tomblin has been appointed to the Reconnecting McDowell Board of Directors. Reconnecting McDowell is a comprehensive, long-term effort to make educational improvement in McDowell County.
 10. For a minimal fee, Southern's Academy for Mine Training and Energy Technologies will be permitted to house its equipment at a facility on Corridor G (U. S. 119) which was purchased by the State of West Virginia.
 11. President Tomblin, Bill Cook (Director of Boone/Lincoln Campus Operations), and Sam Litteral, Vice President for Finance and Administration, met with the Boone County Commission regarding the purchase of property (10 acres) near the Boone County Transfer Station just off Corridor G (U. S. 119). Mr. Litteral is working with Richard Donovan, Chief Financial Officer for the West Virginia Council for Community and Technical College, on conducting a Phase I Environmental Survey of the property.
 12. Southern, Bridgemont, and Kanawha Valley Community and Technical Colleges recently submitted a proposal for grant funding to the Maier Foundation. The grant funding opportunity would provide education to the next generation of high-skilled workers for high-demand careers which are difficult to get students to enter. There's a possibility of Southern receiving \$30,000 to train students for these high-demand careers. The Southern Foundation would be the fiscal agent for the grant if received.
 13. Ms. Carol Cole joined the Southern family on September 10th as Public Relations Specialist.
 14. President Tomblin will be on annual leave from the College October 15 through November 12, 2012 to participate in the Governor's campaign.
 15. Major Gifts Campaign – Since September 2006, \$1.2 million in student scholarships has been issued (12 - 15% of Southern's students receive scholarships from the Southern Foundation), and \$750,000 has been returned to the College in support of academic programs.
5. **Assessment and Dual Credit Report**
Dr. Cindy McCoy, Dean for University Transfer Programs, distributed the 2012 Administrative Assessment Summary to members of the Board. According to the data from the Proficiency Profile, Southern students are failing to keep up with students around the country in math and critical thinking skills again this year. However, Southern students scored slightly above the national mean in writing and reading. Although the margin of difference in math and critical thinking is below national norms, results are less of a difference than in preceding years. One of the greatest challenges facing the Assessment Committee is compelling students to take the test. For the first time since Southern began its Assessment, the sample number for testing students was less than 200. Students selected to take

the test this year were chosen from those who had completed 45 hours of college credit, had not previously taken the Assessment Test, and had successfully passed college level math and English. This criterion produced 154 students eligible to take the ETS test. Of the 154 eligible students, only 119 tested on March 6, 2012. No penalty is imposed on students who chose not to take the test. The report will be posted to Southern's web site. The Board suggested that links be added to the report so students will be able to view their individual scores to determine where they placed in academics. Also, they would like to see links to jobs available in the program categories listed in the assessment report. Dr. McCoy will take this suggestion back to the Assessment Committee.

Dual credit course enrollment has dropped this semester due to the inability to find instructors who have the credentials established by the Higher Learning Commission. New procedures have been established and are in place this year which could be another reason for the low enrollment in dual credit courses.

6. Technology Services Report

Mr. Gary Holeman, Chief Information Officer, informed the Board that he has been at Southern since May 2012. Since his arrival, two vacant technology positions have been filled and the department is now fully staffed. The Central Helpdesk provides support for Southern's technology users 24 hours per day. The availability of the Helpdesk was reintroduced at each student orientation session, at the full-time faculty convocation, and during the adjunct faculty orientation sessions. As a result the Helpdesk fielded the highest call volume to date. Mr. Holeman is working with the Dean for Enrollment Management and Student Development to implement Student Services Helpdesk. Mr. Holeman distributed a report to the group which highlights projects that the Office of Information Technology has completed or is in the process of completion. Included with the report was Southern's return on investment opportunities with Ellucian Technology Management Contract. Mr. Holeman plans to bring in a consultant sometime in January 2013 to assist in the development of a Technology Strategic Plan.

7. Financial Report

Mr. Sam Litteral, Vice President for Finance and Administration, provided the financial report dated September 30, 2012 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. He informed Board members that utilities continue to rise and take a large portion of the institutional budget. To date, 80% of the annual budget has been loaded into Banner for use by the college units. Mr. Litteral informed the group that Southern's financial audit has been completed and it will be presented to the Board at its December 11, 2012 meeting.

8. Action Items:

8.1 Appointment of Committee on Tuition and Fees

Chair Heywood appointed a committee to prepare a proposal for tuition and fee increases for FY 2013-2014. The committee will bring a recommendation forward for the Board's review and consideration at its February 19, 2013 meeting. Members appointed include Terry Sammons, George Morrison, Eileen Aranas, Tom Heywood, Joanne Tomblin, Sam Litteral, and Harry Langley. Mr. Heywood will serve as committee chair. Upon a motion by George Kostas and seconded by Wilma Zigmond, the Board unanimously approved the Committee appointments.

8.2 Appointment of Institutional Mission/Vision Review Committee

Chair Heywood appointed a committee to review the College's Mission Statement. The committee will bring a recommendation forward for the Board's review and consideration at its December 11, 2012 meeting. Members appointed include Wilma Zigmond, George Kostas,

Shelley Huffman, Linda Akers, Debbie Dingess, Joanne Tomblin, and Allyn Sue Barker. Ms. Zigmund will serve as committee chair. Upon a motion by Glenn Yost and seconded by Terry Sammons, the Board unanimously approved the Committee appointments.

8.3 Approval of August 21, 2012, Minutes

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

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

8.4 Final Approval of Proposed Institutional Policies

8.4.1 SCP-1435, Inclement Weather and Emergency Situations, and SCP-1435.A, *Media Notification List*

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1435, *Inclement Weather and Emergency Situations*, and SCP-1435.A, *Media Notification List*, following the required 30-day public comment period.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously.

8.4.2 SCP-2156, Drug and Alcohol Policy

MOTION: Linda Akers moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2156, *Drug and Alcohol Policy*, following the required 30-day public comment period.

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

8.4.3 SCP-2360, Holidays

MOTION: Debbie Dingess moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2360, *Holidays*, following the required 30-day public comment period.

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

8.5 Approval of Proposed Institutional Policies for 30-day Comment

8.5.1 SCP-1000, Manuals, Announcements, and Policies (MAP) Development System

MOTION: George Kostas 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 policy (with attachments) to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously.

8.5.2 SCP-1481, Naming of Facilities or Organizational Units

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1481, *Naming of Facilities or Organizational Units*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

8.5.3 SCP-1725, Private Scholarships

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-1725, *Private Scholarships*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

8.5.4 SCP-2575, Overtime and Compensatory Time

MOTION: George Kostas moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2575, *Overtime and Compensatory Time*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

8.5.5 SCP-2700, Reduction in Work Force – Classified Personnel

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2700, *Reduction in Work Force – Classified Personnel*, to Southern's constituents and the Chancellor for

Community and Technical College Education for the required 30-day public comment period.

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

8.6 SAM-2000.1, Draft Employee Handbook

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SAM-2000.1, *Employee Handbook*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

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

8.7 Severance Benefit Plan (as amended)

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the *Severance Benefit Plan* as a tool to further the programmatic changes necessary for the institution to implement its goals as identified in its 2010-2015 Institutional Compact. The Southern West Virginia Community and Technical College *Severance Benefit Plan* will be in effect from the date of approval through June 30, 2015.

ACTION: Debbie Dingess seconded the motion. The motion carried unanimously.

9. Discussion Item:

Chair Heywood presented a set of draft Board Goals to Board members for review and discussion. Following deliberations of the Board, the following action was taken:

MOTION: Glenn Yost moved the adoption of the following resolution:

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve the Board Goals presented in draft form and modify the Board's self-evaluation tool to correspond with the new Board Goals for the annual survey.

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

10. Executive Session under Authority of West Virginia Code §6-9a-4(b) to Discuss Personnel and Management Issues:

Glenn Yost moved that the Southern West Virginia Community and Technical College Board of Governors enter an executive session pursuant to West Virginia Code §6-9A-4(b) to discuss personnel and management issues. George Kostas seconded the motion which carried unanimously, and the Board thereupon met in an executive session. At the conclusion of discussions, Chair Heywood declared that the Board of Governors rise from an executive session and reconvene in an open session.

11. **Adjournment:**

There being no further business, Chair Heywood declared the meeting adjourned at 9:20 p.m. The next Board meeting is scheduled for December 11, 2012 and will be held at the West Virginia Governor's Mansion in Charleston.

Thomas A. Heywood, Chair

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

DRAFT

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request for final approval of SCP-1000, *Manuals, Announcements, and Policies (MAP) Development System*
SCP-1000.A, *Classification Table*
SCP-1000.B, *Format for Southern College Policy (SCP)*
SCP-1000.C, *Format for Southern Administrative Announcement (SAA)*
SCP-1000.D, *Format for Southern Administrative Manuals (SAM's)*

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

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

SCP-1000, which establishes the process for adoption, amendment or repeal of rules, guidelines, administrative procedures and policy statements by the Board of Governors of Southern West Virginia Community and Technical College that have an institution-wide effect or affect the rights, privileges, or interests of employees, students, or citizens, was developed in accordance with West Virginia Code §18B-1-6 and Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, *Rules and Administrative Procedures*.

In September 2012, SCP-1000, *Manuals, Announcements, and Policies (MAP) Development System*, and its attachments, were reviewed for accuracy. Minor revisions were made to provide clarity and changes in management.

At its October 11, 2012 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended November 14, 2012. No comments were received at the end of the comment period. Therefore, the staff recommends the policy and its attachments as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000**

SUBJECT: Manuals, Announcements and Policies (MAP) Development System

REFERENCE: West Virginia Code §18B-1-6(c)(3)
Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, Rules and Administrative Procedures

ORIGINATION: April 6, 1999

EFFECTIVE: December 11, 2012

REVIEWED: September 19, 2012

SECTION 1. PURPOSE

1.1 This policy is established to meet the requirements of Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education (the Council), Series 4, Rules and Administrative Procedures.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy establishes the process for adoption, amendment or repeal of rules, guidelines, administrative procedures and policy statements by the Board of Governors (the “Board”) of Southern West Virginia Community and Technical College (the “College”) that have an institution-wide effect or affects the rights, privileges or interests of employees, students or citizens.

SECTION 3. DEFINITIONS

3.1 Rule – Any regulation, guideline, directive, standard, statement of policy or interpretation of general application and future effect that also has institution-wide effect or affects the rights, privileges or interests of employees, students or citizens. The following are not rules:

3.1.1 Regulations, guidelines or policies established for individual units, divisions, departments or schools of the institution that deal solely with the internal management or responsibilities of a unit, division, department or school; or

3.1.2 Academic curricular policies that do not constitute a mission change for the institution.

3.2 Administrative Procedure – Any regulation, guideline, directive, standard or statement of policy or interpretation of future effect that does not qualify as a “rule.”

3.3 Issuances – Documents developed and distributed as: official rules, guidelines and policy statements that establish the policies, responsibilities and general procedures governing Southern; or announcements, manuals and other resources that provide information to the Southern community.

3.4 Unit – Area of the organization directed by members of the President’s Cabinet, such as the President’s Office, Academic Affairs, Student Services, Finance, Workforce and Community Development.

3.5 Department – Area of the organization directed by a Director/Manager who reports to a member of the

President's Cabinet, such as Enrollment Management, Human Resources, Technology, Mine Training and Energy Technologies.

- 3.6 Program – Area of the organization within a department or unit developed to deal with all aspects of a particular function.

SECTION 4. POLICY

- 4.1 It is the policy of the College to comply with the mandates of Series 4 of the Rules and Administrative Procedures of the West Virginia Council for Community and Technical College Education (the "Council"). To the extent that the Council should revise Series 4 or promulgate any rule inconsistent with this policy, the Council rule would supersede this policy.
- 4.2 Administrative issuances of general college-wide interest will be documented as part of Southern's MAP System.
- 4.3 Issuances will be clear, concise and to the point on matters of college-wide effect which:
- 4.3.1 Establish or define rules, guidelines or policy statements;
 - 4.3.2 Publish program and institutional administrative decisions;
 - 4.3.3 Effect formal delegation of authority;
 - 4.3.4 Assign functional or operational responsibility and establish organizational structure; or
 - 4.3.5 Provide relevant information for college-wide distribution.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The following types of issuances will be used.
- 5.1.1 SAA (Southern Administrative Announcement) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SEP, SCP, or SAM (Southern Administrative Manual).
 - 5.1.2 SAM (Southern Administrative Manual) will be used when there is a need to issue a large volume of specialized material or procedural information of a continuing nature, or when there is a need to group together a number of administrative issuances in the same subject area for ease of reference and referral.
 - 5.1.3 SCP (Southern College Policy) will be used to publish rules, guidelines and policy statements, which may include delegation of authority, program or institutional administrative decisions, general guidelines or procedures, and other college administrative information with an institution-wide effect.
 - 5.1.4 SEP (Southern Emergency Policy) will be used to publish interim, temporary, or emergency rules, guidelines and policy statements which shall be effective until an SCP (Southern College Policy) is developed and approved.
 - 5.1.5 SIP (Southern Institutional Procedure) will be used to publish institutional procedures which are narrow in scope and have the potential for impact to a limited unit or department.

5.2 The following are not rules with institution-wide effect and, therefore, are not part of the MAP System and are not subject to the provisions of Title 135, Series 4.

5.2.1 Issuances of individual units, divisions, departments or programs which deal solely with the internal management or responsibilities of a single unit, division, department or program. However, such issuances may be used within Southern for internal instructions or procedures governing unit, department or program operations. The department's cabinet-level administrator will determine signature authority of these issuances. In all cases, such internal issuances will be developed in compliance with the MAP System.

5.2.2 Academic curricular policies that do not constitute a mission change for the institution.

5.2.3 Day-to-day correspondence.

5.2.4 Specific case or transaction documents and their supporting papers.

5.2.5 Specific task/project assignments, operational directives or approved documents.

5.2.6 Technical documentation such as specifications, drawings, maps, part lists, and scientific and technical reports of projects.

5.2.7 Brochures or pamphlets approved by the administration for informational release to the general public.

5.2.8 Periodic advisory or informational material of short-term value.

SECTION 6. GENERAL PROVISIONS

6.1 Any individual, group, program, department or unit recognizing a need for the adoption, amendment, repeal or distribution of an issuance may propose such through the appropriate governance committee or department head in accordance with the provisions of this policy and in compliance with Southern's governance process.

6.2 Any major differences arising during the MAP development process which cannot be resolved will be referred to the President or the President's designee for decision.

6.3 The numbering of Southern's issuances will be consistent with the Classification Table for Southern's MAP System, SCP-1000.A. Numbering details and general format for issuances are included as Attachments B, C, and D.

6.4 Changes to an existing policy must be indicated using the strikeout appearance for deletions and underline for revisions and/or modifications. These appearance enhancements will be removed after final approval.

6.5 Policies shall be reviewed on a regular basis with a time frame for review of each policy to be determined by the President or the President's designee. Upon such review the President or the President's designee may recommend that the policy be amended or repealed.

SECTION 7. RESPONSIBILITIES

7.1 Generally

7.1.1 The cabinet-level administrators and/or their designees are responsible for coordinating with the

President or the President's designee for the development of new or review of existing policies to insure compliance with applicable laws, rules and regulations; to avoid duplication or overlap of existing issuances; and to retain documentation case files of administrative issuances falling within their respective areas of responsibility.

- 7.1.2 The cabinet-level administrators and/or their designees responsible for oversight of an approved policy will establish an internal system for periodic review, revision and/or cancellation. The last review date will be printed on the issuance prior to approval.
- 7.1.3 The President's Office will be responsible for operational management of the MAP System which will include draft, revision or assistance with revision of policies; adherence to format and to good editorial standards; maintenance of master reference files of all issuances; assignment of numbers; preparation of current indices; updates of technical changes (e.g., position titles); and distribution of issuances.

7.2 Adoption, Amendment or Repeal of Rules, Guidelines or Policy Statements Subject to the MAP System

- 7.2.1 The procedures set forth in this section (7.2) shall apply to the adoption, amendment or repeal of any rule, guideline or policy statement by the President or the Board with institution-wide effect. These procedures shall not apply to policies, guidelines or directives established for individual units, departments or programs of Southern which deal solely with the internal management or responsibilities of that unit, department or program, or to academic curriculum policies that do not constitute a mission change.
- 7.2.2 Unless otherwise provided in this policy, no rule, guideline or policy statement with institution-wide effect shall be adopted, amended or repealed by the President or the Board without the provisions in this section being met.
- 7.2.3 The President or the Board may, without following the procedures in this section, make editorial, non-substantive changes in rules, guidelines or policy statements transferred to Southern's jurisdiction by the West Virginia Higher Education Policy Commission (HEPC) or the West Virginia Council for Community and Technical College Education (Council) to reflect the effect of the transfer.
- 7.2.4 If the President or the Board determines that a rule, guideline or policy statement should be adopted, amended or repealed concerning a subject matter under the Board's jurisdiction that is not otherwise excluded by this policy, the President or the President's designee shall notify the Chancellor, those persons representing student, faculty and classified employees at Southern, and other interested parties and shall solicit comments and suggestions regarding the determination.
- 7.2.5 Any rule, guideline or policy statement subsequently drafted and considered for adoption will be circulated in draft form by the President or the President's designee to the same parties listed in part four of this section for a period of not less than thirty calendar days with a date noted when comments on the draft are to be returned to the President or the President's designee.
- 7.2.6 If no written comments are received during the comment period, the Board may proceed to adoption, amendment or repeal of the rule, guideline or policy statement. If written comments are received during the comment period, the Board may amend the proposed policy and proceed with adoption or may choose to submit the policy for an additional 30-day comment period.
- 7.2.7 A final draft of the rule, guideline or policy statement shall be sent by the President or the President's

designee to the parties listed in part four of this section with an explanation of any changes and a summary of comments received.

- 7.2.8 Except as otherwise provided, the adoption, amendment or repeal of any rule, guideline or policy statement shall not be effective until approved by the Chancellor.
- 7.2.9 In the case of an emergency, the President or the Board may adopt, amend or repeal a rule, guideline or policy statement without first following the procedures set out in this policy.
 - 7.2.9.1 For the purpose of this section, an emergency exists when the adoption, amendment or repeal of a rule, guideline or policy statement is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of the Council, or to prevent substantial harm to the public interest, or to deal with a financial exigency.
 - 7.2.9.2 The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who may disapprove the action of the President or the Board if the Chancellor disagrees that an emergency existed.
 - 7.2.9.3 Any adoption, amendment or repeal of a rule, guideline or policy statement under the emergency procedure shall remain in effect no longer than three months and shall expire unless the President or the Board has completed final approval under the normal process set out in this section.
- 7.2.10 Upon request by affected constituencies, individuals or parties, the Board may schedule a public hearing regarding adoption, amendment or repeal of a rule, guideline or policy statement.
- 7.2.11 The following locations are designated as the places where all proposed and approved rules, guidelines and policy statements can be accessed by the public at no cost:
 - 7.2.11.1 The Human Resources Office;
 - 7.2.11.2 The President's Office;
 - 7.2.11.3 The offices of each Director of Campus Operations; and
 - 7.2.11.4 The library on each campus.
 - 7.2.11.5 The President or the President's designee may designate new locations so long as at least one location is designated on each of Southern's campuses and those locations are made known to the public.
- 7.2.12 All proposed and approved rules, guidelines and policy statements shall also be posted on Southern's web site, to the extent technically and financially feasible, as part of the MAP System.
- 7.2.13 Signature authority for all issuances rests with the President.

SECTION 8. CANCELLATION

- 8.1 SCP-1467.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-1000.A, Classification Table
 SCP-1000.B, Format for Southern College Policy (SCP)
 SCP-1000.C, Format for Southern Administrative Announcement (SAA)
 SCP-1000.D, Procedures for Southern Administrative Manuals (SAM’s)

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

Revision Notes: January 2008 – Revision reflects a change in the policy review cycle. Policy was reformatted into the new policy format.

 September 2012 – Reviewed policy for accuracy and made minor revisions to provide clarity and changes in management.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000.A**

SUBJECT: Classification Table
REFERENCE: SCP-1000, MAP Development System
ORIGINATION: April 6, 1999
EFFECTIVE: December 11, 2012
REVIEWED: September 19, 2012

1000 GENERAL

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

2000 HUMAN RESOURCES

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

3000 ACADEMIC AFFAIRS

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

4000 STUDENT SERVICES

Policies relating to services provided to/for students, such as: Student Conduct, Activities, Student Government Association, Grievances, Grade Appeals, Family Educational Rights and Privacy Act (FERPA), Financial Aid, Recruitment, Enrollment Management, Admissions, Records, Counseling, Registration, Career Planning and Placement, etc.

5000 FINANCE

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

6000 WORKFORCE, AND COMMUNITY DEVELOPMENT

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

7000 TECHNOLOGY SERVICES

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

8000 BOARD OF GOVERNORS

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000.B**

SUBJECT: Format for Southern College Policy (SCP)

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: December 11, 2012

REVIEWED: September 19, 2012

SECTION 1. PURPOSE

1.1 To establish the format and procedures for publication of Southern College Policy (SCP).

SECTION 2. DEFINITION

2.1 Southern College Policy (SCP) will be used to publish policy statements, delegation of authority, program or institutional administrative decisions; general guidelines or procedures; and other college administrative information of a continuing nature.

SECTION 3. NUMBERING

3.1 The President's Office will assign a number to each college policy. The number will consist of the identifying prefix (SCP), and a four-digit subject classification number. The number will be assigned prior to printing and will be centered immediately under the heading on the first page. Any forms necessary for full understanding of a policy or fulfillment of its requirements shall be included as attachments to the policy and shall contain the policy number followed by a decimal point and a consecutive letter of the alphabet as required.

SECTION 4. STANDARD FORMAT

4.1 General

4.1.1 This attachment illustrates the standard layout and paragraphing for all Southern College Policies in this manual. Standard sections within each policy include Purpose; Scope and Applicability; Definitions; Policy; Background or Exclusions; General Provisions; Responsibilities; Cancellations; Review Statement; Signatures. The first page must use the standard Southern College Policy format. Each subsequent page of a policy will include a footer showing the policy number, policy name, and page number. Policies will use a page size of 8½ x 11 inches, 0.75 inch margins on all sides, Times New Roman font face, and 11 point font size.

4.2 Content

4.2.1 Southern College Policies must include the following headings. If the heading does not apply, indicate so by inserting “Non applicable” under the heading.

SUBJECT: Title of the policy

REFERENCE: References will be used only when they improve understanding or when they cite higher directives that require or govern the policy.

ORIGINATION: The date the policy originated.

EFFECTIVE: The date the policy became effective.

REVIEWED: The date the policy was last reviewed.

SECTION 1. PURPOSE

Broad-based description of the primary reason for the policy. Why this policy is written.

SECTION 2. SCOPE AND APPLICABILITY

Departments, people, or items affected.

SECTION 3. DEFINITIONS

Used to give specific meaning to a word, term, or phrase as used in the policy.

SECTION 4. POLICY

Guideline statements for specific subjects. What the policy does. List the specific points.

SECTION 5. BACKGROUND OR EXCLUSIONS

If needed for understanding.

SECTION 6. GENERAL PROVISIONS

Includes information required for clarity that will not fit under other headings.

SECTION 7. RESPONSIBILITIES

Specifies who does what, when, how, and where. Separation of these headings may be necessary for clarity. Reference may be made to the College catalog, employee and/or student manuals or similar documents for specific responsibility or procedures.

SECTION 8. CANCELLATION

Any previous policy being superseded.

SECTION 9. REVIEW STATEMENT

All policies shall be reviewed on a regular basis with a time frame for review to be determined 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.

SECTION 10. SIGNATURES

Provide the following flush right signature lines four lines below the final paragraph on the last page.

Board of Governors Chair **Date**

President **Date**

SECTION 11. ATTACHMENTS

Official Summary Sheet(s), Form(s), and “/or example” attachments, etc., when necessary, two lines below last signature line.

SECTION 12. DISTRIBUTION

Will be shown in the lower-left corner, two lines below attachments notation.

SECTION 13. REVISION NOTES

These notes identify changes made to the policy to better describe or clarify the policy provisions, changes in management responsibilities and/or titles, and to correct grammatical or typographical errors.

4.3 Paragraphing

4.3.1 A legal numbering system will be used for paragraphs. Major paragraph heading will be bold. Headings for subparagraphs will be capitalized and will follow the numbering system below:

SECTION 1. MAJOR PARAGRAPH

1.1 First Subparagraph

1.1.1 Second subparagraph

4.4 Margins

4.4.1 Use a margin of 0.75 inches left, right, top, bottom.

4.5 Page Numbering Format

4.5.1 Page numbers must be formatted to show the current page and the total number of pages in the policy. Example format: “Page 2 of 5.” The position of page numbers is within the footer at the right-hand margin of every page.

4.6 Font Face and Size

4.6.1 The font face must be “Times New Roman” and the font size should be 11 points.

SECTION 5. CORRECTIONS OR REVISIONS

5.1 Corrections

5.1.1 Corrections will be processed for publication by the President’s Office. “Corrections” differ from “revisions” in that corrections serve to correct policy details, clarify wording, correct titles, department names, etc.; not revise policy intent.

5.2 Revisions

5.2.1 Revisions will be made when a substantial change is required and will be assigned the same subject and number as the basic policy. The new date of issue will be used and revisions will be processed in the same manner as the original instruction.

5.3 Cancellation

5.3.1 Revised policies will replace and supercede existing policies.

SECTION 6. FILING

6.1 Southern administrative issuances will be filed in accordance with the Classification Table (MAP Development System SCP-1000.A). SCP’s containing the original signature will be maintained in the Human Resources Department.

SECTION 7. PROCESSING FOR PUBLICATION

7.1 Recommending Individual, Group, and/or Unit will:

7.1.1 Coordinate proposed issuances with other offices affected by the policy.

7.1.2 Research existing policies to reduce duplication, redundancy, and omissions.

7.1.3 Follow policy format and prepare a printed hard copy for the President’s Office using appropriate word processing software.

7.2 The President’s Office will:

7.2.1 Assure proper format and coordination, assign policy numbers, have policy signed, reproduced and distributed.

7.2.2 Maintain and issue a current index of Southern’s administrative issuances.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000.C**

SUBJECT: Format for Southern Administrative Announcements (SAA)

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: December 11, 2012

REVIEWED: September 19, 2012

SECTION 1. PURPOSE

1.1 To establish the format and procedures for publication of Southern Administrative Announcements (SAA).

SECTION 2. DEFINITION

2.1 Southern Administrative Announcement (SAA) will be used primarily to disseminate information of a temporary or one-time nature and may be used to announce the provisions of new or revised SEPs, SIPs, SCPs or SAMs.

SECTION 3. NUMBERING

3.1 Southern Administrative Announcement numbers will consist of the prefix "SAA" and a four-digit subject classification number. Administrative Announcements will also carry a control number, consisting of consecutive numbers beginning the first of each fiscal year with number 1 (1-9899, 2-9899, etc.). The President's Office will assign the control number. The number will be assigned prior to printing and will appear in the upper-right-corner of each page of the announcement.

SECTION 4. EXPIRATION DATE

4.1 An expiration date will be shown in the appropriate block. Normally, expiration dates will be within six months to one year from date of issue; however, this date can be later depending upon the purpose of the announcement.

SECTION 5. FORMAT

5.1 The SAA will be in a memorandum format on Southern letterhead with the phrase "SOUTHERN ADMINISTRATIVE ANNOUNCEMENT" at the top of the page, second and succeeding pages will be on plain bond with a header showing announcement number and date.

SECTION 6. CHANGES OR REVISIONS

- 6.1 When a substantial change to an announcement is required, such information will be issued as a new announcement, with a new expiration date. The new announcement will be assigned a subject title and new number as appropriate.

SECTION 7. PROCESSING FOR PUBLICATION

- 7.1 Southern Administrative Announcements will be prepared by the President or his/her designee. SAAs will be coordinated, and distributed in the same manner as Southern College Policies.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1000.D**

SUBJECT: Format for Southern Administrative Manuals (SAM's)

REFERENCE: SCP-1000, MAP Development System

ORIGINATION: April 6, 1999

EFFECTIVE: December 11, 2012

REVIEWED: September 19, 2012

SECTION 1. PURPOSE

1.1 To establish the format and procedures for publication of Southern Administrative Manuals (SAM).

SECTION 2. DEFINITION

2.1 Southern Administrative Manuals (SAM) will be used to issue a large amount of specialized subject matter, procedural information of a continuing nature which is best published in manual form, or to group, for ease of reference, a number of issuances in the same subject matter area.

SECTION 3. AUTHORIZATION

3.1 Manuals must be approved by the Vice President of the originating unit and the President. The Vice President, Dean, or Director of the requesting unit is responsible for ensuring the proposed manual complies with current applicable federal, state, board, and institutional rules and policies. The Vice President, Dean, or Director will submit a memorandum to the President requesting authorization for the proposed manual. Requests will include:

3.1.1 title of proposed manual

3.1.2 purpose and outline of manual contents (Attach draft of a proposed preface page.)

3.1.3 planned format

3.1.4 approximate number of pages

3.1.5 distribution

3.1.6 office responsible for issuance

3.1.7 scheduled date of review for revision.

SECTION 4. PROCESSING FOR PUBLICATION

- 4.1 The authorized originating unit will be responsible for preparing drafts, making corrections, and processing a final copy of the manual.
- 4.2 Reviewers will submit comments or concurrences within an established time limit. Comments will be considered by the originator and issuances will be revised as necessary. When major differences exist, these will be resolved prior to publication according to provisions of the MAP system policy.
- 4.3 Distribution information will be shown in the lower-left corner of signature pages and normally will be in the form of a distribution code or list.
- 4.4 Record case files will be retained by issuing unit.

SECTION 5. FORMAT

- 5.1 The President's Office will assign numbers to each SAM consisting of identifying prefix "SAM," and a four-digit subject classification number, a decimal point, and a consecutive number if necessary. The number will appear in the upper-right corner of the cover and preface page and may be included on each page, if appropriate.

SECTION 6. CHANGES OR REVISIONS

- 6.1 Changes or revisions will follow the procedure prescribed for SCP-1000.B, Format for Southern College Policy (SCP).

SECTION 7. COVER

- 7.1 The cover will carry the manual number in the upper-right corner, the title of the manual, and the name of the originating unit.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request for final approval of SCP-1481, *Naming of Facilities or Organizational Units*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1481, *Naming of Facilities or Organizational Units*, following the required 30-day public comment period.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

SCP-1481, *Naming of Facilities or Organizational Units*, establishes policy for the naming of any facility or organizational unit at Southern West Virginia Community and Technical College for an individual or organization. The policy applies to all facilities and organizational units owned by or under the direction of Southern.

This policy was reviewed in September 2012 and minor revisions are proposed. In Section 6, we recommend deleting 6.1.2.2 which excludes retired employees from having a building or an organizational unit named for themselves. In Section 7, we recommend that “procedures” be removed from the section title and from the current Section 7.1, then renumber the remainder of that section. This policy was reformatted to the current SCP format.

At its October 11, 2012 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern’s constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended November 14, 2012. No comments were received at the end of the comment period. Therefore, the staff recommends the policy as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1481**

SUBJECT: Naming of Facilities or Organizational Units
REFERENCE: West Virginia Code §18B-1-3(h) (Supp. 2001)
ORIGINATION: December 2004
EFFECTIVE: December 11, 2012
REVIEWED: September 19, 2012

SECTION 1. PURPOSE

1.1 To establish policy for the naming of any facility or organizational unit at Southern West Virginia Community and Technical College (the College) for an individual or organization.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to all facilities and organizational units owned by or under the direction of the College.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 Approval by the Board of Governors (BOG) is required for the naming or renaming of any facility or organizational unit of the College.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 A building or organizational unit may be named for an individual or organization based upon the following conditions and considerations:

6.1.1 No facility or organizational unit shall be named for an individual who is currently serving on the BOG or who is currently employed or has been employed by the College during the immediately preceding three academic years.

6.1.2 An individual or organization for whom a facility or organizational unit is to be named must meet one or more of the following criteria:

6.1.2.1 Former governing board members who have rendered distinguished service or made an

outstanding contribution to the success and reputation of the College;

- 6.1.2.2 A citizen or organization who/which has made a substantial monetary or personal service contribution to the College.

SECTION 7. RESPONSIBILITIES

- 7.1 The President and BOG shall establish and review the levels of monetary contribution required for the naming of any facility or organizational unit of the College. The current levels of monetary contribution required shall be maintained in the office of the President of the College.
- 7.2 A formal written request for the naming of any facility or organizational unit of the College shall be submitted to the President. The written request shall be accompanied by a brief biography of the individual or organization for whom/which the request is being made along with specific justification for the request.
- 7.3 The President shall review the request and related materials using the criteria stated in Section 6 of this policy.
- 7.4 If satisfied that the criteria are met, the President shall forward the request along with his/her recommendation for naming a facility or organizational unit to the BOG for its final approval. If the President determines the individual does not meet the criteria as stated in Section 6 of this policy, (s)he shall inform the individual(s) making the request and the BOG in writing.
- 7.5 The BOG has final approval for the naming of any facility and/or organizational unit of the College.
- 7.6 When a facility or organizational unit of the College has been named for an individual or organization, that name shall not be moved from one building or organizational unit to another.
- 7.7 When a building is razed or an organizational unit is eliminated any existing name will no longer be used.
- 7.8 The BOG, upon a majority vote of the members, may remove a name given when the majority of members through its vote deem that the individual or organization for whom/which the facility or organizational unit is named brings reproach upon the institution.

SECTION 8. CANCELLATION

- 8.1 SCP-1480, *Naming and Renaming of Buildings and Organizational Units*, effective November 27, 2001.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: September 4, 2007 – This policy was reviewed by Executive Council and Council recommended that the policy be continued with no revisions.

September 19, 2012 – The policy was reviewed for accuracy and modifications were made to provide clarity and responsibility. Section 7 was renumbered and the term “procedures” was removed from the section title. Removed the term “procedures” from throughout the policy. The policy was reformatted to the new SCP format.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request for final approval of SCP-1725, Private Scholarships

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-1725, *Private Scholarships*, following the required 30-day public comment period.

STAFF MEMBER: Ronald Lemon

BACKGROUND:

This policy was reviewed by the Vice President for Development and the Development Office staff. Minor revisions were made to reflect a change in position titles.

At its October 11, 2012 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended November 14, 2012. No comments were received at the end of the comment period. Therefore, the staff recommends the policy as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1725**

SUBJECT: Private Scholarships

REFERENCE: None.

ORIGINATION: July 1, 1984

EFFECTIVE: December 11, 2012

REVIEWED: September 25, 2012

SECTION 1. PURPOSE

- 1.1 All private scholarships (that is, those different than Southern Scholarships or the West Virginia Higher Education Grant) established to assist students while they are in attendance at Southern West Virginia Community and Technical College shall be handled in a prescribed manner. It is a practice of the College to actively seek out individuals and groups to contribute funds to assist needy, academically talented, or otherwise special students.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to the distribution of private scholarships at Southern West Virginia Community and Technical College and administered through the Southern West Virginia Community College Foundation.

SECTION 3. DEFINITIONS

- 3.1 Private scholarships are funds given to the Southern West Virginia Community College Foundation for the sole purpose of assisting students with their educational expenses at Southern West Virginia Community and Technical College.

SECTION 4. POLICY

- 4.1 This policy establishes guidelines for the process of the receipt and distribution of private scholarships for the students at Southern West Virginia Community and Technical College. The Southern West Virginia Community College Foundation will administer the scholarships through the Office of the Vice President for Development in collaboration with the Office of Student Financial Assistance.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Southern Scholarships and West Virginia Higher Education Grant Scholarships are excluded.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 When an individual, group, corporation, civic organization, etc., decides to contribute funds for the specific purpose of providing financial assistance to students of Southern West Virginia Community and Technical College, the following steps shall be taken:
- 7.1.1 The Vice President for Development shall be notified immediately by the College contact person. The Vice President for Development may delegate responsibility for establishing the scholarship to the Director of Student Financial Assistance.
 - 7.1.2 Arrangements for publicity, if desired by the sponsor, shall be made with the Director of Media.
 - 7.1.3 If a sponsor desires scholarships may be directed to a certain campus or county.
 - 7.1.4 Non-specific monetary donations for scholarships shall be deposited in the Southern West Virginia Community College Foundation Account for general scholarship awards.
 - 7.1.5 Certain criteria or restrictions for the awards shall be set by the sponsor and/or the Vice President for Development and Director of Student Financial Assistance.
 - 7.1.6 The selection of a recipient of the scholarship shall be made by the Southern Foundation Scholarship Committee. This committee may consist of donor designees, the Southern Foundation liaison, the Director of Student Financial Assistance, and the President of the Foundation or his/her designee. The Director of Financial Assistance in conjunction with the Vice President for Development shall then have the responsibility of awarding the scholarship and also monitoring the progress of the scholarship recipient.
 - 7.1.7 The scholarship funds, if submitted to the College by a third-party provider, shall be forwarded to the Manager of Business and Auxiliary Services for deposit as revenue for the College, and will be entered on the student's account for credit for the current semester.
 - 7.1.8 At the time of registration, in lieu of payment for tuition (and/or books), the scholarship recipient shall present the award letter to the Campus Business Office.
 - 7.1.9 Disbursements for more than tuition, books and supplies, shall be handled on an individual basis by the Director of Student Financial Assistance with oversight by the Vice President for Development.
 - 7.1.10 For cases where the sponsor retains the funds until billed, the student, at the time of registration, presents the award letter to the Campus Business Office. The responsibility of the billing for private scholarships through the Southern Foundation will be completed by the Office of the Vice President for Development.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: March 20, 2008 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

 September 25, 2012 – Reviewed policy for accuracy. Minor revisions were made which reflect changes in position titles.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request for final approval of SCP-2575, *Overtime and Compensatory Time*.

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2575, *Overtime and Compensatory Time* (with attachment), following the required 30-day public comment period.

STAFF MEMBER: Sam Litteral

BACKGROUND:

The Finance and Administration Unit personnel reviewed SCP-2575, *Overtime and Compensatory Time* policy and made minor revisions. Revisions to SCP-2575 reflect minor changes including clarification of the different lunch periods for four and five-day workweeks.

At its October 11, 2012 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended November 14, 2012. No comments were received at the end of the comment period. Therefore, the staff recommends the policy (with attachment) as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP- 2575**

SUBJECT: Overtime and Compensatory Time

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 39, *Classified Employees*
Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 8, *Personnel Administration*
WV Code §18B-7-11, “Compensatory time off in lieu of overtime; written agreement; other Fair Labor Standards Act of 1938, 29 U.S.C. §§201 to 219

ORIGINATION: February 17, 2004

EFFECTIVE: December 11, 2012

REVIEWED: July 26, 2012

SECTION 1. PURPOSE

1.1 The purpose of this policy is to develop an approval process and procedure for requesting and using compensatory time and overtime at Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy shall apply to all non-exempt employees and to exempt employees who are eligible for compensatory time according to Title 133, Procedural Rule, Higher Education Policy Commission, Series 8, *Personnel Administration*, Section 5.3.

SECTION 3. DEFINITIONS

3.1 Non-Exempt Employee – Those employees who are covered by the overtime provisions of the Fair Labor Standards Act (FLSA).

3.2 Exempt Employee – Those employees who are not covered by the Fair Labor Standards Act for overtime purposes.

3.3 Workweek – A regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. It begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12:00 midnight. The president or president’s designee may establish a workweek different from this provided that record keeping requirements are met as set forth in relevant law. A work schedule of thirty-seven and one-half (37.5) hours will be established within a workweek. Lunch periods are unpaid and are typically one (1) hour in duration for five-day work weeks and ½ hour duration for four-day work weeks,

3.4 Overtime – Overtime is typically referred to as payment for time worked in excess of 40 hours per workweek. Only actual hours worked are included in calculating overtime. Pay which is received for holidays, annual leave, sick leave, or work release time is not counted as working hours for purposes of overtime. Overtime is calculated at one and one-half times the regular rate of total pay (including increment pay). Overtime for hours worked between 37.5 hours per week and 40 hours per week are paid at the employee’s regular base

hourly rate. Overtime work must be approved in advance and requests to work overtime are made using the appropriate form.

- 3.5 Compensatory Time – Time taken off work in lieu of receiving payment in the form of overtime pay. Compensatory hours are calculated at one and one-half times the hours actually worked in excess of 40. Hours worked between 37.5 and 40 hours per week are compensated on an hour for hour basis. Compensatory time must be requested and approved in advance. Use of compensatory time must also be requested and approved in advance.

SECTION 4. POLICY

- 4.1 It shall be the policy of the Board of Governors to allow employees of Southern West Virginia Community and Technical College to receive compensatory time in lieu of overtime to the extent authorized by federal and state law and by procedural rule of the West Virginia Council for Community and Technical College Education. An employee may not work overtime unless approved in advance per this policy. A written agreement between the employee and the institution shall be completed when the employee chooses compensatory time off in lieu of overtime pay. The written agreement may be modified at the request of either the employee or employer at any time but under no circumstances shall a change in the agreement deny the employee compensatory time heretofore acquired.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Exempt employees are not eligible for compensatory or over time pay. HOWEVER, when an exempt employee is required to work on any designated institutional holiday, that employee shall be given substitute time off on an hour-for-hour worked basis. (See Title 133, Procedural Rule Series 8, Section 5.3).

SECTION 6. GENERAL PROVISIONS

- 6.1 Work Hours Beyond 37.5 Per Week – If it is essential that a non-exempt employee work more than 37.5 hours per week, the extra work must be requested and approved in advance by the immediate supervisor and the cabinet level administrator. The employee and immediate supervisor must mutually agree upon the method of compensation, choosing between the options of receiving monetary payment for extra hours worked, or receiving compensatory time off in lieu of pay. Depending upon the agreed upon method of compensation, the approval process is as follows:
- 6.1.1 Requests to work extra hours in exchange for monetary payment must be approved by the Vice President for Finance and Administration.
 - 6.1.2 Requests to work extra hours in exchange for compensatory time off must be approved by the immediate supervisor.
 - 6.1.3 Maximum Accumulation – An employee of Southern West Virginia Community and Technical College may accumulate a maximum of 37.5 hours of compensatory time with the supervisor’s approval. Any hours beyond this must be approved by the Vice President for Finance and Administration.
 - 6.1.4 Public Safety, Seasonal, or Emergency Workers – Employees in these categories may accumulate up to 75 hours and shall be paid for all hours worked above the maximum accrual.
- 6.2 Time Frame for Use of Compensatory Time – Accrued compensatory time must be used by the employee prior to using annual leave. Compensatory time must be used within one year of accrual. The use of

compensatory time off must be requested in advance. Approval of the request shall be contingent upon whether it will unduly disrupt the operation of the institutional department. When compensatory accrual reaches 37.5 hours, the supervisor must schedule the time off within thirty (30) days.\

- 6.3 Payment at Termination or Resignation – Any unused compensatory time shall be paid to the employee at the final regular rate of pay received by such employee or at the average regular rate received by the employee during the last three years of employment, whichever is higher.
- 6.4 Compensatory/Over Time for Holiday Work:
 - 6.4.1 Non-Exempt Employee – When a non-exempt employee is required to work on any designated institutional holiday, that employee shall receive regular pay for that holiday, plus substitute time off or additional pay at the rate of one and one-half (1½) times the number of hours actually worked.
 - 6.4.2 Exempt Employee – When an exempt employee is required to work on any designated institutional holiday, that employee shall be given substitute time off on an hour-for-hour worked basis.

SECTION 7. RESPONSIBILITIES

- 7.1 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:
 - 7.1.1 Employees – Non-exempt employees may not work hours beyond his/her regular schedule unless requested to by his/her immediate supervisor, or without an approved request to work additional hours.
 - 7.1.2 Supervisors – Supervisors are responsible for compliance with all sections of this policy. He/she is responsible to make sure his/her employees do not work beyond their regularly scheduled work hours per week. Should an employee be required to work additional hours, the supervisor is responsible for ensuring the appropriate request and approvals are properly completed. Supervisors are responsible for monitoring employee compensatory and overtime accruals to avoid the accumulation of unfunded liability for compensation owed to employees.
- 7.2 Procedures for requesting Overtime or Compensatory Time – The following procedures will be followed for administering overtime and compensatory time provisions of this policy.
 - 7.2.1 The “Request to Work Additional Hours” must be completed by either the employee or the supervisor. The employee and supervisor must mutually agree upon the method of compensation for the additional hours to be worked. Options are either monetary pay, compensatory time off, or schedule adjustment.
 - 7.2.2 Should an employee not wish to work for compensatory time off or be compensated with a schedule adjustment, the supervisor has the options to inquire if other employees would be interested in performing the work, delay the task until the next workday, or to request approval to pay overtime. The supervisor can request and even suggest the employee work for compensatory time off in lieu of overtime pay.
 - 7.2.3 Schedule Adjustment – The supervisor and employee may agree to temporarily adjust the employee’s work schedule in order to avoid the accumulation of compensatory time or overtime. Schedule adjustments must be made within the same work week.

- 7.2.4 Supervisor will consult with the Vice President for Finance and Administration regarding the need and available budget for the extra work. Supervisors are reminded that although payment is not in dollars, compensatory time has associated costs to the institution. The Vice President for Finance and Administration must provide signature approval for all “Request to Work Additional Hours” where monetary pay is the chosen method of compensation.
- 7.2.5 Approval is required from supervisor and cabinet-level administrator regarding the need prior to having the work performed.
- 7.2.6 The original “Request to Work Additional Hours” will be sent to Human Resources immediately after approval.
- 7.2.7 As a general rule, a separate Request to Work Additional Hours is required for each day an employee is requested to work in excess of the normal work day. An exception might be when the supervisor knows beforehand that the tasks will take several days during the workweek to complete and that a certain number of hours will be required. Multiple day requirements for overtime or compensatory time should be indicated as such on the form.
- 7.2.8 If overtime pay is agreed upon as the method of compensation, the employee will include the additional hours worked on his/her time card at the end of the applicable pay period. A copy of the approved “Request to Work Additional Hours” will be submitted with the time card.
- 7.2.9 Payroll will calculate the amount of pay and will add the additional wages to the employees next available payroll.
- 7.2.10 If compensatory time is agreed upon as the method of compensation, the employee will turn in a time card at the end of the month showing the additional hours worked. Compensatory hours worked are to be indicated with the code “C” for “comp time.” A copy of the approved “Request to Work Additional Hours” will be submitted with the time card.
- 7.2.11 The employee must make a request for approval to use accrued compensatory time to the supervisor prior to taking compensatory time off. Approval is contingent upon the needs of the department or institution. Accrued compensatory time must be used prior to using annual leave and must be used within one year of date earned.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request for final approval of SCP-2700, *Reduction in Work Force, Classified Personnel*.

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2700, *Reduction in Work Force, Classified Personnel*, following the required 30-day public comment period.

STAFF MEMBER: Sam Litteral

BACKGROUND:

The Finance and Administration Unit personnel reviewed SCP-2700, *Reduction in Work Force, Classified Personnel*, and proposed minor revisions.

Revisions to SCP-2700 reflect changes as recommended for institutional reduction in force policies by the Office of the General Counsel for the Higher Education Policy Commission. The changes are minor and provide clarity. Changes include: Clarifies that a reasonable reduction in FTE is not considered a layoff. Clarified that full-time service will be prorated by FTE. Finally, since the policy has been in effect since 2004, requires that supervisors insure any specific qualifications or training requirements as referenced in Section 6.2 be included in the Position Information Questionnaire (PIQ) by the supervisor during the annual performance appraisal process.

At its October 11, 2012 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of this policy to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended November 14, 2012. No comments were received at the end of the comment period. Therefore, the staff recommends the policy as presented to the Board of Governors for consideration for final approval.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2700**

SUBJECT: Reduction in Work Force, Classified Personnel

REFERENCE: West Virginia Code §18B -7-3
SCP-5260, *Meeting Financial Exigency*
Title 133, West Virginia Council for Community and Technical College
Education, Series 8, *Personnel Administration*

ORIGINATION: April 20, 2004

EFFECTIVE: December 11, 2012

REVIEWED: October 2012

SECTION 1. PURPOSE

- 1.1 The purpose of this policy is to establish uniform procedures that will provide a means to address required reductions in work force within the ranks of classified personnel in a fair and orderly manner.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy shall apply to full-time classified employees and any full-time classified employee who is involuntarily transferred to a non-classified position for which the employee did not apply or whose position designation is involuntarily changed to non-classified without transfer to a different position. Nothing within this policy shall be construed to limit or control the authority of the President or Board of Governors to undertake personnel actions outside the context of a financial exigency.

SECTION 3. DEFINITIONS

- 3.1 Full-Time Regular Employee (FTR) – Any employee in a classified position created to last a minimum of nine months of a twelve-month period and in which such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such a position must be reported at no less than .53 FTE. Personnel who fail to meet the work threshold for designation as full-time classified personnel shall hold no seniority and will be considered “at-will” employees.
- 3.2 Classification – The terms “classification,” “by classification,” or “equivalent classification” used in this policy and in West Virginia Code §8B-7-1 are interpreted to mean “pay grade,” “by pay grade” or “equivalent pay grade.”
- 3.3 Job Qualifications – Job qualifications refer to the requirements an incumbent or candidate for a

particular position must possess. The specific job qualifications are outlined in the Position Information Questionnaire (PIQ) under Section IV. Job qualifications in the PIQ are the specific education or knowledge requirements; licensures; certifications; special knowledge, skills, and abilities (KSAs); and experience requirements a candidate for the position must possess in order to be able to adequately perform the job.

- 3.4 Seniority – For purposes of reduction in force, “seniority” means uninterrupted service in the higher education system. Uninterrupted service means the continuous period of time that an employee is in payroll status—i.e., being paid for time worked regardless of when the payment occurs. Therefore, persons on unpaid leaves of absence (regardless of the reason) do not accrue seniority service for purposes of reduction in force. An employee hired at Southern who previously worked at another institution under the jurisdiction of the Higher Education Policy Commission must have no break in service between the two institutions in order to have the previous institutional service counted toward seniority calculations for reduction in force purposes at Southern.

SECTION 4. POLICY

- 4.1 It shall be the policy of the Board of Governors to undertake reductions in the workforce of classified personnel in a consistent and fair manner. The continuation of services, following a reduction in workforce in the ranks of classified personnel with appropriately trained and qualified personnel, shall be afforded primary consideration in all decisions related to elimination of positions and the reassignment of affected classified personnel.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Part-time regular, casual and/or temporary classified employees are not covered under the provisions of this policy.
- 5.2 A reasonable reduction in the number of hours an employee works (FTE) is NOT considered a reduction in force.

SECTION 6. GENERAL PROVISIONS

- 6.1 Calculation of Seniority – Seniority accumulation for regular full-time employment begins on the date the employee enters regular full-time employment duties and continues until such regular full-time employment is severed with the College. Full time service will be prorated by FTE. Part-time service performed prior to becoming a full-time regular employee will not be counted in the seniority calculation. Only full-time, benefit eligible service will be counted. Additional seniority shall be given for full time service in the state’s system of higher education, provided however, an entitlement to credit for service credited at another institution of higher education requires an uninterrupted transition to service at Southern. Such additional seniority shall be applied to adjust the total months of service. Employees shall accrue seniority while on sick leave, while receiving temporary total disability benefits under the workers’ compensation system, while on approved military leave, or on any authorized paid leave. Employees shall not accrue seniority during periods of disciplinary suspension without pay or unauthorized absences. Any loss of seniority occasioned by disciplinary suspension or unauthorized absences shall result in an adjustment to an employee’s total months of service for seniority purposes.

- 6.1.1 An employee who voluntarily terminates service through resignation or who is terminated for cause shall permanently lose all accumulated seniority. An employee who is subject to a reduction-in-force shall, upon re-employment, receive credit for previously accumulated seniority, but shall not accumulate seniority during the period of absence prior to re-employment.
 - 6.1.2 If two or more employees accumulate identical seniority, the priority shall be determined by a random selection established by the employees and approved by the Office of Human Resources. Priority shall be established anew in the context of each personnel decision where a tie in seniority must be broken.
- 6.2 Correction of Erroneous Total Months of Seniority – Notification of total months of service shall be included in the employee’s annual Notice of Classified Staff Title and Salary. It shall be the responsibility of all classified personnel to validate the correctness of their total months of service and adjustments thereto. An employee who fails to correct erroneous total months of service and who is subject to adverse personnel action by virtue of erroneous seniority shall be prohibited from raising the error in the context of the adverse personnel action. However, an employee’s erroneous seniority shall be corrected for all purposes other than the adverse personnel action in question.
- 6.3 Specific Qualifications or Training – Any specific qualifications or training associated with a classified position shall be set forth in the Position Information Questionnaire (PIQ). If specific qualifications or training are set forth in the PIQ, such positions shall only be available to more senior employees whose positions have been eliminated if such more senior employees hold such specific qualifications or have acquired such training. Specific qualifications and training shall be reviewed annually by the supervisor in the context of Position Information Questionnaire reviews during the performance appraisal process. Any significant changes recommended by supervisors or by the Office of Human Resources shall be submitted to the President for approval. The lack of qualifications or training by a more senior employee whose position has been eliminated shall be regarded as conclusive evidence that the more senior employee cannot perform the duties and responsibilities of a position where such specific qualifications or training is included in the PIQ.
- 6.4 President’s Authority and/or Recommendation – The President may eliminate classified positions without prior recommendation to the Board of Governors for reasons other than financial exigency. These reasons may include, but are not limited to lack of funds, expirations of special grants or revenue streams, lack of work, material changes in duties, or changes in organization. In the event of a declaration of financial exigency by the Board of Governors, the President shall eliminate part-time and non-critical vacant positions prior to recommending the elimination of positions held by regular full-time classified personnel.
- 6.5 Action by the Board of Governors – Upon receipt of a recommendation by the President, the Board of Governors may eliminate classified positions.
- 6.6 Affected Personnel – Personnel who are serving in positions that have been designated for elimination shall be considered for reassignment based upon their seniority, classification and any relevant specific qualifications or training they may possess. Once positions have been designated for elimination, the affected employees must update their record of credentials and specific

qualifications and training within a reasonable time frame as determined by the Office of Human Resources.

- 6.7 Consideration of FTE Status – FTE status shall be considered in evaluating the suitability of positions for reassignment. Notwithstanding the fact that employees with FTE's between .53 and 1.0 are considered full-time, vacancies and other potential positions for reassignment must be no less than .20 of the affected employees' FTE status to be considered suitable. However, if there are no suitable vacancies or other available suitable positions held by employees with less seniority, an employee may be reassigned to a position that would otherwise be considered non-suitable for reason of FTE disparity.
- 6.8 Process for Reassignment of Affected Personnel – The following process shall be observed for determination of reassignment of affected personnel.
- 6.8.1 Priority One – Qualified affected employees will be transferred to current vacant positions, without regard to seniority, in order to avoid a layoff situation by the institution. Attempts will be made to transfer affected employees to vacancies in the same classification. If a vacancy does not exist in the same classification, attempts will be made to transfer employees to vacant positions in lower classifications.
- 6.8.2 Priority Two – In the event that a layoff situation has not been avoided through application of priority one, qualified affected employees will be transferred to other positions within the same classification, displacing the least senior employees in that classification.
- 6.8.3 Priority Three – After exhaustion of available positions in the same classification, qualified affected employees will be transferred to other positions in a lower classification, displacing the least senior employees in that classification.
- 6.8.4 Priority Four – Transfer to a part-time vacancy within the same classification.
- 6.8.5 Priority Five – Transfer to a position held by a part-time employee within the same classification.
- 6.8.6 Priority Six – Transfer to a position held by a part-time employee in a lower classification.
- 6.9 Application of Seniority in Reassignment Determinations: If the employee holding a position that has been identified for elimination has more seniority than other employee(s) within the employee's classification, the employee shall displace the least senior employee within the classification who holds a position for which the more senior employee qualifies. Provided, that the PIQ for the position held by the less senior employee(s) within classification does not contain specific qualifications or training. In the event a PIQ for positions held by less senior employees contain specific qualifications or training, the positions will only be available to more senior employees if the more senior employees hold such specific qualifications or have acquired such training. If an employee refuses reassignment to a position in an equivalent classification, the employee forfeits all rights of recall.
- 6.9.1 If there are no positions within classification, lower classification (in rank order) shall be

considered as potential assignments in the same manner as described in the foregoing paragraphs, provided, an employee may elect not to accept reassignment to a lower classification and be placed on the recall list.

6.9.2 Employees who have been displaced by a more senior employee whose position had been eliminated shall have the same rights to reassignment as described in the foregoing paragraphs.

6.9.3 If more than one position in a particular classification is eliminated, reassignments shall be considered in order beginning with the most senior affected employee.

6.10 Preferred Recall List – All employees who lack sufficient seniority to retain employment in a reduction in work force or who have been displaced as a result of the elimination of their positions and who elect to refuse reassignments to lower classifications, shall be placed in a preferred recall list. Employees on the preferred recall list shall be recalled to any position opening by the institution within the classification in which the employee had previously been employed or to any position in a lower classification for which the employee is qualified on the basis of seniority.

6.10.1 An employee on the preferred recall list shall not forfeit the right to recall if compelling reasons, as defined by the President, require the employee to refuse an offer of re-employment.

6.10.2 The Office of Human Resources shall notify all employees on the preferred recall list of all position openings that exist from time to time. The notice shall be sent by certified mail to the last known address of the employee. It is the responsibility of the employee on the recall list to notify the Office of Human Resources of any change in address in order to retain recall status.

6.10.3 An employee's listing shall remain active for a period of one year. However, employees must annually request in writing that their listing be renewed for the successive year. An employee who fails to renew listing on the recall list prior to the anniversary date of placement on the list or last renewal shall be removed from the list.

6.10.4 No position openings shall be filled by the institution, whether temporary or permanent, until all employees on the preferred recall list have been properly notified of existing vacancies and have been given an opportunity to accept re-employment.

SECTION 7. RESPONSIBILITIES

7.1 The Office of Human Resources shall have primary responsibility for the implementation of the provisions of this policy.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: October 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Policy format change.

October 2012 — Policy reviewed with changes based on recommendations in outline of reduction in force statues by the Office of the General Council for the West Virginia Higher Education Policy Commission. Policy format change.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request for Approval to advance SCP-2580, *Part-Time Employees: Classified Staff and Adjunct Faculty*, for a 30-day comment period.

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-2580, *Part-Time Employees: Classified Staff and Adjunct Faculty*, to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Finance and Administration Unit has been charged with the review of several policies for the 2012-2013 academic year. In November 2012 unit personnel reviewed SCP-2580, *Part-Time Employees: Classified Staff and Adjunct Faculty*, for accuracy. The policy was placed in the current SCP format. It was determined that no modifications to the terms of this policy are necessary at this time. The policy was also reviewed by the Executive Council and the group concurred with the Finance and Administration Unit recommendation.

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

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2580**

SUBJECT: Part-Time Employees: Classified Staff and Adjunct Faculty

REFERENCE: West Virginia Code §18B-7-6(a)(b); Title 135, Procedural Rule, West Virginia Council for Community and Technical College education, Series 39, *Classified Employees*; and Title 133, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*

ORIGINATION: June 15, 2004

EFFECTIVE: June 15, 2004

REVIEWED: November 06, 2012

SECTION 1. PURPOSE

1.1 To establish a policy regarding the role of part-time classified and part-time faculty (adjunct) employees.

SECTION 2. SCOPE AND APPLICABILITY

2.1 The policy applies to all part-time classified staff and part-time faculty employees.

SECTION 3. DEFINITIONS

3.1 Part-Time Classified Employees – Non-faculty employees whose status is defined in Title 135, Procedural Rule, West Virginia Council for Community and Technical College education, Series 39, *Classified Employees*. Section 2.1, 2.2, and 2.3.

3.2 Adjunct Faculty – Part-time non-tenure track faculty who do not meet the definitions of full time, temporary, or term appointment faculty as defined in Title 133, procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*.

SECTION 4. POLICY

4.1 Southern West Virginia Community and Technical College shall employ sufficient numbers of classified, non-classified, and faculty employees as deemed necessary by the President, to maintain services and meet the goals and commitments of the institution as outlined in strategic planning documents. Part-time employees, whether classified staff or faculty, shall be used to supplement, not supplant, the need for sufficient numbers of employees necessary for administrative support and delivery of academic instruction.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Southern West Virginia Community and Technical College recognizes that workloads fluctuate through the fiscal year. Workload fluctuations are non-predictable and may be imposed upon the institution from external

forces. In order to maintain fiscally sound practices and effective operation of the institution, both academic and administrative, the necessity for employment of individuals on a part-time basis is imperative.

SECTION 6. GENERAL PROVISIONS

6.1 Part-time Classified Employees:

6.1.1 Southern West Virginia Community and Technical College shall not hire part-time classified employees solely to avoid the payment of benefits, nor in lieu of full-time classified employees.

6.1.2 All qualified classified employees with nine-month or ten-month appointments shall be provided opportunity to accept part-time or full-time summer employment before new persons are hired for the part-time or full-time summer employment.

6.2 Adjunct Faculty:

6.2.1 The institution shall employ a sufficient number of full-time faculty to maintain an effective shared governance process in the management of academic programs, student advisement, and scholarship.

6.2.2 The hiring of a reasonable number of adjunct faculty is required for the effective and efficient delivery of instruction.

6.2.3 It is recognized that hiring qualified adjunct faculty

6.2.3.1 Allows the institution the flexibility to deliver course offerings that meet programmatic needs at a manageable cost.

6.2.3.2 Brings to the instructional faculty specific and unique credentials or experiences that may not be obtained through the employment of a full-time individual.

6.2.3.3 Enables the institution to expand course offerings to meet the immediate demands of student enrollment.

SECTION 7. RESPONSIBILITIES ~~AND PROCEDURES~~

7.1 The President and academic administration are responsible for maintaining a reasonable and appropriate balance between the number of full-time and adjunct faculty.

7.2 The President and Director of Human Resources are responsible for policy administration regarding the establishment of part-time positions and hiring of part-time personnel.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

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

Revision Notes: November 2012 – Policy reviewed and placed in new SCP format. No modifications were made to the terms of this policy.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request for approval for revisions to SCP-3201, *Challenging a Course/Credit by Examination* and its attachments (SCP-3201.A, *Challenge Examination Request Form* and SCP-3401.B, *Challenge Examination Results Form* [new]).

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the revised policy, SCP-3201, *Challenging a Course/Credit by Examination*, (with attachments) to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period.

STAFF MEMBER: Harry M. Langley

BACKGROUND:

The Academic Affairs / Student Services Unit has been charged with the review of several academic policies for the 2012-2013 academic year. In October 2012 the above-mentioned policy and its original attachment were reviewed by the Vice President for Academic Affairs and Student Services, by the Academic Deans, and by the Academic Affairs Management Council.

Changes to the policy provide increased clarity particularly in Section 7. SCP-3201.A now deals solely with the challenge examination request process while the new attachment, SCP-3201.B, addresses the results of the examination. Revisions also reflect changes in management responsibilities. The policy and SCP-3201.A were also reformatted to the current SCP template.

Based on the deliberations and recommendations of the parties mentioned above, the staff requests that SCP-3201, *Challenging a Course/Credit by Examination*, and its attachments be advanced to Southern's constituencies and the Chancellor for Community and Technical College Education for the required 30-day public comment period. This request was reviewed by Executive Council.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3201**

SUBJECT: Challenging a Course/Credit by Examination

REFERENCE: SCP-3201.A, Challenge Examination Request Form
SCP-3201.B, Challenge Examination Result Form

ORIGINATION: July 1, 1986

EFFECTIVE: February 15, 2002

REVIEWED: ~~August 7, 2007~~ October 2012

SECTION 1. PURPOSE

- 1.1 To establish policy and procedures for writing and administering challenge exams and for assigning credit by examination.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all students, ~~and full-time faculty members~~ all faculty members, and the Student Services Unit of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. POLICY

- 4.1 Full-time faculty within the ~~division~~ department to which the course belongs will prepare, administer, and grade the challenge exam.
- 4.2 In the event that the course to be challenged is not taught by a full-time faculty member, the Department Chair will appoint an adjunct faculty member to prepare, administer, and grade the challenge exam.
- 4.3 The challenge exam will be comprehensive and will address the common course goals.
- 4.4 To receive a grade of CR (credit) for the course challenged, the student must earn a minimum score as determined by the faculty in the academic division administering the exam. Typically, the passing score on a Challenge Exam will be 70% or higher as set by the faculty. If credit is recommended, the grade assigned for the course will be CR. If not recommended for credit, no grade will be assigned.
- 4.5 No student may challenge a course more than once.
- 4.6 ~~A student cannot~~ No student may take a challenge examination for a course in which he/she is ~~registered~~ currently enrolled.
- 4.7 ~~A student may not~~ No student may challenge a course in which a grade other than “W” or “AU” was received.
- 4.8 A student planning to transfer to another institution should contact the institution prior to taking the challenge examination to determine if the “CR” grade is acceptable for that particular course.

- 4.9 Credit by challenge examination is not included in the calculation of a student's instructional load as it applies to the financial aid program of ~~Southern~~ the College.
- 4.10 The Challenge Exam Request Form, SCP-3201.A, must be submitted by the student interested in challenging a course to the appropriate Department Chair prior to the end of the third week of class during the semester in which the student plans to take the challenge exam.
- 4.11 A challenge exam must be completed prior to the final date to withdraw from a course in the semester in which a student wishes to receive credit for the course.
- 4.12 Because full-time faculty may not be available, challenge exams will not normally be administered during the summer months. Exceptions may be granted by the Chief Academic Officer when qualified faculty are available for such administration.
- 4.13 Fees collected from the student for challenge exams will be deposited in the institution's general revenue fund. Any funds generated through challenge exams shall be credited to the academic division spending unit administering that exam.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 For a traditional A.A., A.S., or A.A.S. degree, a maximum of 24 ~~semester credit~~ hours may be awarded from all non-traditional sources including but not limited to Challenging a Course/Credit by Examination.
- 5.2 All previous procedures regarding the administration of challenge exams are superseded by this policy (*SCP 3201, Challenge Exam for Credit, Effective July 1, 1986, Revised September 1, 2000; Effective June 24, 2002, Revised February 15, 2002*).

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES ~~AND PROCEDURES~~

- ~~7.1 A student interested in challenging a course must submit a request for challenge exam to the appropriate Department Chair by the end of the third week of the semester in which the student plans to take the challenge exam.~~
- ~~7.2 The Department Chair will assign faculty to write, administer, and grade the challenge exam.~~
- ~~7.3 The Department Chair will inform the student of the faculty member to contact for scheduling the challenge exam.~~
- ~~7.4 The student will be responsible for contacting the appropriate faculty member for scheduling the challenge exam.~~
- ~~7.5 The student will pay the required fee at the time the request for the challenge exam is submitted.~~
- ~~7.6 The faculty member assigned to grade the challenge exam will be responsible for reporting the grade to the Records Office.~~
- 7.1 A student interested in challenging a course will submit a Challenge Exam Request Form, SCP-3201.A, to the appropriate Department Chair by the end of the third week of the semester in which the student plans to take the challenge exam.
- 7.2 The Department Chair will determine whether or not the student is eligible to take the challenge examination.
- 7.3 The student will pay the required fee at the time the Challenge Examination Request Form, SCP-3201.A, is submitted.
- 7.4 The Department Chair will assign faculty to write, administer, and grade the challenge exam. (SCP-3201.A).
- 7.5 The Department Chair will inform the student of the faculty member to contact for scheduling the challenge

exam by providing the student with a completed copy of SCP-3201.A.

- 7.6 The student will be responsible for contacting the appropriate faculty member for scheduling the challenge exam. The student must contact the appropriate faculty member by the end of the fifth week of the semester in which the student plans to take the challenge exam.
- 7.7 Upon contact initiated by the student, the faculty member assigned to complete the challenge examination request will be responsible for writing, scheduling, administering, and grading the challenge examination prior to the course withdrawal deadline during the semester in which the challenge examination request is submitted.
- 7.8 The faculty member is responsible for completing Part B of the Challenge Examination Results Form, SCP-3201.B, and forwarding the form to the Department Chair.
- 7.9 The Department Chair is responsible for obtaining the post-evaluation required signatures and forwarding the challenge examination results form, SCP-3201.B, to the Office of Admissions and Records.
- 7.10 The Office of Admissions and Records is responsible for updating the student's transcript and academic history to reflect the information provided by the Challenge Examination Results Form, SCP-3201.B. The academic history update should include providing a record of the challenge examination score and whether or not credit was granted on the test score information screen in BANNER.
- 7.11 The Chief Financial Officer Vice President for Finance and Administration will be responsible for setting the fee for administering a challenge exam.

SECTION 8. CANCELLATION

- 8.1 Replaces SCP 3201, Challenge Exam for Credit, (Effective July 1, 1986, Revised September 1, 2000; Effective June 24, 2002, Revised February 15, 2002).

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-3201.A, Challenge Examination Request Form
SCP-3201.B, Challenge Examination Results Form

Distribution: Board of Governors (12 members)
~~Office of the President~~
~~Office of the Executive Vice President~~
~~Office of the Chief Financial Officer~~
~~Office of the Vice President for Academic Affairs~~
~~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 (2 members)~~
~~Faculty Senate Chair~~
~~Classified Staff Council Chair~~
~~Libraries (Harless and Williamson Campus)~~
~~Office of the Director for Campus Operations (Boone, Logan, Williamson, Wyoming)~~
www.southernwv.edu

Revision Notes: October 2012 — Revisions provide clarity and reflect changes in management responsibilities. SCP-3201.A was revised, and a new form, SCP-3201.B, was added to the policy. The policy was reformatted into the new policy template.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3201.A
Challenge Examination Request Form**

REFERENCE: SCP-3201, Challenging a Course/Credit by Examination

PART A: TO BE COMPLETED BY THE STUDENT

Student: _____ SSN ID: _____

Request credit in _____ for _____ credit hours.

If challenge exam taken previously, so indicate: Yes No If yes, when? _____

If course taken previously, so indicate: Yes No If yes, when? _____ Grade assigned _____

If currently enrolled in course, so indicate: Yes No

Recommended for credit: _____ Yes No If yes, number of credit hours: _____

Evaluation by: _____
_____ Faculty Member _____ Date

Attach this form to the student's exam and a narration describing the evaluative process:

Minimum score required for passing: _____

Supervised by: _____
_____ Department Chair _____ Date

Approved by: _____
_____ Division Dean _____ Date

Approved by: _____
_____ Vice President for Academic Affairs _____ Date

*Recorded by: _____
_____ Registrar _____ Date

PART B: TO BE COMPLETED BY THE DEPARTMENT CHAIR

Department Chair _____ Date(s) of consultation with student _____

Student is eligible for challenge examination: Yes No If no, explain _____

Faculty to perform evaluation: _____

Contact information: Campus _____ Phone _____ E-mail address _____

*Required signature: _____
Department Chair _____ Date _____

1. No student may take the Challenge Examination for a course more than once.
2. No student may take the Challenge Examination for a course for which he/she has received a grade other than W or AU.
3. No student may take the Challenge Examination for a course in which he/she is currently enrolled.
4. The grade assigned for the course will be CR for credit. If credit is recommended, the grade assigned for the course will be CR. If not recommended for credit, no grade will be assigned.
5. A non-refundable fee per credit hour is assessed for this service prior to taking the examination. (This fee is not included in the College's tuition).
6. Challenge examinations are not included in the calculation of a student's instructional load as applied to financial aid programs at the College.
7. If planning to transfer to another institution, the student should consult the receiving institution concerning transferability of credit by Challenge Examination.
8. Parts A, B, and C must be completed prior to the administration of the challenge examination

PART C: TO BE COMPLETED BY THE BUSINESS OFFICE

Upon payment, the student is to return this form to the Department Chair for required signature.

FOR OFFICE USE ONLY	
\$ _____ Fee Received	<input type="checkbox"/> Cash <input type="checkbox"/> Check
Date of Payment: _____	
Card: <input type="checkbox"/> VISA <input type="checkbox"/> M/C	
<input type="checkbox"/> Other: _____	
Card #: _____	
Expiration Date: _____	

*This form is filed in the student's file in the Records Office.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3201.B**

SUBJECT: Challenge Examination Results Form

REFERENCE: SCP-3201, Challenging a Course/Credit by Examination

Challenge Examination Result Form

PART A: TO BE COMPLETED BY THE DEPARTMENT CHAIR

Student: _____ ID: _____

Request credit in _____ for _____ credit hours.

Department Chair _____

Dates(s) of consultation with student _____

Student is eligible for challenge examination: Yes No If no, explain _____

PART B: TO BE COMPLETED BY THE FACULTY

Date on which contact was initiated by student: _____

Evaluation by: _____
Faculty Member Date of Evaluation

Attach this form to the student's exam along with a narrative describing the evaluative process.

Minimum score required for passing: _____ Student's exam score: _____

Recommended for credit: Yes No If yes, number of credit hours: _____

Faculty Signature: _____ Date _____

PART C: POST-EVALUATIVE REQUIRED SIGNATURES

Approved by: _____
Department Chair Date

Approved by: _____
Division Dean Date

Approved by: _____
Chief Academic Officer Date

Approved by: _____
Registrar Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3201.A
Challenge Examination Request Form**

REFERENCE: SCP-3201, Challenging a Course/Credit by Examination

PART A: TO BE COMPLETED BY THE STUDENT

Student: _____ SSN ID: _____

Request credit in _____ for _____ credit hours.

If challenge exam taken previously, so indicate: Yes No If yes, when? _____

If course taken previously, so indicate: Yes No If yes, when? _____ Grade assigned _____

If currently enrolled in course, so indicate: Yes No

Recommended for credit: Yes No If yes, number of credit hours: _____

Evaluation by: _____
_____ Faculty Member _____ Date

Attach this form to the student's exam and a narration describing the evaluative process:

Minimum score required for passing: _____

Supervised by: _____
_____ Department Chair _____ Date

Approved by: _____
_____ Division Dean _____ Date

Approved by: _____
_____ Vice President for Academic Affairs _____ Date

*Recorded by: _____
_____ Registrar _____ Date

PART B: TO BE COMPLETED BY THE DEPARTMENT CHAIR

Department Chair _____ Date(s) of consultation with student _____

Student is eligible for challenge examination: Yes No If no, explain _____

Faculty to perform evaluation: _____

Contact information: Campus _____ Phone _____ E-mail address _____

*Required signature: _____
Department Chair _____ Date _____

1. No student may take the Challenge Examination for a course more than once.
2. No student may take the Challenge Examination for a course for which he/she has received a grade other than W or AU.
3. No student may take the Challenge Examination for a course in which he/she is currently enrolled.
4. The grade assigned for the course will be CR for credit. If credit is recommended, the grade assigned for the course will be CR. If not recommended for credit, no grade will be assigned.
5. A non-refundable fee per credit hour is assessed for this service prior to taking the examination. (This fee is not included in the College's tuition).
6. Challenge examinations are not included in the calculation of a student's instructional load as applied to financial aid programs at the College.
7. If planning to transfer to another institution, the student should consult the receiving institution concerning transferability of credit by Challenge Examination.
8. Parts A, B, and C must be completed prior to the administration of the challenge examination

PART C: TO BE COMPLETED BY THE BUSINESS OFFICE

Upon payment, the student is to return this form to the Department Chair for required signature.

FOR OFFICE USE ONLY	
\$_____ Fee Received <input type="checkbox"/> Cash <input type="checkbox"/> Check	
<u>Date of Payment:</u> _____	
Card: <input type="checkbox"/> VISA <input type="checkbox"/> M/C <input type="checkbox"/> Other: _____	
Card #: _____	
Expiration Date: _____	

*This form is filed in the student's file in the Records Office.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3201.B
Challenge Examination Results Form (NEW)**

REFERENCE: SCP-3201, Challenging a Course/Credit by Examination

PART A: TO BE COMPLETED BY THE DEPARTMENT CHAIR

Student: _____ ID: _____

Request credit in _____ for _____ credit hours.

Department Chair _____

Dates(s) of consultation with student _____

Student is eligible for challenge examination: Yes No If no, explain _____

PART B: TO BE COMPLETED BY THE FACULTY

Date on which contact was initiated by student: _____

Evaluation by: _____
Faculty Member Date of Evaluation

Attach this form to the student's exam along with a narrative describing the evaluative process.

Minimum score required for passing: _____ Student's exam score: _____

Recommended for credit: Yes No If yes, number of credit hours: _____

Faculty Signature: _____ Date _____

PART C: POST-EVALUATIVE REQUIRED SIGNATURES

Approved by: _____
Department Chair Date

Approved by: _____
Division Dean Date

Approved by: _____
Chief Academic Officer Date

Approved by: _____
Registrar Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request for approval of revisions to SCP-8600, Board of Governors Operational Guidelines Policy and Attachment 8600.A

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-8600, Board of Governors Operational Guidelines Policy and its attachment to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day comment period.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

SCP-8600 states in Section 7 that "It shall be the responsibility of the BOG to periodically review the policy statement on Operational Guidelines to ensure its compliance with West Virginia Code §18B-2A-4 and to maintain its relevance to the operations of the Board and the mission of the College." The above referenced policy, along with its official attachment 8600.A, establishes the operational guidelines for the Board of Governors of Southern West Virginia Community and Technical College.

SCP-8600 was reviewed on September 28, 2012. No changes are needed for the general policy. However, Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, Rules and Administrative Procedures, was added to the Reference Section which addresses the process for the adoption, amendment, or repeal of rules and administrative procedures by institutions.

SCP-8600.A, Board of Governors Operational Guidelines, was revised to comply with legislation which passed through the 2012 1st Special Session. Under "powers and duties of governing boards" (Section 1 - 1.4), the following was added:

- 1.4.3 Develop a ten-year campus development plan in accordance with article nineteen of this chapter.
- 1.4.6 Review all academic programs at least every five years offered at Southern West Virginia Community and Technical College.
- 1.4.19 Establish a plan to administer a consistent method of conducting personnel transactions. Not later than July 1, 2012, the Department of Administration shall make available to each governing board the option of using a standardized electronic system for these personnel transactions.
- 1.4.20 Acquire legal services that are necessary.

Seeing no further changes needed to ensure its compliance with West Virginia Code §18B-2A-4, staff recommends that the Board approve advancement of the revised policy for the required 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-8600**

SUBJECT: Board of Governors Operational Guidelines Policy

REFERENCE: West Virginia Code §18B-2A;
Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, Rules and Administrative Procedures

ORIGINATION: August 2001

EFFECTIVE: August 21, 2001

REVIEWED: ~~September 18, 2007~~ Reviewed September 28, 2012

SECTION 1. PURPOSE

1.1 To establish the operational guidelines which shall govern the actions of the Board of Governors for Southern West Virginia Community and Technical College in setting forth policies to govern the college.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to the members, current and future, of the Board of Governors of Southern West Virginia Community and Technical College as the representative body of its constituents.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 It is the policy of the Board of Governors (BOG) of Southern West Virginia Community and Technical College to perform the duties and responsibilities assigned to the BOG by the State of West Virginia as described in West Virginia Code §18B-2A. In performing such duties and responsibilities, the BOG, as constituted by its representative membership, shall be directed by the Operational Guidelines approved by the Board on October 18, 2007 and Policy Statements as adopted. The Operational Guidelines are hereby attached and are forthwith a part of this policy statement.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The Operational Guidelines of the BOG of Southern West Virginia Community and Technical College shall include statements relative to the following topics and any other such categories as the Board shall deem appropriate.

- 6.1.1 General Policies
- 6.1.2 Board Organization
- 6.1.3 Board Operations
- 6.1.4 Meeting Protocol
- 6.1.5 Presidential Relations

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 It shall be the responsibility of the Board of Governors to periodically review the policy statement on Operational Guidelines to ensure its compliance with West Virginia Code §18B-2A and to maintain its relevance to the operations of the Board and the mission of the College. This policy and/or Operational Guidelines shall be amended only in accordance with procedures outlined in the Operational Guidelines.

SECTION 8. CANCELLATION

8.1 All previous operational guidelines of any previously existing governing or advisory board of Southern West Virginia Community and Technical College are superseded by this policy statement and the attached Operational Guidelines of the Board of Governors as approved October 18, 2007.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

10.1

Board of Governors Chair	Date
President	Date

Attachments: SCP-8600.A, *Board of Governors Operational Guidelines*

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 Chief Financial Officer~~
~~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 Dean (2 members)~~

~~Faculty Senate Chair~~

~~Classified Staff Council Chair~~

~~Libraries (Harless and Williamson Campus)~~

~~Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
www.southernwv.edu~~

Revision Notes: October 18, 2007 – Revised to remove any reference to the Institutional Compact. Operational Guidelines were updated to reflect a change in legislation affecting the number of terms the Board of Governors Chair may serve.

September 28, 2012 – Reviewed policy and added Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 4, Rules and Administrative Procedures, to the Reference Section which addresses the process for the adoption, amendment, or repeal of rules and administrative procedures by institutions.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-8600.A
Board of Governors Operational Guidelines

REFERENCE: SCP-8600, Board of Governors Operational Guidelines Policy;
West Virginia Code §18B-2A-4

ORIGINATION: August 2001

EFFECTIVE: August 21, 2001

REVIEWED: ~~February 19, 2008~~ September 28, 2012

SECTION 1. GENERAL POLICIES

- 1.1 Purpose – The Board of Governors of Southern West Virginia Community and Technical College is appointed by the Governor of the State of West Virginia and serves as a representative body of its constituents to set forth policies to govern the college in the best interests of the community as a whole and in accordance with the statutes of West Virginia and Federal legislation.
- 1.2 Role of the Board of Governors – The role of the Board of Governors is to:
 - 1.2.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.
 - 1.2.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.
 - 1.2.3 Define standards for College operations which set forth high quality programs, ensure wise and prudent expenditure of funds, and fair and equitable treatment of students and employees.
 - 1.2.4 Monitor the performance of the College to insure progress towards defined goals and adherence to policies.
 - 1.2.5 Select, hire and retain the President and to define and monitor the President’s performance through periodic evaluations.
 - 1.2.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.
 - 1.2.7 Create a positive leadership environment which fosters learning and focuses on outcomes.
 - 1.2.8 Act with integrity, promoting ethical behavior in all college dealings.
 - 1.2.9 Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.

- 1.3 Role of Individual Board Members – The role of the individual board member is to:
 - 1.3.1 Know the community and represent its best interests.
 - 1.3.2 Support the College in its mission.
 - 1.3.3 Understand the College and represent it in a positive manner to all constituent groups.
 - 1.3.4 Adhere to Board of Governors policies and Code of Ethics.
 - 1.3.5 Work as a member of the Board.
 - 1.3.6 Adhere to the Board’s policy making role and recognize the President’s role as Chief Executive Officer.
 - 1.3.7 Avoid conflicts of interest.
 - 1.3.8 Maintain confidentiality.
 - 1.3.9 Speak for the Board only when delegated to do so by the Board.
 - 1.3.10 Refer complaints and problems regarding the College to the President.
 - 1.3.11 Attend and actively participate in Board meetings and work sessions.
 - 1.3.12 Refuse to participate in any action which is not in accordance with Board policy.
- 1.4 Duties and Responsibilities of the Board of Governors (Extracted and summarized from WV Code §18B-2A-4) – The duties and responsibilities of the Board of Governors are as follows:
 - 1.4.1 Determine, control, supervise and manage the financial, business and education polices and affairs of Southern West Virginia Community and Technical College.
 - 1.4.2 Establish and amend campus Master Plan for the College including an Institutional Compact.
 - 1.4.3 Develop a ten-year campus development plan in accordance with article nineteen of this chapter.
 - 1.4.4 Prescribe specific functions for the College to meet the higher education needs of the service area without unnecessary duplication.
 - 1.4.5 Develop and submit a budget for the College to the West Virginia Council for Community and Technical College Education (Council).
 - 1.4.6 Review all academic programs at least every five years offered at Southern West Virginia Community and Technical College.
 - 1.4.7 Ensure the sequencing of academic programs to ensure program completion in a reasonable time frame and to assure that the needs of non-traditional students are met.
 - 1.4.8 Utilize faculty, students and classified staff in institutional-level planning.

- 1.4.9 Administer a system for the management of personnel matters.
- 1.4.10 Administer a system for the hearing of employee grievances.
- 1.4.11 Solicit, utilize or expend voluntary support including financial contributions.
- 1.4.12 Appoint a President or other administrative head of the College.
- 1.4.13 Conduct a written performance appraisal of the President.
- 1.4.14 Submit an annual report to the Council on the performance of the College.
- 1.4.15 Enter into contracts or agreements with other educational institutions and/or share resources.
- 1.4.16 Delegate power and control to the college President.
- 1.4.17 Abide by the existing rules for acceptance of advance placement credit.
- 1.4.18 Establish an efficient system for the financial management and expenditure of special revenue and appropriated state funds.
- 1.4.19 Establish a plan to administer a consistent method of conducting personnel transactions. Not later than July 1, 2012, the Department of Administration shall make available to each governing board the option of using a standardized electronic system for these personnel transactions.
- 1.4.20 Transfer funds for any account appropriated for the College's use.
- 1.4.21 Acquire legal services that are necessary.

SECTION 2. BOARD ORGANIZATION

- 2.1 Organization and Authority – Effective the first day of July 2001, the Board of Governors of Southern West Virginia Community and Technical College are officially appointed by the Governor of the State of West Virginia to serve as a representative body of its constituents to set forth policies to govern the best interests of the college in accordance with the statutes of West Virginia.
- 2.2 Membership of the Board of Governors – The membership of the Board of Governors will consist of twelve persons including the following:
 - 2.2.1 A full time member of the faculty, with the rank of instructor or above, duly elected by the faculty;
 - 2.2.2 A member of the student body in good academic standing, enrolled for college credit and duly elected by the student body;
 - 2.2.3 A member from the institutional classified employees duly elected by the classified employees; and
 - 2.2.4 Nine lay members appointed by the Governor of the State of West Virginia with the advice and consent of the Senate, with no more than five (5) members from the same political party.

2.3 Terms of Office

- 2.3.1 Faculty Member – The faculty member will serve for a term of two (2) years beginning in July and may succeed themselves for three terms, not to exceed a total of eight (8) consecutive years.
- 2.3.2 Student Member – The student member will serve a term of one (1) year beginning in July and ending on the thirtieth day of June of each year.
- 2.3.3 Classified Employee – The classified employee member will serve for a term of two (2) years beginning in July and may succeed themselves for three terms, not to exceed a total of eight (8) consecutive years.
- 2.3.4 Lay Members – The lay members of the Board will serve a term of four years each and are eligible to succeed themselves for no more than one additional four-year term. The initial terms of office for lay members of the Board, appointed by the Governor, will be staggered.

2.4 Oath of Office – Prior to becoming a member of the Board of Governors, an appointed or elected member is required to take the Oath of Office prescribed by Article IV, Section 5 of the constitution of West Virginia and have the certificate filed with the Secretary of State.

2.5 Board Vacancies – The vacancy of an unexpired term of a member of the Board will be filled for the unexpired term within thirty (30) days of the occurrence of the vacancy in the same manner as the original appointment or election.

2.6 Disqualification from Board Membership

- 2.6.1 A person is ineligible for appointment to the Board of Governors who is an officer, employee or member of any other Board of Governors, a member of an institutional board of advisors of any public institution of higher education, an employee of any institution of higher education, an officer or member of any political party executive committee, the holder of any other public office or public employment under the government of West Virginia.
- 2.6.2 A member of the Board of Governors, appointed by the Governor, may only be removed from membership on the Board in the manner prescribed by law for reasons of official misconduct, incompetence, neglect of duty, or gross immorality.

SECTION 3. BOARD OPERATIONS

3.1 Board Principles

- 3.1.1 The Board's governance style is intended to encourage diversity of viewpoints and collective rather than individual decision making. Prior to setting policy, the Board will insure that input has been received from a variety of sources to insure representation of constituents and staff and sound decision making principles.
- 3.1.2 The Board's focus will be on providing strategic leadership and representing the community it serves rather than administrative detail.

3.2 Code of Ethics – The Southern West Virginia Community and Technical College Board of Governors Code of Ethics are as follows:

- 3.2.1 To demonstrate that the primary function of the Board is to establish policy by which the college

is administered.

- 3.2.2 To devote time, thought and study to the duties of the members of the Board of Governors to insure effective service.
- 3.2.3 To work cooperatively with fellow Board members in spite of differences of opinion.
- 3.2.4 To base decision-making on all available facts and to vote honestly, unswayed by personal bias of any kind, and to uphold the majority decision of the Board.
- 3.2.5 To act in all college-related contacts including staff, media and citizens, reflecting the fact that there is no individual authority outside of the meetings of the Board.
- 3.2.6 To refrain from using the Board position to benefit personally or for any other individual.
- 3.2.7 To comply with the West Virginia Ethics Act in the areas of Confidentiality, Private Gain, Prohibitive Representation, Gifts, Subordinates, Contracts, Purchases and Sales.

3.3 Committee Principles

- 3.3.1 The Board will normally function as a committee of the whole without standing committees.
- 3.3.2 If an Ad Hoc Committee is formed, it will be for the purpose of assisting the Board to do its job, not to advise staff nor help staff do its job.
- 3.3.3 Board Ad Hoc Committees will normally be established for a specified purpose and a defined time period.
- 3.3.4 Board committees have no authority over staff nor may they speak on behalf of the Board of Governors unless specifically authorized to do so.
- 3.3.5 If necessary, Board members may call upon the services of the Chancellor for the West Virginia Council for Community and Technical College Education.

3.4 Officers of the Board – The Chairperson, Vice Chairperson, and Secretary will be elected from the lay Board membership in June of each year at the Board’s annual organizational meeting. A member may not serve as Chairperson for more than four consecutive years.

- 3.4.1 Duties of the Chairperson – The duties of the Chairperson are as follows:
 - 3.4.1.1 To preside at all Board meetings in an efficient and effective manner and set the general tone for the meeting through effective leadership.
 - 3.4.1.2 To insure the Board and individual Board members follow the Board’s own rules and policies and those established by legislation.
 - 3.4.1.3 To promote deliberation at Board sessions that is open and thorough, but also efficient, timely, orderly and to the point.
 - 3.4.1.4 To insure that all Board members are properly informed of current and pending Board and College issues.

- 3.4.1.5 To perform the same duty of voting on matters as other Board members.
 - 3.4.1.6 To speak on behalf of the Board of Governors as their designated representative.
 - 3.4.1.7 To appoint or arrange for the election of committees established by the Board.
 - 3.4.1.8 To call emergency meetings as necessary.
 - 3.4.1.9 To call for the evaluation of the President on an annual basis.
 - 3.4.1.10 To call for the self-evaluation of the Board of Governors on an annual basis.
 - 3.4.1.11 To sign all official Board minutes.
 - 3.4.1.12 To perform other duties as may be required by action of the Board.
 - 3.4.1.13 The Chairperson has no authority to direct or supervise the President.
- 3.4.2 Duties of the Vice Chairperson – The duties of the Vice Chairperson are to preside at Board meetings in the absence of the Chairperson or to fulfill the duties of the Chairperson as needed.
- 3.5 New Board Member Orientation – The Board will assist each new Board member to understand the Board of Governors role and responsibilities. The Board will develop and periodically review selected materials to be provided to new Board members to facilitate this process. The new Board member will be invited to meet with the Board Chairperson and the College President to acclimate him/herself to their new responsibilities.
- 3.6 Board of Governors Compensation and Expense Reimbursement – Members of the Board of Governors serve without compensation, but are reimbursed for reasonable and necessary expenses actually incurred in the performance of their official duties. Expenses are reimbursed through College funds allocated for this purpose upon presentation of an itemized statement.
- 3.7 Board of Governors Self Evaluation – The Board of Governors will develop a self evaluation tool to regularly monitor and discuss Board process and performance. The self evaluation tool will include a comparison of Board activities to Board policy as defined in this document.

SECTION 4. MEETING PROTOCOL

- 4.1 General – The purpose of this protocol is to establish rules by which the date, time, place and agenda of all regularly scheduled meetings and the date, time, place and purpose of all special meetings of the Board of Governors are to be made available in advance to the public and news media. It is also the purpose of this protocol to establish rules for attendance and presentation at any meeting where there is not room enough for all members of the public who wish to attend. This protocol also establishes procedures related to the conduct of all meetings.
- 4.2 Scope – This protocol shall apply to all regular and special meetings of the Board of Governors. This protocol shall also establish procedures to be observed in relation to emergency meetings requiring immediate official action.
- 4.3 Definitions

- 4.3.1 Regular Meeting – The Board of Governors shall establish a regular meeting schedule for the next ensuing fiscal year at its final regular meeting of each fiscal year. The agenda for all regular meetings shall be established by an Agenda Committee consisting of the Chairperson, Vice Chairperson, Secretary of the Board of Governors, Past Chairperson, one lay Board member elected in June of each year at the Board’s annual organizational meeting, and the College President. The Agenda Committee shall meet in person or by telephone conference at an established time prior to the commencement of each regular Board meeting for the purpose of establishing an agenda. However, any member of the Board of Governors may direct that an item be placed upon the agenda of an upcoming regular meeting by communicating such direction to the Chairperson in advance of the publication of the particular agenda, preferably prior to the meeting of the Agenda Committee.
- 4.3.2 Special Meeting – A special meeting of the Board of Governors may be called by the Chairperson or seven (7) members of the Board of Governors. All special meetings must be attended with a state of purpose. Emergency meetings, requiring immediate official action, shall be considered special meetings. However, the notice requirements for special meetings need not be fully observed in convening emergency meetings.

4.4 Pre-Meeting Procedures

- 4.4.1 Notice of Regular Meetings – Notices of all Regular Meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the administrative office of the College on each campus. All such notices shall be posted at least three (3) working days in advance of a scheduled regular meeting. Each such notice shall state the date, time, place and include an agenda of the meeting. If a regular meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Regular Meetings may, at the discretion of the President, be published on the Internet.
- 4.4.2 Notice of Special Meetings – Notices of all special meetings shall be posted and maintained on a bulletin board that is accessible to the public located in the administrative office of the College on each campus. All such notices shall be posted at least three (3) working days in advance of a scheduled special meeting. Each such notice shall state the date, time, place and purpose of the meeting. If a special meeting is cancelled or postponed, a notice of such cancellation or postponement shall be posted in the same location as soon as feasible after the cancellation or postponement has been determined. Notice of Special Meetings may, at the discretion of the President, be published on the Internet.
- 4.4.3 *State Register* – In compliance with West Virginia Code §6-9A, the President shall cause notice of all meetings of the Board of Governors to be filed with the Secretary of State for publication in the *State Register*. Each notice shall state the date, time, place and purpose of the meeting. Each notice shall be filed in a manner to allow each notice to appear in the *State Register* at least five days prior to the date of the regular or special meeting. In the event of an emergency requiring immediate official action, the President shall cause an emergency meeting notice to be filed prior to the meeting. The emergency meeting notice shall state the date, time, place and purpose of the meeting and the facts and circumstances of the emergency. Emergency meeting notices are exempt from the *State Register* publication deadlines, provided there is an “emergency.”
- 4.4.4 Notice to Media – The President shall cause advance notice of all regular and special meetings to be provided to the press that regularly cover matters relating to the College. The President shall

cause advance notice to be provided to other members of the press upon request. Such notice shall not be required in advance of emergency meetings requiring immediate official action.

4.5 Meeting Procedures

- 4.5.1 Compliance With Open Governmental Proceedings Act – The Chairperson of the Board and each member of the Board shall be familiar with the provision of the Open Governmental Proceeding Act and shall undertake to observe the requirements of the Act in relation to all motions to convene in an executive session. Executive sessions shall not be recorded by mechanical means, however, Board minutes shall identify the statutory authorization for each executive session and shall record the persons in attendance.
- 4.5.2 Presentations – All persons desiring to address the Board regarding an agenda item at a regular meeting or a matter identified within the stated purpose of a special meeting must register prior to the meeting. Persons will not be required to register more than fifteen (15) minutes prior to the time a meeting is scheduled to commence.
- 4.5.3 Reconvening Meeting When Space is Limited – In the event the place where a meeting is initially convened has inadequate space to accommodate members of the public who desire to attend or make presentations to the Board, the Chairperson of the Board may adjourn the meeting and reconvene the meeting at an alternate location on a date and at a time announced at the time of adjournment.
- 4.5.4 Telephone/Electronic Attendance – Members of the Board of Governors may attend and participate at any meeting by means of telephone or video-conference. Telephone or electronic equipment that is used to allow such attendance and participation shall be configured to allow those present, including members of the public, to observe and/or hear the members who are attending and participating by telephone or electronic means.
- 4.5.5 Consideration of Materials by Reference – All documents or materials that are referenced in an agenda or statement of purpose of a special meeting shall be available for public inspection at the meeting where such documents or materials are considered.
- 4.5.6 Parliamentary Procedure – The Board of Governors shall observe *Robert's Rules of Order, New Revised*, as a guide for conducting its business.
- 4.5.7 Voting – Voting may be verbal or by a show of hands. The outcome of all votes shall be announced by the presiding officer, and the recording secretary will record the vote accordingly. Any member may request a roll-call vote immediately following the presiding officer's announcement of the outcome of a vote.
- 4.5.8 Quorum – Seven (7) of the twelve (12) members of the Governing Board shall constitute a quorum. A majority of those members present and eligible to vote shall be required for the passage of all motions.
- 4.5.9 Minutes – Official Board of Governors meeting minutes will be maintained by the College and kept in a permanent and safe condition. The Board Chairperson will sign all official minutes. Copies of Board minutes will be provided to all Board members, and upon written request to interested parties in compliance with West Virginia statute.

SECTION 5. PRESIDENTIAL RELATIONS

- 5.1 General – The President is the Chief Executive Office of the College and the Board’s single link with operating the institution. The role of the Board is to provide clear policy direction to the President with respect to the College’s Master Plan and Institutional Compact. The role of the President is to carry out the Board’s direction and administer the day-to-day operations of the College.
- 5.2 Board Delegation of Administrative Authority – The Board delegates to the President the function of formulating, implementing, directing and evaluating administrative policies and regulations under which the College will operate. These policies and regulations will govern the College and be consistent with Board policy.
- 5.3 Presidential Evaluation – The Board of Governors will conduct an annual written evaluation of the President using the following criteria:
 - 5.3.1 The President’s job description.
 - 5.3.2 The President’s goals and objectives, established each year in consultation with the Board.
 - 5.3.3 Progress toward the College’s Master Plan.
 - 5.3.4 Adherence to Board policies.
 - 5.3.5 West Virginia Code §18B-1B-6
- 5.4 Presidential Search Process – The Board of Governors is responsible to hire and appoint a President or other administrative head of Southern West Virginia Community and Technical College in compliance with West Virginia Code §18B-1B-6.

SECTION 6. REFERENCES

- 6.1 West Virginia Code §6-9-A; West Virginia Code §18B-2A-4; West Virginia Code §18B-1B-6.
- 6.2 Carver, John and Miriam Mayhew. *A New Vision of Board Leadership: Governing the Community College*. Washington, DC. Association of Community College Trustees, 1994.
- 6.3 Smith, Cindra, J. *Trusteeship in Community Colleges. A Guide for Effective Governance*. Washington, DC. Association of Community College Trustees, 2000.
- 6.4 The Ethics Act. *A Code of Conduct for Public Servants*. West Virginia Ethics Commission.
- 6.5 Treasure Valley Community College. *Board of Education Policies*. Ontario, Oregon:1998.

Revised 02/19/2008; Approved Revisions 04/15/2008
Revised 09/28/2012 with legislation passed through the 2012 1st Special Session.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request for approval of revisions to Institutional Mission Statement

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of the proposed Institutional Mission Statement to Southern's constituents for a 30-day comment period.

STAFF MEMBER: Joanne Jaeger Tomblin

BACKGROUND:

Southern has entered the self-study process for renewing institutional accreditation through the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. Following the self-study process and resulting report, an on-campus visit by a Higher Learning Commission team has been scheduled for April 22-24, 2013. An ongoing process of the self-study is a review of the institution's Mission Statement.

Current Mission Statement

It is the mission of Southern West Virginia Community and Technical College to provide accessible, affordable, quality education and training while promoting lifelong learning for those we serve.

On September 10, 2012, an e-mail was issued to all Southern employees providing an opportunity to review the current mission statement and commitments and provide any suggestions for change to the Strategic Planning Review Committee Chair, Allyn Sue Baker, via e-mail by October 1, 2012. The suggestions received were presented to the Strategic Planning Review Committee during a special meeting on October 16, 2012. After much deliberation, the following changes to the current mission statement were recommended by the committee and forwarded to the President's Cabinet for review and consideration at its November 13 meeting:

Strategic Planning Review Committee Proposed Mission Statement

~~It is the mission of Southern West Virginia Community and Technical College to provide offers accessible, affordable, quality education and training while promoting lifelong learning~~ that promotes success for those we serve.

On November 13, 2012, the President's Cabinet reviewed the comments received by the Strategic Planning Review Committee and the proposed Mission Statement. All comments and the Strategic Planning Review Committee's proposal was submitted to the Board of

Governors Institutional Mission Statement Review Committee for review and consideration for approval to submit to the full Board at its December 11, 2012 meeting.

The Board of Governors ad-hoc committee met on November 26, 2012 and reviewed the revised Mission Statement and comments submitted to the Strategic Planning Review Committee. The Board's ad-hoc committee revised the proposed Mission Statement (listed below) and requested that its recommendation be placed on the December 11, 2012 meeting agenda as an action item for approval for distribution for a 30-day comment period. The group voted to retain the current six institutional commitments without revision and to review the Vision Statement at a later date:

Board Institutional Mission Review Committee Proposed Mission Statement

~~It is the mission of Southern West Virginia Community and Technical College to provide~~ offers provides accessible, affordable, quality education and training ~~while promoting lifelong learning that promotes success~~ for those we serve.

Based on the deliberations and recommendations of the Board of Governors Institutional Mission Review Committee, the committee requests that its proposed Mission Statement be advanced to Southern's constituents for a 30-day public comment period.

Comments and/or Suggested Revisions Received by the Strategic Planning Review Committee September 10, 2012 through October 1, 2012 as follows:

Mission Statement Comments:

1. It is the mission of Southern West Virginia Community and Technical College to provide accessible, affordable, quality education and training to those with a lifelong desire to learn within the communities we serve.
2. Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training, and promotes lifelong learning, **in order to prepare students to lead meaningful, productive lives.**
3. It is the mission of the Southern West Virginia Community and Technical College to foster the development of critical thinking, lifelong learning and student success by providing accessible, affordable, quality education and training.
4. It is the mission of Southern West Virginia Community and Technical College to deliver accessible, affordable quality education that promotes and achieves academic success for those we serve.
5. Southern West Virginia Community and Technical College provides accessible, affordable, and quality education and training.
6. Southern provides accessible, affordable, quality education which promotes successful lifelong learning of those we serve.

Additional Comments Regarding Mission Statement:

Our mission statement is passive and implies we will be doing something rather than completing the mission as we go along. Yes, it is our mission to provide these things, but are we doing it now? I feel the language needs to change to be more effective and confident. Even New River's statement is stronger, and they stole ours.

The problem we face is that if we decide to make our mission statement active like New River, it will look as though we took New River's statement instead of them taking ours. We should reword it in a manner that deviates from New River completely and make it more confident in the present tense."

Institutional Commitments Suggestion:

"In addition to the first commitment, a second should read:

Development and yearly review of a pre-college level educational program for use within the public school systems that prepare the student for entry level college courses."

Vision Comments:

1. We face a similar problem with our vision. I know these things are meant for the future, but they should be worded as though they are being completed in the present as well. Some institutions do word theirs similar to ours.
2. **Southern** – "Southern West Virginia Community and Technical College **will be** the higher education leader in West Virginia and the region . . ." The question is when will we be the leader?

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
MISSION STATEMENT**

It is the mission of Southern West Virginia Community and Technical College to provide accessible, affordable, quality education and training while promoting lifelong learning for those we serve.

INSTITUTIONAL COMMITMENTS

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

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

*Approved by the
Southern West Virginia Community and
Technical College Board of Governors
June 22, 2010*

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request for final approval of Southern Administrative Manual (SAM)-2000.1 *Employee Handbook*.

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SAM-2000.1 *Employee Handbook*, following the required 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The current *Classified Employees' Handbook* is being replaced by SAM-2000.1, *Employee Handbook*, which contains important information for all categories of employees. This handbook is not a comprehensive manual of all policies and procedures related to being an employee of Southern West Virginia Community and Technical College, but is intended to answer many basic questions and direct the reader to the right sources of additional information. The Handbook contains the appropriate contract disclaimers. The *Employee Handbook* contains no new concepts or rules, but seeks to reflect those already in place.

When approved, SAM-2000.1, *Employee Handbook*, will replace SCP-2125, *College-wide Employee /Personnel Policy*. All current and applicable content of SCP-2125 have been incorporated into the handbook. At its April 19, 2011 meeting, the Southern West Virginia Community and Technical College Board of Governors deferred action on SCP-2125 until the current *Classified Employees' Handbook* is revised, approved, published, and made available to all employees. Upon completion of SAM-2000.1, *Employee Handbook*, SCP-2125 will be resubmitted to the Southern West Virginia Community and Technical College Board of Governors with a recommendation for rescission.

This draft *Employee Handbook* was reviewed by the Classified Staff Council and sent to the Faculty Senate for review and recommendation. The draft *Handbook* was also sent to the Community and Technical College Council's Legal Department for review and input. This version reflects the changes recommended by legal staff.

This *Employee Handbook* does not replace the *Faculty Handbook* which is currently under review.

The draft *Employee Handbook* contains approximately 40 pages excluding the Table of Contents and any indices or appendices. We are currently looking for the best electronic

format for the Handbook. The final version will contain a Table of Contents, an Introduction, sections covering General Provisions, Workplace Standards, Performance Appraisal, Payroll, Benefits, Employee Leave, Holidays, Employee Education, Additional Programs and Privileges, Employee Organizations, Classification and Compensation, Disciplinary Action, Grievance Procedure, and Terminations. Appendices will include useful definitions and helpful web links.

The Human Resource Office will be responsible for issuance. The Director of Human Resources, reporting to the Vice President for Finance and Administration, will be responsible for review and revision of the *Employee Handbook*. The Handbook will be under continuing review with updates as procedure, policy, rule, state and federal laws affect its content. The format may be modified for clarity and the best web-based distribution using Southern's Intranet. Upon issuance of a Southern Administrative Manual number, the format will be modified to reflect the manual issuance number.

At its October 11, 2012 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the *Employee Handbook* to Southern's constituents and the Chancellor for Community and Technical College Education for the required 30-day public comment period which ended November 14, 2012. One comment was received at the end of the comment period as follows:

Comment #1:

"When the Employee Handbook was placed for comment, I noted to Ms. Clay that this is a very large, encompassing, and important document. This was placed out for comment about one week before it was to be brought to the Board of Governors. I just don't know if that is enough time to give the staff to truly analyze this document. I also noted that it isn't clear which sections deal with faculty, which deal with non-classified staff, which deal with classified staff, and what applies to every employee. I suggested making these policies clear in this handbook. I received no response to my comments."

Response:

"After your message on September 19 and before sending the final draft to be placed on the agenda for the Board of Governors meeting, my staff and I went through the handbook to ensure items not applicable to faculty were indicated as such. Otherwise, everything in the handbook is applicable to all employees. There are no new rules in the handbook. Practice and procedure currently in place were documented in the Handbook. In most places, the Handbook refers the reader to the institutional policy available on our web page or a procedure available on our Intranet.

Because the old Classified Employee Handbook was being eliminated, the Classified Council established a "handbook committee" to review and provide feedback to me on the new Employee Handbook. They had the same concern about which rule applied to which category of employee. We have addressed and satisfied that concern with the final draft of the Handbook distributed on September 19. From my initial

distribution for comment on September 19, 2012, including the BOG comment period which ended on November 14, employees had 56 days to review and make comment regarding the handbook. If you still have a specific issue or question, please let me know. The Handbook is not a stagnant document that never changes. Our intention is that it remains current through continuing feedback and review. When laws or policies change, which affect the content on the Employee Handbook, an administrative announcement containing the update will be issued with a subsequent request for approval of the modification by the Board of Governors.

Attached is your September 19 message with my response. Your message indicates you didn't receive a response. I found the attached message in my "draft" mailbox. At the time, I was having issues with Outlook not being able to save or close a calendar item, or send a response or message from web mail if it was opened on a portable device. I spoke with Gary Holeman about the issue and he couldn't pinpoint what the problem was. He said if it happens again, to call so he can investigate the issue. I apologize. I did not know you didn't get a response from me until President Tomblin forwarded your message and I started my response. I also discovered four other messages I thought had been sent that were still in the draft box. Again, I apologize for the oversight."

Based on the fact that employees have had 56 days to review and make comment regarding the *Employee Handbook*, the staff recommends the document as presented to the Board of Governors for consideration for final approval.



Southern
West Virginia Community and Technical
College

Employee Handbook

Human Resources Department

October 2012

TO: All Employees
Southern West Virginia Community and Technical College

FROM: Patricia Clay
Director of Human Resources

DATE: October 11, 2012

SUBJECT: **EMPLOYEE HANDBOOK**

The *Employee Handbook* is intended to be a helpful guide to issues related to employment at Southern West Virginia Community and Technical College. It is not a comprehensive manual of all policies and procedures, but will hopefully answer many basic questions and direct you to the right sources of additional information. The *Classified Employees' Handbook* is being replaced in its entirety by the *Employee Handbook* which contains important information for all categories of employees. Only portions of the *Faculty Handbook* are being replaced. Upon adoption of the *Employee Handbook*, any provisions of the *Classified Employees Handbook* and/or the *Faculty Handbook* inconsistent with the provisions herein are deemed null and void.

Policies and procedures will change from time to time to accommodate changes in circumstances and applicable law. At any given time, existing policy and law will prevail over inadvertent error or outdated material in the *Employee Handbook*. If you discover a disabled web link or any other technical error or issue in this manual; or if you have suggestions for additional content, please contact Human Resources.

If the Human Resources staff can be helpful to you in any way, please let us know (304-896-7408). Please visit the Human Resources intranet web site: <http://intranet.southernwv.edu/> for additional information.

Nothing contained in the *Employee Handbook* is intended to be or should be construed as a contract of employment and its provisions may be changed at any time.

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Southern West Virginia Community and Technical College Employee Handbook

ACKNOWLEDGEMENT OF RECEIPT

Employee Name: _____

Employee Identification Number: _____

Department: _____

I have received a copy of Southern West Virginia Community and Technical College's Employee Handbook. I understand that I must read and familiarize myself with the contents of this Handbook and that it provides information for the guidance and reference of all employees. I understand that my category of employment, (i.e. classified staff, faculty, or non-classified staff) determines my eligibility for certain benefits and the applicability of certain sections of this Employee Handbook and when I am uncertain whether a section applies to me, I will contact Human Resources.

I understand that this Handbook is not intended to create, and should not be construed as creating, a contract between the College and me. No contractual relationship will arise unless an express written contract is signed by the President, who is the only representative authorized to enter into such a relationship, and myself.

I understand that the contents of this Handbook may be changed at the College's discretion at any time for any reason.

Employee Signature: _____ Date: _____

Upon receipt of this handbook which includes opening the electronic version, please print this page, sign and send to Human Resources.

INTRODUCTION

Welcome to Southern West Virginia Community and Technical College. Southern is a diverse workplace community made up of students, faculty and staff from different cultures. The success of Southern in achieving its mission can only be assured if we all work together. Your role as a member of the classified staff, non-classified staff, or faculty is very important to the success of this mission. Copies of procedures, policies, rules, and laws cited in the *Employee Handbook* are available in the Office of Human Resources and/or on Southern's [web site](#). The address for institutional policies is <http://www.southernwv.edu/administration/policies>). Additional links to Community and Technical College System (CTCS) Rules, state and federal law, and the College's procedures can be found on Southern's Intranet. The web address for the Intranet is <http://intranet.southernwv.edu/>. Click [here](#) for direct access to Human Resources Procedures on the Intranet. Required postings for federal and state labor laws can be found on the Human Resources Intranet under the tab "[Human Resources Required Postings](#)." The web address to this page is: <https://sites.google.com/a/southernwv.edu/human-resources/human-resources-required-postings>. If you have any questions or comments about the contents of the *Employee Handbook*, you should discuss them with your supervisor or the Director of Human Resources.

Employees of Southern West Virginia Community and Technical College represent the College both on and off campus. Every employee is expected to be willing and able to represent the College in the most positive manner with prospective, former and current students, colleagues, clients, suppliers, visitors and the communities served.

Courtesy and cooperation are essential to the successful operation of our College. Since an employee's conduct influences the general public's opinion of the college, Southern asks that all employees serve as a proud and positive ambassador for Southern and the services we provide to the communities we serve. Community relations are everyone's responsibility and we thank employees for doing their part!

The *Employee Handbook* is not an implied or expressed employment contract. The provisions of the *Employee Handbook* are guidelines rather than policies, and Southern West Virginia Community and Technical College reserves the right to depart from such guidelines where circumstances warrant. Existing policy and law will prevail over any inadvertent errors in the *Employee Handbook* text. Guidelines outlined in the *Employee Handbook* may be changed at any time at Southern West Virginia Community and Technical College's discretion. The duration of employment for any employee is unspecified, and is at the discretion of Southern West Virginia Community and Technical College within appropriate parameters established by applicable rules, policies, and laws. This edition of the *Employee Handbook* supersedes and replaces all previous classified employee handbooks.

MISSION STATEMENT

It is the mission of Southern West Virginia Community and Technical College to provide accessible, affordable, quality education and training while promoting lifelong learning for those we serve.

INSTITUTIONAL COMMITMENTS

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

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

*Reviewed and reaffirmed October 13, 2011
Southern WV Community and Technical College
Board of Governors*

VISION STATEMENT

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

*Reviewed and reaffirmed October 13, 2011
Southern WV Community and Technical College
Board of Governors*

OUR CORE VALUES

We will accomplish our mission by:

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

*Reviewed and reaffirmed October 13, 2011
Southern WV Community and Technical College
Board of Governors*

Learn more about Southern West Virginia Community and Technical College by visiting our web pages:

History of Southern

(<http://www.southernwv.edu/?q=about/history-southern>)

Administration

(<http://www.southernwv.edu/?q=administration>)

Institutional Governance

(<http://www.southernwv.edu/?q=administration/governance>)

Strategic Planning

(<http://www.southernwv.edu/?q=administration/governance/strategy>)

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

GENERAL PROVISIONS

General Provisions

Southern West Virginia Community and Technical College recognizes its legal and moral obligation to provide an environment in which an opportunity for employment is available to all qualified individuals without discrimination on the basis of race, color, sex, age, religion, national origin, disability, and veteran status. The College affirms its commitment to this principle and to an affirmative action program which not only will establish and sustain the criteria of equal opportunity for employment but which will also detect and eliminate any elements of discrimination in employment which may be found to exist within the institution. The College also commits itself to maintaining on a nondiscriminatory basis the conditions for continuing employment and for individual advancement within the job structure of the institution.

Responsibility for administration of policies and rules in this manual are delegated by the Vice President for Finance and Administration. The Director of Human Resources is responsible for the application, conformity, and coordination of the policies and procedures and the recommendation of changes when necessary. Department supervisors are responsible for the administration of personnel policies and procedures as they pertain to employees under their area of responsibility.

Personnel are considered to be employed only upon action of the College President. Employees are expected to understand that no one is authorized to commit the institution regarding employment, promotion, or employment status, without express written and signed approval of the President.

Equal Employment Opportunity and Affirmative Action

Southern West Virginia Community and Technical College is an equal opportunity/affirmative action institution. The College neither affiliates knowingly with, nor grants recognition to, any individual, group or organization having policies that discriminate. Southern, through its Affirmative Action Plan, seeks to employ qualified personnel on an equal opportunity basis. Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the College's Equal Employment Opportunity Policy/Affirmative Action Plan. Supervisors are directly responsible for equal opportunity/affirmative action matters at the unit/department level. A copy of the College's [Affirmative Action Plan](#) is available for review on the Human Resources Intranet web page. The Director of Human Resources serves as the Affirmative Action/Equal Opportunity Officer.

Equal Pay for Equal Work

Southern West Virginia Community and Technical College is governed by the “[Equal Pay Act of 1963](#)”, as amended, and the “West Virginia Equal Pay for Equal Work for State Employees” section of West Virginia Code. ([WV Code Sec. 21-5E-3](#)) These laws govern all job classification and compensation decisions. The purpose of the Act is to ensure that both females and males performing substantially similar work receive equal pay when their jobs require equal skill, effort and responsibility as defined in the law. A provision of the Act permits institutions to pay differentials based on individual qualification, bona fide merit longevity or other reasons not based on a person’s sex.

Immigration Reform and Control Act of 1986

The Immigration Reform and Control Act of 1986 requires all employees, as a condition of employment, to provide original documents which establish their identity and employment eligibility. Also, all employees must complete their portion of the Employment Eligibility Verification Form (Form I-9). Employees must provide these documents within three days of the first day of employment. Southern retains copies of the completed Form I-9 as required by the Act.

Hiring of Relatives

Employees of the College should neither initiate nor participate in institutional decisions involving a direct benefit to members of their family as described below. Such decisions include but are not limited to initial appointment, retention, promotion, salary and leave of absence. Part-time temporary employment and student employment on a part-time basis or payment to students in the form of scholarships shall not be interpreted as employment for these purposes.

A family member is defined as: Parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin, husband, wife, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law; son-in-law, daughter-in-law, half-brother, and half-sister.

Orientation

During the first days of employment, the orientation process will begin. New employees meet with a Human Resources Representative for an in depth benefit orientation and enrollment session. The new employee will be provided with important policies relating to employment at Southern. Supervisors will provide employees with an introduction to procedures, programs, performance, and expectations of the position. The supervisor is the primary authority and best source for specific information regarding position responsibilities and performance expectations. The supervisor is the first person to contact concerning any questions, problems, or complaints pertaining to your duties and responsibilities or workplace conditions.

Assignment of Personnel to Job Location

Employees are assigned job responsibilities at a particular job location. Since the College is administratively organized into a one-college concept, serving multiple counties at multiple locations, the College administration may find it necessary to reassign personnel to another location. Such assignment will be made after assessing the needs of the College and in consultation with the employee(s) to be affected.

It may also be necessary for personnel based at one location to work temporarily at another location. If such is the case, the individual will be eligible for travel reimbursement/state vehicle and travel will be included in the work schedule whenever possible.

Probationary Period

A six-month probation and evaluation period is provided for new classified employees or those classified employees who have been transferred or promoted within the institution. Probationary classified employees will be evaluated at the end of three months and at the end of six months. With satisfactory evaluations, at the end of the probationary period, they will be considered regular classified employees. Non-classified employees are “will and pleasure” and the aspects of probation do not apply to the terms of their employment.

If one does not meet the standards of performance that have been previously discussed with the supervisor, the probationary period, at the discretion of the President, may be extended to a maximum of twelve months. The supervisor, working through the Human Resources Department, must request this extension from the Office of the President. To request an extension of the probationary period, a supervisor must identify specific deficiencies and include a planned corrective program, outlining goals and objectives within a specific time frame for achieving the desired performance. The employee will be notified of the extension and the deficiencies and improvements required. During the extended probationary period, follow-up performance appraisals are required to determine progress with goals and objectives. The schedule for follow-up performance appraisals will be included in the plan provided to the employee. Supervisors must conduct follow-up probationary performance appraisals at least every three months during the extended probationary period.

A newly hired classified employee may be separated during the initial or extended probationary period if he/she fails to meet established position expectations. During this time period, termination of a newly hired employee may occur following one letter of warning for misconduct or performance issues. Transferred, promoted, or demoted classified employees in a probationary period may be terminated for misconduct issues or performance issues following two letters of warning.

Physical and Mental Health

It is incumbent on all personnel to voluntarily seek appropriate care for physical and mental/emotional problems.

All supervisors and department heads must contact the Human Resources Office regarding employee situations involving physical and/or mental health. If the supervisor and/or department head believes the physical or mental/emotional health of an employee is such that professional assistance and/or evaluation are needed, voluntary compliance should be sought by the supervisor. If the employee does not respond and the department head agrees with the supervisor that assistance and /or evaluation is needed, again voluntary compliance should be sought by the department head. If the employee does not respond affirmatively, the department head may make a request to the Director of Human Resources that the employee be required to submit to a physical examination or that mental health assistance, or treatment be sought for that employee. In such cases, the Director of Human Resources will confer with the President and, if possible, with the employee before acting upon the department head’s request.

Medical Examination During Employment

Under certain conditions such as health and safety concerns, requirements of federal or state law, or for second opinion independent medical leave verification, Southern may require employees to undergo one or more medical examinations beyond those called for by policy, rule, state and/or federal law. The College will pay for any fees for the second examination not covered by the employee's health insurance. The result of medical examinations and any associated reports will be shared with the employee and will serve to further support documentation initially provided to use as a basis for making administrative decisions related to job retention, reassignment efforts, reasonable accommodations, job separation, and other personnel matters related to the affected employee(s). Any supervisor who wishes to require such an examination can do so only after approval of the Director of Human Resources.

Job Accommodation During Employment

An employee in his/her present position who is otherwise qualified and has or acquires a qualifying medical impairment or impairments causing functional restrictions or limitations which can be reasonably accommodated, will be provided such measures by Southern, if reasonable accommodation will permit the employee to meet the essential functions of his or her particular job. Reasonable accommodation under the American's With Disabilities Act does not guarantee light duty assignments will be provided. For additional information or to request such accommodation, contact the Office of Human Resources.

Employee Categories/Employment Status

Southern categorizes employees into three major types; classified, non-classified and faculty. Policies of the West Virginia Council for Community and Technical College Education define the employee categories and types of positions within each category.

Classified:

- **Full-Time Regular Employee** – an employee in a staff position created to last a minimum of nine months of a twelve-month period and in which such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such a position must be reported at no less than .53 FTE. Such an employee is eligible for all applicable benefits of a full-time regular employee, subject to the qualifying conditions of each benefit. Such benefits shall be prorated in relation to a 1.00 FTE. Length of service as a full-time regular employee with the State of West Virginia shall be credited toward initial placement on the salary schedule.
- **Part-Time Regular Employee (PTR)** – an employee in a position created to last year after year, but with less than 1,040 hours during a twelve-month period. An employee in a PTR position is not eligible for benefits, but may be covered under the classification program.
- **Temporary Classified Employee** – an employee hired into a position expected to last fewer than nine months of a twelve-month period regardless of hours worked per week. A temporary employee is not eligible for benefits, but may be covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.
- **Casual Employee** – a casual employee position is created to meet specific operational needs at an institution for no more than 225 hours in a twelve-month period. Individuals in a casual

employee position are not eligible for benefits and are not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

- **Student Employee** – an employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program. Service in this capacity does not apply to any seniority or years of experience.

Non-Classified:

- **Non-Classified Employee** – an employee who is responsible for policy formation at the department or institutional level, , or reports directly to the President of the institution. Non-classified employees are not subject to the classification program but are eligible for benefits, if their assignment is at least .53 FTE. Non-classified employees are “will and pleasure.”

Faculty:

Faculty may fall into one of the following classifications:

- **Tenured** – a faculty classification pertaining to those faculty members who have attained tenure in accordance with the rules and policies for tenure at Southern.
- **Tenure Track (Probationary)** – a faculty classification pertaining to those faculty members who are employed in a “tenure track” position but have not yet attained tenure in accordance with the rules and policies for tenure at Southern.
- **Term** – a faculty classification pertaining to those faculty members who have been appointed for a specified term as defined by the institution. The appointment may be full-time (1.00 FTE or the equivalent, as determined by the institution) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.
- **Instructional Specialist** – a term faculty classification pertaining to those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to appointment as a tenure-track or tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.

Position (Job) Description and Classification Review

A position description shall exist for every employee of the institution and shall be reviewed by the position’s supervisor during the annual performance appraisal process. Position descriptions are on file in the Human Resources Office. Every employee is entitled to obtain a copy of his/her position description. It is the responsibility of the employee to review and be familiar with the position description for his/her position.

A written Position Information Questionnaire (PIQ) shall exist for every classified job title. Although an annual review of the PIQ/job description is done with the performance appraisal, at least every three years the PIQ shall be formally reviewed, revised if needed, signed by the

employee and supervisor, and submitted to Human Resources. The PIQ shall be revised and a request to review the classification of the position shall be made anytime a *significant* change in the duties of the position occurs. Either the employee or the supervisor may request a classification review by completing a “Classification Review Request” form and submitting the request with the revised PIQ to the Director of Human Resources. The [Classification Review Request Form](#) can be found on the Human Resources Intranet.

A written job description shall exist for every non-classified and faculty position. The job description shall be reviewed annually during the performance appraisal/faculty evaluation and revised whenever a significant change in duties and responsibilities occurs.

Performance Appraisal

Classified employees will have their job performance evaluated by their supervisors twice during the probationary period and at least once annually thereafter, prior to July 31st. Non-classified employees will have their job performance evaluated annually. The appraisal interview with the employee is for the purpose of clarifying job understanding and expectations, improved performance, improved communications, performance counseling, goal setting and development. The performance appraisal results will be used as a factor to be considered in employee transfer, promotion, retention, and demotion determinations and, for non-classified employees, will be used to determine in part the employee’s salary increase. Performance Appraisal guidelines and forms can be found on the [Human Resources Intranet](#).

Overtime

Classified and non-classified positions are either exempt or non-exempt from the Fair Labor Standards Act (FLSA). Faculty positions are exempt. This determination is made based on FLSA criteria. Questions regarding overtime should be directed to the Director of Human Resources.

- **Non-Exempt Employees** – are entitled to overtime compensation at the rate of 1.5 times the actual hourly rate for all hours worked in excess of 40 during the work week. Hours worked between 37.5 and 40 are compensated at the straight time hourly rate. Holidays and sick or annual leave hours are not hours worked. Overtime for non-exempt employees must be approved according to policy *before* the overtime is worked. For details regarding request, approval, and payment of overtime, see [SCP-2575 Overtime and Compensatory Time.](#))
- **Exempt Employees** – do not receive overtime compensation. These employees meet the Fair Labor Standards Act criteria for executive, professional, or administrative positions.

Required Overtime

Employees may be required to work overtime under certain circumstances. However, the work must be of reasonable duration. Also, employee health, safety, and endurance must be considered, and the direction to work must be issued under reasonable circumstances.

Compensatory and Holiday Premium Time Off

Compensatory time off shall be allowed only to the extent authorized by federal and state law. Compensatory time for employees must be approved according to policy *before* the compensatory time is worked. Any holiday comp time must be used within a six-month period

following the holiday. When an exempt employee is required to work on any designated institution holiday, that employee shall be given substitute time off on an hour-for-hour worked basis. For details regarding request, approval, and use of compensatory time, see [SCP-2575 Overtime and Compensatory Time](#). Holiday premium time off is detailed in [SCP-2360 Holidays](#).

Work Week and Work Schedules

The work week is defined as a regularly recurring period of one hundred sixty-eight hours in the form of seven consecutive twenty-four hour periods. The work week begins at 12:01 a.m. on Sunday and ends at 12:00 a.m. (midnight) the following Saturday. The President or president's designee may establish a workweek different from this provided that record keeping requirements are met as set forth in relevant law. The standard number of work hours for a full-time classified or non-classified employee is 37.5 hours during the work week. Employees are expected to be punctual and functioning in their positions consistent with their scheduled work hours. Based on operating need, supervisors have the authority to require employees to work more than their normal hours. Supervisors also have the authority to assign employees to work different shifts on a temporary or permanent basis. When practical, employees will be given 15 days advanced notice of any significant schedule change. However, employees have the responsibility of reporting as assigned by their supervisors, even if there has not been advanced notice of a significant schedule change given to the employee. It is the policy of Southern not to routinely make temporary, non-emergency changes in an employee's work schedule. For more information on work schedules and alternative work schedules, see [SCP-2234 Work Schedules](#).

Employees, with approval of their supervisors, may request one of the 37.5 hour per week schedules below. Operational needs of the department guide employee scheduling. For this reason, employees are not guaranteed approval of the work schedule requested.

Option 1

7:00 a.m. to 5:00 p.m. with ½ hour for lunch Monday through Wednesday.
7:00 a.m. to 4:30 p.m. with ½ hour for lunch on Thursday.

Option 2

7:30 a.m. to 5:30 p.m. with ½ hour for lunch Monday through Wednesday.
7:30 a.m. to 5:00 p.m. with ½ hour for lunch on Thursday.

Option 3

8:00 a.m. to 6:00 p.m. with ½ hour for lunch Monday through Wednesday.
8:00 a.m. to 5:30 p.m. with ½ hour for lunch on Thursday.

Option 4

Proposal of an alternate four day work week schedule which is designed to serve operational needs of the College. Requests for schedules under this option are typically reserved for building and grounds personnel, personnel in departments with weekend operations, and/or personnel in departments whose processes must be performed at times when the facilities are closed.

The President reserves the right to end or modify alternative work schedule arrangements at any time for any reason and will provide employees at least a fifteen (15) calendar day notice of such schedule modification. Alternative flex time and core times may also apply to shifts other than day shift and for work week schedules other than Monday through Thursday.

The President reserves the right to modify and change established employee work week schedules at her/his discretion. Whenever possible, notification of work week schedule modifications will be provided in advance. An example of work week schedule modification is the five day work week schedule established four times per year to provide for full employee participation in governance days.

College Business Operational Hours

The core business operational hours for Southern are from 8:00 a.m. to 4:30 p.m. Monday through Thursday. Offices and facilities are open on Friday and weekends based on operational needs. The specified core business operational hours shall be included in all departmental Monday through Thursday operational schedules. Departments must have at least one regular employee scheduled during the core business operational hours specified.

Flex Time

An employee may request and work other than Southern business hours. It is the responsibility of the supervisor to maintain reasonable continuity in working schedules and conditions for employees and to consider feasible and innovative ways to most efficiently utilize classified employees, such as flexibility in employee scheduling, job-sharing and four-day or other compressed work weeks. Individual changes to the established institutional work week schedule must be made in writing and be approved by the supervisor, unit head and the President. Final approved schedules shall be sent to Human Resources. For more information on alternative work schedules, see [SCP-2234 Work Schedules](#).

Breaks

A lunch or meal period will be provided when an employee works six or more hours per day. Although there is no requirement for an employee to receive any formal break periods beyond this meal period, supervisors may grant employee rest periods not to exceed 15 minutes per day. Additional unauthorized time away from the work site must be charged against an appropriate leave accrual. Break periods may be granted at the discretion of the supervisor. The purpose of such break periods is to provide relief from duties and absence from the work station, offering employees the opportunity to attend to personal activities (i.e., to smoke, to make personal calls, etc.). Based upon operational needs, an employee may be required to work through a break; in such cases, the employee is not entitled to additional compensation, or alternative time off. Breaks are compensated work-release time and may not be used or accrued to make up work time, leave work early, extend lunch time or in any way alter approved work schedules.

Transfer and Promotion Opportunities

Non-Faculty: All transfer and promotion applications should be submitted to the Office of Human Resources. The employee must apply for a specific vacancy as advertised. It is the employee's obligation to provide appropriate information regarding qualifications and complete an Application for Employment for each position posted for which he/she wants to be considered. Questions concerning the transfer and promotion process should be directed to the Office of Human Resources.

Faculty promotions are available in accordance with [SCP-2686 Promotion in Rank and Tenure](#) and [2686.A Promotion in Rank and Tenure Criteria and Forms](#).

Reporting On-the-Job Injuries

On-the-job injuries, regardless of the severity, are required to be **immediately** reported by the employee, if possible, and by the supervisor to the Human Resources Office.

Additionally, the employee's supervisor, in conjunction with the employee whenever possible, must submit a written accident report form to the Director of Campus Operations no later than 24 hours after the injury occurs. All accidents and injuries must be reported, regardless of whether they result in a Worker's Compensation claim. Failure of the employee or supervisor to report an injury to Human Resources can result in discipline, including termination. Each employee's supervisor is responsible for having the appropriate forms completed and submitted immediately to the Office of Human Resources and the Campus Director's Office. [SCP-1375 Reports of Accidents and Incidents](#) and [SCP-1375.A Accident/Incident Report Form](#) are available on the Southern's "Policies" web page.

Occupational Safety and Health Administration (OSHA) regulations require that each department report any occupational injury or illness. The Directors of Campus Operations at each location are responsible for submitting an incident report to the Office of Human Resources.

Special rules apply to leave caused by Worker's Compensation claims. For further information, employees should contact the Office of Human Resources.

Procedures for Reporting Unscheduled Absences

Notification of an unscheduled absence, prior to an employee's scheduled start time, is of the utmost importance. If for any reason an employee is unable to report to work as scheduled, the employee must notify their supervisor prior to their scheduled start time with the reason and expected duration of the absence. Failure to notify an immediate supervisor concerning an absence can result in discipline to the employee, including termination.

Access to Personnel Files

A confidential personnel file containing pertinent employment information is maintained for each employee in the Office of Human Resources. The employee is entitled to inspect or copy his or her personnel file in the presence of a Human Resource staff member. No material may be permanently removed from the file without the express written consent of the President. If employees wish to examine their personnel files, they should notify the Office of Human Resources by phone or by filing a written appointment request at least 24 hours in advance of the desired appointment time. Personnel files may be examined only during normal Southern business hours. The response of the Office of Human Resources to outside requests for employment verification is restricted to the release of the employee's name, employment dates, and job title. Salaries of public (state) employees are a matter of public record and can be obtained from the West Virginia State Auditor's Office.

Records exempt from review include, but are not limited to pre-employment reference information including letters, telephone notes, and memoranda secured from the employee's prior employers or persons who are not current employees of the College: the report of the search committee; medical records created or received by the College that an employee can obtain directly from his/her physician or directly from a health care provider; or other records

required to be kept confidential by law or policy or deemed unlawful to copy are regarded as the property of the College and confidential. These records are to be maintained in a separate confidential file in the Human Resources office and are not available to the employee. The employee shall not be entitled to inspect or copy any letter of reference or other similar record that he/she has previously waived the right to inspect when the information was solicited by or supplied to Southern based on such waiver. The employee shall not be entitled to inspect or copy any other record exempted by WV Code 29B-1-4 unless there is clear and convincing evidence of a legitimate reason sufficient to overcome the exception.

Ethics Statement

All Southern West Virginia Community and Technical College employees, volunteers, and members of appointed boards, committees, and commissions, shall maintain unquestionable standards of high personal integrity, truthfulness, honesty and fairness in the exercise of their official responsibilities. These persons are expressly prohibited from accepting improper personal gain as a result of their position or in connection with information received by virtue of their employment with Southern. All employees shall carry out the College's business in a manner that benefits the public interest and the common good. They shall uphold the United States Constitution and the Constitution of the State of West Virginia. They shall impartially carry out all Federal, State, and County laws and ordinances in an effort to foster respect for all levels of government. They shall not exceed their authority, breach the law, act dishonestly, nor directly or indirectly request others to do so. They shall observe the highest standards of ethical behavior and discharge faithfully their duties and responsibilities, regardless of personal considerations, and shall avoid circumstances that create an appearance of impropriety. They shall protect the institution's assets and its reputation through professional and personal conduct that is above reproach. This means treating co-workers and all members of the public with respect, courtesy, fairness, honesty, and integrity. Any questions regarding ethical standards applicable to state employees should be addressed to the Director of Human Resources.

Conflict of Interest

Full time faculty and professional staff are to render full time service to the institution. Outside activities are not restricted unless such activities or employment interfere with the adequate performance of college employment responsibilities. Faculty and professional staff must complete [SCP-2562.A External Professional Activities for Pay Report Form](#) annually in accordance with [SCP-2562 External Professional Activities of Faculty and Other Professional Staff](#).

Shared Governance

Southern West Virginia Community and Technical College has established a decision-making system based on consultative governance. This system provides for participation by, and consultation with, representative constituents from the College. Constituents of the College include administrators, non-classified, faculty, classified staff, students, and district residents. Consultative governance is a collaborative process that involves representatives from the College working in a climate of mutual trust and respect. These representatives gather and share information related to significant issues and work toward decisions on those issues in accordance with the mission, vision, purposes, and values of the College. Governance-related interaction among constituent groups provides the balance of stability and change necessary for the advancement of the College. The shared governance system operates on the principles of disclosure, responsiveness and accountability. More detail about the governance system can be

found on Southern's web page at <http://www.southernwv.edu/?q=administration/governance>. Click [here](#) for a copy of the Institutional Governance Handbook.

WORKPLACE STANDARDS

Employee Rights and Responsibilities

Employees are required to provide a full day's work each day on the job; to behave in a civil, professional manner; to treat others with respect; to comply with state and federal laws and regulations related to individual rights, business operations and procedures, health and safety, conflict of interest, and to comply with West Virginia Council for Community and Technical College Education and Southern West Virginia Community and Technical College regulations, rules, policies and procedures. Employees are entitled to be treated with respect and dignity by supervisors and other employees and are entitled by statute and policy to file a grievance for work-related disputes free from retaliation. Contact the Office of Human Resources for questions and information.

Open Door Policy

Southern supports an Open Door Policy which means that the Director of Human Resources' and every manager's door is open to every employee. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with the Director of Human Resources or any manager at any time.

Responsibilities Under an Open Door Policy: If any area of your work is causing you concern, you have the responsibility to address your concern with a manager or with Human Resources. Whether you have a problem, a complaint, a suggestion, or an observation, management wants to hear from you. By listening to you, the College is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

Before You Pursue the Open Door Policy: Most problems can and should be solved in discussion with your immediate supervisor; this is encouraged as your first effort to solve a problem. But, an open door policy means that you may also discuss your issues and concerns with the next level of management and/or with Human Resources staff members. No matter how you approach your problem, complaint, or suggestion, you will find managers at all levels of the organization willing to listen and to help bring about a solution or a clarification.

Benefits of the Open Door Policy: By helping to solve problems, managers benefit by gaining valuable insight into possible problems with existing methods, procedures, and approaches. While there may not be an easy answer or solution to every concern, employees have the opportunity at all times, through the open door policy, to be heard.

Any employee or group of employees has the right, without discrimination or retaliation, to discuss with their supervisor(s) and or the Director of Human Resources the terms of their employment or working conditions.

Management Rights and Responsibilities

Managers and supervisors at Southern should treat employees with respect and dignity. Managers and supervisors are responsible for compliance with College policies and procedures and for communicating and applying operational based directives. Managers and supervisors are also responsible for carrying out administrative directions and decisions. Occasionally, the College, just as any other large organization, has to make decisions without prior consultation with its employees. The college must, therefore, maintain exclusive discretion to exercise the customary functions of management.

Administrative/management/supervisory rights and responsibilities include, but are not limited to, such things as:

- Determining the work force direction and objectives;
- Determining the size and composition the positions required, changed or consolidated;
- Establishing standards of performance and conduct;
- The discretion to select, hire, promote, transfer, demote, suspend, dismiss, assign, supervise, evaluate, and discipline employees;
- Scheduling of the work force, including determination of the number of shifts to be worked, and the scheduling and amount of overtime to be worked;
- Determining and modifying job descriptions and job classifications;
- Assigning duties and responsibilities to employees;
- Determining when reductions in work force are required, including hour reductions and layoffs; determining when recalls are required;
- Establishing and changing salary and wage rates in accordance with needs and requirements determined by the institution;
- Establishing a safe work environment;
- Providing the materials and equipment to do the work required;
- Establishing, changing, and abolishing policies, procedures, rules and regulations; and
- Ensuring adherence to applicable laws and policies.

Solicitation

Solicitation and selling of products and articles on Southern property, owned or leased, is prohibited except by organizations and groups directly affiliated with and recognized by Southern, and authorized by written approval of the institution's President or the President's designee. The names of Southern West Virginia Community and Technical College and the West Virginia Council for Community and Technical College Education may not be used to secure funds for any purpose or through any means without the written permission of the institution's President or the President's designee. Employees may not participate in the solicitation of funds by sales or donation, stated or implied, using the name of the institution or their title without the written permission of the College President or the President's designee. No employee may conduct personal for-profit business on College premises.

Email as Official Method of Communications

Southern will utilize college-issued email accounts to convey college-related, critical, and/or time sensitive information to faculty, staff, and students. In some instances, e-mail communication may be the only means by which particular information is conveyed. Employees will be assigned a college email account upon employment by the College. College e-mail distribution lists will ONLY be used to disseminate information directly related to the

business of the College. Faculty, staff, and students are responsible for responding to e-mail notifications sent to their official e-mail account in a timely manner. Missed deadlines or other repercussions resulting from failed e-mail forwarding or poor mailbox maintenance will not be excused.

College Property and Equipment

Southern West Virginia Community and Technical College programs, personnel, time, titles, and property, including equipment, systems, vehicles, information, supplies, and office space, are to only be used in conducting authorized business of the College. Use of such for personal benefit or gain may be grounds for disciplinary action.

Employees are responsible for securing the College buildings, office, room, equipment, and other keys assigned to them for work-related reasons. Costs incurred by the institution as the result of unauthorized use or the misuse of College property, such as, but not limited to, personal telephone calls, will be recovered from the responsible employee. Personal calls must be avoided at all times except for emergencies. An employee may not use institutional phones for personal calls.

Use of college vehicles is subject to requirements in [SCP-5780 – Travel Regulations](#). Employees must complete a driver safety training program before they can operate college vehicles. Travel expense reimbursement is subject to limitations and allowances in the Travel Regulations policy.

Computing and Telecommunications Resources

Use of Southern West Virginia Community and Technical College's technology resources is for purposes related to the college's mission of education, research, and public service. All classes of technology service users may use technology resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their official business with the College, and other college sanctioned activities. The use of Southern West Virginia Community and Technical College's technology resources for commercial purposes is permitted only by special arrangement with the computing center or Chief Information Officer. The recreational use of the account for purposes unrelated to institutional goals is not allowed.

Computing and Telecommunications resources include, but are not limited to:

- West Virginia Network for Educational Tele-computing (WVNET);
- Southern Office of Information Technology Systems, including hardware equipment, data, and programs;
- Southern Campus Networks;
- Southern Telecommunications and Telephone Systems;
- College-owned computers and printers;
- College-owned software.

Computer or communications equipment, data, or programs owned, leased, or otherwise provided by Southern West Virginia Community and Technical College or the West Virginia Council for Community and Technical College Education Central Office are only for authorized administrative and academic purposes. The following is specifically prohibited:

- Disruption or interference with the normal use of computers or communications related equipment, data, or programs of individuals, WVNET, or the College;
- Unethical, unauthorized, illegal or other improper use of this equipment, data, or programs;
- Attempts to breach security in any manner;
- Use of a computer account or network access for other than the purpose for which assigned;
- Unauthorized copying or unauthorized use of computer software.

See [SCP-7125 Information Technology Acceptable Usage](#) for more detailed information.

Private Information

Private information protected under policy or law, such as certain financial, personnel, patient, donor, or student information, histories, and mailing lists, is to remain confidential. Such information may be disclosed, viewed, or copied only with proper authorization and must be disposed of in a manner that retains this confidentiality. Willful disclosure, viewing, or copying of private information without authorization from one's supervisor may result in disciplinary action and/or legal prosecution.

Appearance and Professional Conduct

It is the responsibility of each employee to maintain standards of appearance and conduct which will complement his/her occupational responsibilities, enable the employee to safely perform his/her duties and responsibilities, and enhance the institution's professional image with the public.

Knowledge of Policies

College personnel are responsible for knowing and following institutional policy. Institutional policies are available on [Southern's Internet](#) and procedures are available on [Southern's Intranet](#).

Harassment Policies

Southern West Virginia Community and Technical College does not tolerate harassment in the work place, or of members of the College community, and wants to provide an environment free of any form of harassment. Harassment is defined as any form of conduct that would be offensive, intimidating, or threatening to the average person and is done on the basis of religion, gender, age, sexual preference or orientation, disability familial status, or because of the recipient's relationship with person(s) of protected class status. Harassment may be of a sexual, racial, or more general nature.

Employees or students who believe they have been harassed in violation of policy should take the steps to file a complaint outlined in the [Sexual Harassment Policy](#) or file a complaint in accordance with the time lines and procedures outlined in the Grievance Procedure contained in WV Code §29-6C-2. Individuals such as the Director of Human Resources and the Dean for Student Services and Enrollment Management are available to provide assistance. Any supervisor, agent or other employee who is found, after appropriate investigation, to have engaged in the harassment of another employee or student will be subject to appropriate sanctions depending on the circumstances, up to and including termination.

Drug-Free Workplace Policy and Procedures

All employees of Southern West Virginia Community and Technical College, including faculty, staff, administrators, and student employees, must comply with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V, Subtitle D, 41 U.S.C. 701 et. seq.) and The Safe and Drug Free Schools and Communities Act of 1989. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place. Reporting for work under the influence of a controlled substance or alcohol is prohibited. As a condition of Southern West Virginia Community and Technical College employment, every employee shall abide by the terms of this policy and notify their supervisors and the Office of Human Resources of any conviction of drug or alcohol related charges resulting from any activity occurring in the work place or otherwise on College premises no later than five days after such conviction. Any employee found in violation of this provision shall be subject to disciplinary action, including dismissal, and may be required to participate in a drug abuse assistance or drug rehabilitation program. [SCP-2156 Drugs in the Workplace](#) can be found on Southern's web page.

Smoking and Tobacco Use Policy

Smoking of tobacco, except in designated areas, is prohibited in all buildings and facilities of Southern West Virginia Community and Technical College. Smoking is also prohibited in any motor vehicle owned, leased, or otherwise operated by the College. Smoking within 25 feet of building entrances is prohibited as designated by signage. Cigarette ashes and cigarette remains should be placed only in designated receptacles. Tobacco products, such as snuff and similar substances, are prohibited in all buildings.

Firearms and Weapons

Firearms and weapons of any kind are prohibited on college premises. Any persons who, without express written permission of the College President, enters or remains on any part of property owned, leased, or otherwise used by Southern West Virginia Community and Technical College, or any structure or conveyance thereon, carrying or possessing a firearm or other deadly weapon, who temporarily refuses to relinquish a firearm or other deadly weapon, or to leave such premises while in possession of such firearm or deadly weapon shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not more than one thousand dollars or confined in the county jail not more than six months or both unless such person is a law enforcement officer, other person exempt by law or he or she has the express written permission of the President of the College. (WV Code 61-7-14). Violations of this rule are to be reported to the Director of Campus Operations who will contact local law enforcement.

Hazardous Materials

A Material Safety Data Sheet is to be maintained in the workplace for any hazardous material present. Employees are encouraged to review those safety sheets. Employees who are concerned about materials which they believe may be hazardous, but which have not been identified as such, should consult with the supervisor before handling the material. If the concern is not satisfied, the employee may contact the Director of Campus Operations.

Campus Safety

Southern West Virginia Community and Technical College is committed to the safety and health of students, employees and visitors to our campuses. The Safety Committee was established to

give all campus constituents a voice in safety issues, to foster cooperative communication between management and employees, to maintain a safe campus environment, and to coordinate necessary training for college employees. Safety Committee membership includes management, employees and students. Goals of the committee are to reduce the incidence of injuries and illnesses at the college, to improve safety in the college environment, and to provide a means for communicating safety issues. The Vice President for Finance and Administration or his/her designee is responsible for developing and maintaining a written Safety Committee Program. Each campus has an appointed Crisis Management Team which is responsible for safety compliance and distribution of campus specific safety information.

Offices and classrooms at each campus location should contain an Emergency Response Flip Chart. The chart contains emergency phone numbers, instructions for response to various emergency situations and phone numbers for the campus specific Crisis Management Team members. Employees are to become familiar with the content of the flip chart and maintain the chart in an accessible place. If your workspace does not have an Emergency Response Flip Chart immediately available, contact the Director of Campus Operations.

As an additional measure of safety, each campus employs a telephone Emergency Notification/Paging System. The Director of Campus Operations is responsible for emergency announcement over the paging system. Employees are required to follow instructions and directives announced during drills and/or actual emergency situations.

More information about the Safety Committee, Crisis Management Teams, and Emergency Response Plans can be found on the "[Business Office](#)" Procedures Page of the Intranet.

PAYROLL

Paychecks

Employees are paid twice a month. If a month has 30 calendar days, pay day will be on the 15th and the 30th of the month. If a month has 31 days, pay day will be on the 16th and the 31st of the month. When a pay day falls on a weekend, pay checks will normally be issued the preceding Friday. The College is required by law to make deductions from paychecks for federal and state income taxes, Social Security, and retirement (if full-time). Employees should immediately notify their supervisors if they believe there is a problem with their pay check. New employees will be paid one pay period in arrears.

Payroll forms, such as time cards, monthly leave records, tax withholding, and other related forms are located on the Human Resources Intranet under the "[Employment](#)" tab. The EPICS Schedule, a calendar for payroll processing deadlines and pay dates, can be found on the West Virginia State Auditor's Web page at <http://www.wvsao.gov/EPICSPayroll/Default.aspx>.

Direct Deposit of Checks

All employees are strongly encouraged to have their pay checks deposited directly into their bank accounts. Direct Deposit applications are available in the Human Resources and Payroll Offices.

Non-Exempt Hourly Employees

Non-exempt hourly employees are to complete and submit a time card of actual hours worked to his/her supervisor on the last day of each pay-period. This time card is signed by the supervisor and submitted to the Payroll Office.

Exempt Salaried Employees

Exempt salaried employees must complete a monthly leave record of hours taken for sick or annual leave. This monthly leave records is signed by the supervisor and sent to Human Resources by the 10th day of the following month.

BENEFITS

Employee Benefit Plans

Southern West Virginia Community and Technical College provides benefits-eligible employees an opportunity to participate in a comprehensive package of benefits, including health, life, disability, retirement, dental, vision, and medical spending accounts. Employees will learn more about each of these plans at the new employee orientation session. All plans, programs, benefits, services, and other provisions are subject to review and change at any time. Contact the Office of Human Resources for benefits questions or information.

Health Insurance Programs

West Virginia Public Employees Insurance Agency (PEIA) offers hospital, surgical, major medical, prescription, and other medical care coverage. Employees pay a portion of the premium cost. The plan includes \$10,000 term life insurance at no cost to employees.

The initial enrollment period is the month of employment and the following two months. However, new employees should enroll as soon as possible and must enroll by the end of the month for coverage to be effective the first day of the following month. Unless the employee opts to waive participation, premiums for the health and life plans are pre-tax (no federal or WV state tax or social security taxes are deducted from the premiums) under Section 125 of the IRS Code.

Guidelines allow existing employees to enroll or change coverage during the open enrollment period each year. If a qualifying event occurs, employees should contact the Office of Human Resources to change their insurance plan; otherwise employees may make changes only during the open enrollment period. Annually, employees may choose to enroll, or change coverage in one of PEIA's Preferred Provider Benefit Plans.

Employees should refer to the Summary Plan Description concerning health benefit options and coverages.

More information about PEIA, including a copy of the [Summary Plan Description](#) can be found on their [web page: http://www.peia.wv.gov](http://www.peia.wv.gov) .

Mountaineer Flexible Benefit Plan

Various benefit plans are available on a pre-tax basis. Contact the Office of Human Resources for details. The initial enrollment period for new enrollees is the month of employment and the following two months. Otherwise changes and enrollment may be made only during the annual open enrollment period or if a qualifying event occurs.

Retirement Programs

Participation by benefits-eligible employees in a tax-sheltered retirement program is required by West Virginia State law. Employees must contribute six percent of their gross pay to the Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF) Retirement Program and/or Great West Retirement Services' Educators Money – 401(a) Retirement Plan. Southern West Virginia Community and Technical College matches the employee's six percent contribution. Vesting is immediate, and retirement benefits may begin at any age upon termination of employment. Retirement income is based on age at retirement, amount of dollars accumulated, and the income option chosen.

403(b) Supplemental Retirement Plans & 457(b) Deferred Compensation

In addition to the basic group retirement plan, Southern West Virginia Community and Technical College employees have the option of tax sheltering additional money through a 403(b) Supplemental Retirement Account or 457(b) Deferred Compensation Plan. Supplemental Retirement Accounts and Deferred Compensation Plans are available through TIAA-CREF and Great West Retirement Services.

Life Insurance Program Under PEIA

The basic health plan under PEIA includes \$10,000 term life insurance with an accidental death and dismemberment benefit. The monthly premium is paid by Southern. Employees who do not need coverage under the health plan may elect life insurance only. Additional optional life insurance may be purchased by employees for a monthly premium based on age, tobacco use status, and the principal sum selected – up to \$500,000. Dependent life insurance may also be purchased. Enrollments under both options are subject to a statement of health after the employee has been with the institution for three months or more. Health statements are not required of new employees if electing up to guaranteed amount of \$100,000. Any request for enrollment above \$100,000 is contingent upon approval after submitting a statement of health, but the coverage from \$100,000 is automatically approved while waiting for approval above this guaranteed amount.

The Standard Insurance Company Disability Insurance

The Standard Insurance disability policy is a long-term disability plan providing a non-taxable monthly income to age 65 in the event of total disability. The income benefit is based upon the employee's base salary and, for non-faculty employees, begins after six months of total disability. For faculty employees, benefits begin after 30 days of continuous disability. The monthly income benefit, which is offset by any income payable from employee sick leave, Social Security, Workers Compensation, and any disability benefit payable under any insurance or retirement plan sponsored by Southern West Virginia Community and Technical College, is equal to 60% of the monthly salary to a maximum of \$10,000. The minimum monthly benefit under this plan is \$100.

The premium is calculated on the base salary of the employee and 100% of the premium is paid by the employee. If employees enroll after the first full month of employment, they may be subject to a requirement for a medical exam.

Employees enrolling for the disability income benefit are also included under the “Annuity Benefit” provision of the plan. The annuity benefit provides for the monthly payment of 12% of the employee’s salary into a TIAA-CREF account, in addition to the disability income payments. Participation in The Standard Insurance Company Disability Insurance program is a condition of employment for new faculty employees.

Social Security and Medicare

All employees must contribute to governmental Social Security and Medicare programs. The employee’s contributions are matched by Southern West Virginia Community and Technical College.

Unemployment Compensation

Wages at Southern West Virginia Community and Technical College are reported quarterly to the West Virginia Department of Employment Security. For more information about this program, contact the local Job Service Office/Office of Employment Security.

Workers Compensation

Employees of Southern West Virginia Community and Technical College are provided protection from loss of wages and medical expenses for job-related injuries by worker’s compensation insurance for which Southern pays premiums for all employees. Upon seeking medical treatment, the injured employee must secure a BI-1 Form from the medical provider, which must be submitted to Brick Street Insurance Company.

On-the-job injuries or occupational illnesses that involve no more than three days of disability leave or absence from work will not be charged against the employee’s accumulated sick leave. If on-the-job injuries or illnesses require a medical leave beyond the three-day period, the employee must use either of the following options: (1) Receive earned and accumulated sick leave benefits until they are exhausted and forfeit any benefits determined to be due under the West Virginia Workers Compensation Laws; or (2) Request leave of absence without pay, reserving for future use any earned and accumulated sick and annual leave, and receive only Workers Compensation benefits for which he/she is determined eligible.

Identification Cards

An Employee Identification Card is issued to each full-time and part-time regular employee by the Human Resources Office. Employees may be required to present their identification cards when a reduced rate option on events is offered, or when accessing College owned facilities and services. Upon resignation or retirement from Southern, employees must return their cards to Human Resources before their final paycheck can be released.

For more information and questions about employee benefit programs and options, contact the Human Resources Office (Ext. 7416).

EMPLOYEE LEAVE

This section on Employee Leave is applicable to all employees of Southern West Virginia Community and Technical College. However, particular types of leave programs may be applicable to specific categories of employees, and not others. Please refer to [SCP-2006 Employee Leave](#) for specific allowances for employee leave.

All full time employees (classified, non-classified, and faculty) are eligible for medical leave of absence without pay, parental leave, family medical leave, personal leave of absence without pay, military leave, special emergency leave with pay, disaster service volunteer leave, and witness and jury leave.

Faculty employees with less than twelve month appointments are not eligible for sick or annual leave accumulation as described in this section. However, faculty employees are eligible for leave as outlined below under “Faculty Absences” in the Sick Leave section of his manual.

Faculty members with twelve month administrative appointments will accumulate annual and sick leave using rules applicable to non-classified employees. Rules outlined under “Faculty Absences” below do not apply to faculty with twelve months administrative appointments.

Classified and non-classified employees working on a regular and continuing basis for no less than 1950 hours within the fiscal year are eligible for leave as specified in policy.

Classified and non-classified employees working between 1,040 hours and less than 1,950 on a regular and continuing basis during the fiscal year will accumulate leave on a pro rata basis.

Annual Leave

All eligible employees shall accumulate annual leave with pay on the following basis:

Less than 5 years service.....	1.25 days accrual per month
5-10 years service	1.50 days accrual per month
10-15 years service	1.75 days accrual per month
15 or more years service	2.00 days accrual per month

Non-classified and faculty employees with a twelve month appointment will earn annual leave at a rate of two (2.0) days per month.

Annual leave shall not be granted to casual, temporary, or part-time employees.

No person who is earning a higher accumulation than is authorized under this policy shall have his or her accumulated leave reduced to comply with this policy while in the current position. However, upon leaving the position, the proper accumulation rate shall apply to the employee who fills this vacant position.

Accumulation Limits - Accumulated leave for continuing employees may not exceed twice the amount earned in any twelve-month period. Employees are entitled to compensation for accumulated annual leave at termination of service, but in no case may this exceed twice that amount earned in any twelve-month period.

Calculation Based on Years of Service to the State of West Virginia - Annual leave accrual rate shall be based on years of service to the recognized agencies of the State of West Virginia.

Crediting Years of Service - An annual appointment period of nine months or more shall be credited for one year of service for annual accrual rate determination.

Scheduling and Use of Annual Leave - Annual leave must be approved in advance by the supervisor. Annual leave shall be arranged to fit operating schedules; however, consideration shall be given to an employee's request. Seniority may be considered by the supervisor when arranging vacation schedules. An employee may not take leave before it is earned.

Illness During Annual Leave - Illness which occurs during scheduled annual leave is counted as annual leave.

Transfer of Annual Leave - Up to 15 days of annual leave may be transferred with an employee from other agencies of the West Virginia State Government to Southern West Virginia Community and Technical College. Certification of the balance which existed with the previous employing agency must accompany the request for transfer of annual leave by the employee. The request must be made within one year from the last day of employment with the other agency or institution.

Unused Annual Leave Credits - In the event of an employee's death, the accumulated annual leave payment will be credited to the employee's estate.

Lump Sum Payment Option for Unused Annual Leave - Upon termination of active employment through resignation, retirement, or otherwise, an employee may be paid in a lump sum amount, at his or her option, for accrued and unused annual leave. The lump sum payment shall be made by the time of what would have been the employee's next regular payday had his or her employment continued. No deduction shall be made for contributions toward retirement from lump sum payments for unused, accrued leave since no period of service credit is granted in relation thereto.

Sick Leave

Faculty Sick Leave Absences - A faculty member, who must miss scheduled work time (class, office, committee, or other) for illness or other reasons, is required to complete a faculty absence form. Whenever possible, the faculty absence form is to be completed in advance of the absence.

For absences due to illness lasting or expecting to last two or more consecutive weeks, the full time faculty member must request a medical leave of absence pursuant to established medical leave procedures applicable for all employees. (See [SIP-2484 Medical and Military Leaves of Absence](#))

Before returning to work after a period of absence for two work weeks or more, the faculty member must obtain a "Return to Work Authorization/Medical Release" form from the treating physician.

Faculty members are strongly encouraged to enroll in disability coverage. Faculty employed after September 1999 are required to enroll in disability insurance as a condition of employment.

Faculty who miss work for thirty (30) consecutive calendar days will be removed from the payroll. At this time, wage replacement benefits from disability coverage should begin.

Non-Faculty Sick Leave Absences - Full-time regular classified and non-classified employees accrue 1.5 days of sick leave per month of active employment. Accumulation of sick leave is unlimited. Non-faculty employees working between 1,040 hours and 1,950 hours over at least nine months of a twelve-month period shall accumulate sick leave on a prorated basis. Sick leave may be used by an employee who is ill or injured or when a member of the immediate family is seriously ill as defined by the treating physician, or when a death occurs in the immediate family. For the purpose of administering this leave policy, the immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, step-mother, step-father, step-children, or others considered to be members of the household and living under the same roof. Sick leave may also be used for employee medical appointments which are approved in advance by the supervisor.

Transfer of Sick Leave - Accumulated sick leave may be transferred to Southern for employees coming to Southern from other agencies of West Virginia State Government. Certification of the employee's sick leave balance which existed at the state agency must accompany the request for transfer and bear the signature of an officer of that agency. A request for transfer must be made within three years from the last day of employment with the other state agency.

Reinstatement of Sick Leave Upon Reemployment - When an employee terminates employment for reasons other than retirement, all sick leave credited to that employee shall be considered ended as of the last working day with the institution and no reimbursement shall be provided for unused sick leave. If an employee resigns in good standing and is later reemployed, he/she may have his/her accumulated sick leave reinstated if the date of termination is less than one year from reemployment. However, if the employee returns to work after more than one year from the date of termination, no more than 30 days of sick leave may be reinstated.

Sick Leave Conversion Upon Retirement - Upon meeting certain requirements, individuals retiring from Southern may be eligible to apply unused sick leave as a credit toward the premium for the West Virginia Public Employees Insurance Plan. This option is not available to non-faculty employees hired after July 1, 2001. This option is not available to faculty hired after July 1, 2009. Contact the Office of Human Resources for additional information.

Medical Leave Verification - Medical leave verification or assessment is a signed statement from the treating health care provider to validate the illness or other cause for which sick leave or medical leave of absence may be granted. The health care provider signing the medical assessment must be currently and appropriately licensed. The document must provide information regarding the individual's medical condition, diagnosis, prognosis, and functional limitations, including duration and treatment plan, if any. Based upon the medical assessment, employability and/or accommodation determinations will be made by Southern.

Medical leave verification/assessment is required:

- To validate a sick leave absence of more than five consecutive days under the terms of the sick leave policy;
- To return to work following a sick leave absence of more than five consecutive days, or a medical leave of absence;
- If requested of the employee by the supervisor following a sick leave absence, regardless of duration, as a condition of returning to work;
- To apply for and sustain catastrophic leave eligibility;
- To apply for and sustain a medical leave of absence; and/or
- To assure continued access to benefit coverage while on medical leave of absence.

It is the employee's responsibility to pursue and obtain the necessary medical assessment from the treating health care provider, and to present the completed evaluation to the College in a timely manner. Incomplete, unacceptable, or untimely medical information may result in:

- Prohibition to charge time absent from work to accrued sick leave;
- Prohibition to return to work if one's capacity to perform essential duties is in question;
- Ineligibility for catastrophic leave;
- Disallowed or discontinued medical leave of absence;
- Discontinuation of benefit access: and/or
- Disciplinary action, up to and including termination of one's employment with Southern.

Pregnancy Related Illness or Disabilities

Disabilities which may be caused by pregnancy shall be treated the same as any other off-the-job illness or disability would be treated for sick leave entitlement. Pregnancy-related illness shall include pregnancy, miscarriage, abortion, childbirth and recovery. In determining if an employee is unable to work because of a pregnancy related illness, the same criteria shall be used as for any other disability.

Catastrophic Leave Program

An employee eligible for leave accrual, who is experiencing a catastrophic illness or injury as defined by the West Virginia Code and Southern procedures, and who has exhausted his/her annual and sick leave, may request approval to receive paid leave time donated by other employees. Within established limits, employees may voluntarily donate accumulated sick or annual leave directly to an approved recipient. For information, contact the Office of Human Resources.

Funeral Leave

When a death occurs in the immediate family, a reasonable amount of time may be charged to accrued sick leave as required for the employee to arrange for and attend the funeral and related services, including travel time. For the purpose of administering this leave policy, the immediate family is defined as: parent, child, grandparent, grandchild, brother, sister, husband, wife, step-parent, step-child, brother-in-law, sister-in-law, or others considered to be members of the household and living under the same roof. "Reasonable" amount of time is determined at the discretion of the supervisor, and is based upon geographic distance, work load and similar factors. Sick leave is not provided for an extended bereavement period or to attend to the affairs of the estate; annual leave may be requested for these purposes.

Red Cross Leave

An employee that is a certified disaster service volunteer of the American Red Cross may be granted, with the supervisor's approval, leave with pay for up to 15 work days per year to participate in relief services for the Red Cross. The employee is required to provide proof of Red Cross Certified Disaster Service Volunteer status to Human Resources prior to requesting Red Cross Leave. The supervisor must consult with Human Resources prior to approving Red Cross Leave.

Grievance, Witness, and Jury Leave

Employees who are subpoenaed or directed to serve as jurors or appear as witnesses for review proceedings of the Federal Government, the State of West Virginia, or a political subdivision thereof, shall be entitled to work release time for such duty and for such period of required absence which overlaps regularly scheduled work time. Employees are entitled to leave with pay for the required period of absence during the regularly scheduled work time including reasonable travel time. When attendance in court is in connection with usual official duties, under subpoena, or as directed by the supervisor, time required, including reasonable travel time, shall not be considered as absence from duty. Likewise, time spent by Southern employees as hearing officers, hearing committee members, and parties or witnesses in a grievance hearing is considered legitimate work time if it occurs during their normally scheduled work hours, and is part of a service to Southern. Appearing as a witness without a subpoena at the request of a fellow employee and without the request of an authorized supervisor does not constitute College business. An employee who is scheduled to work prior to the court or hearing start time shall initially report to work, travel time permitting. An employee who is excused from court/hearing prior to the end of the scheduled work day shall immediately report to work for the remainder of the work day. This policy does not apply to employees who are called to testify as expert or consulting witnesses and who are paid for their witness services. Further, this policy does not apply to employees involved as parties to a personal lawsuit unrelated to work.

Military Leave

Members of the National Guard or any reserve component of the armed forces of the United States are entitled to and will receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of 30 working days in any one calendar year, ordered or authorized under provision of state law. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from Federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increase, and experience with the institution. An employee shall be required to submit an order or statement in writing in advance from the appropriate military officer in support of the request for such military leave.

As follows, any such member employee will be provided entitlements consistent with their existing employment status, as though continuous:

- Any employee on military leave, under the following provisions, will continue to receive normal salary or compensation for the time as indicated below, regardless of whether or not the employee receives other compensation from federal sources during the same period.
- Payment of wages for up to thirty (30) working days in any calendar year to any such employee absent from the worksite for time in which he/she is engaged in drills, parades, field service or active service to the State.
- Payment of wages for up to thirty (30) working days per single call to active duty for any such employee away from the worksite under provisions of the Military Selective Service Act or any other time in which the President or other properly designated federal authority of the United States may order him/her to active service.
- The number of unused days from the first 30 working days may be added to the additional 30 working days, up to a maximum of 60 working days for a single call to active duty. However, none of the unused days from the first 30 days may be carried over and used in the next calendar year.

The Family Medical Leave Act (FMLA) provides a Military Family Leave Entitlement to eligible employees for certain qualifying exigencies and also a special leave entitlement for an eligible employee to care for a covered service member. Employees seeking leave for reasons related to military services for themselves or family members are to contact the Human Resources Office.

Declared Emergency

At the discretion of the President of Southern West Virginia Community and Technical College or the President's designee, in consultation with local or state public safety officials, College operations may be shut down in total or in part because of any circumstance which threatens the health or safety of employees and/or students, such as inclement weather and facility shutdowns. The President or the President's designee will later declare when emergency conditions no longer exist.

Full-time regular employees are eligible for regular pay for work time lost because of a declared emergency. Work time lost will be considered regular work time for pay purposes and will not require time charged to accrued leave nor will there be a requirement that the time be made up. When operational needs require a non-exempt, regular classified or non-classified employee to work during a College declared emergency period, in addition to regular pay the employee will receive compensation in either Compensatory Time off (CTO) or pay at the rate of time and one-half for the actual hours worked during the College-declared emergency period. Exempt employees that work during a declared emergency period receive CTO on an hour-for-hour-basis.

Cancellation of classes due to inclement weather is not a declared emergency.

Absence Due to Inclement Weather

Absences from work due to weather conditions other than during a declared emergency must be charged against accumulated annual leave, or the employee must be removed from the payroll in

question. Sick leave may not be charged for absence due to weather. Time lost from work may be made up in the same work week at the discretion of the employee's supervisor.

Emergency Leave

Emergency leave of up to five days within any fiscal year, with pay, may be granted by the President of Southern West Virginia Community and Technical College in the event of extreme misfortune to the employee or his/her immediate family; provided that all accrued annual leave has been exhausted. Typical events which may qualify an employee for such leave include fire, flood, or other occurrences (other than personal illness or injury, or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

Leave of Absence Without Pay

A full-time regular employee, upon application in writing and with written approval by the College President, may be granted a continuous leave of absence without pay for a period of time not to exceed one year. Leaves of absence without pay may be granted for medical reasons, personal need, or in compliance with the Parental or Family Medical Leave Acts. All annual leave must be taken before a personal leave of absence is approved. For Leave of Absence Without Pay for medical reasons, all sick leave must also be taken before a personal leave of absence without pay will be approved. For additional information refer to [SCP-2600 Employee Leave](#). The President, at his or her discretion, may require the written approval of the supervisor before accepting the written application of an employee for a leave of absence without pay and shall determine if the purpose for which such leave is requested is proper and within sound administrative policy.

At the expiration of a leave of absence without pay, the employee shall be reinstated without loss of any rights, to the vacant position or a comparable position. During a leave of absence without pay, Southern will honor an employee's rights under WV Code Section 18B-7-3 Failure of the employee to report promptly at the expiration of an approved leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by the institution.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) allows qualified employees to request up to 12 weeks per year of leave. The request should be made to the Office of Human Resources. All sick leave does not have to be exhausted to request benefits under the FMLA. Medical coverage may continue during this leave period with the employee paying full costs. FMLA leave can be either unpaid or paid, running concurrent with sick and/or annual leave.

Reasons for taking leave:

- To care for the employee's child after birth, or placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

West Virginia Parental Leave Act

The West Virginia Parental Leave Act provides that a qualified employee be entitled to up to a total of 12 weeks (480 hours) of unpaid family leave (following the exhaustion of all his or her annual and personal leave) because of the birth or adoption of a child, or to care for a son, daughter, spouse, parent or dependent who has a serious health condition. Annual leave and personal leave must be taken before a parental/family leave of absence can be approved. Parental/family leave of absence provides a maximum of 12 weeks leave during any twelve-month period.

See [SCP-2600 Employee Leave](#) for more detail regarding employee leave or call Human Resources at extension 7408.

HOLIDAYS

Guidelines for College observed holidays are provided in [SCP-2360 Holidays](#). Holidays established are intended to grant full-time regular employees the benefit of one work day of paid time off. Full time staff employed at less than 1.00 FTE receive time off on a prorated basis.

There are 13 paid holidays each fiscal year, including statewide primary and general election days, plus two additional half-holidays when Christmas and New Year's Day fall on Tuesday through Friday. Half-holidays shall be counted as half-days in computing the total number of holidays. Holidays shall include: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Dr. Martin Luther King's Birthday. The remaining holidays are designated at the discretion of the President each year. The holiday schedule for a new fiscal year is generally approved in February or March. Proclamations of a legal holiday by the President of the United States, governor, or any other authority are generally recognized at Southern West Virginia Community and Technical College. If a recognized holiday occurs on a Saturday, the College may observe it officially on the preceding Friday. If a recognized holiday occurs on a Sunday, the College may observe it officially on the following Monday. Any specific adjustment regarding a day of observation will be announced by the President's Office or designated authority.

When operational needs require a full-time or part-time *non-exempt* staff member to work on any of the observed College holidays, in addition to regular pay the employee will receive compensation in either Compensatory Time off (CTO) or pay at the rate of time and one-half for actual hours worked on the holiday. The CTO must be used within six months following the holiday. Employees will be paid for overtime unless a written compensatory time agreement exists.

When operational needs require an *exempt* employee to work on an observed College holiday, the employee will receive substitute holiday time off on an hour-for-hour worked basis.

If an observed holiday occurs on a day not included in an employee work schedule as established under his/her approved four day work week, an alternative holiday shall be granted. When an observed holiday occurs during an employee's scheduled annual leave, the day will not be charged to annual leave.

Holidays declared due to special elections that occur on days the college is closed will not be considered holidays and no alternate time off will be provided. However, if an employee is required to work on an special election day holiday, he/she will be provided sufficient time off in order to vote.

In accordance with the law, the College will consider granting reasonable time off to employees who may observe religious holidays not included on the list of College observed holidays, as long as this causes no undue operational problems and hardships within the department. Such time off requires prior supervisory approval and will be charged to accrued annual leave or compensatory time off. Supervisors must consult with Human Resources prior to approving time off for religious accommodation.

To receive pay for any holiday, an employee must, at a minimum, work or be on approved paid leave for his or her full scheduled workday immediately preceding the holiday and at least one quarter hour of his or her scheduled workday immediately following the holiday or vice versa. An employee is not eligible to be paid for any holiday that occurs prior to his or her first day of work or after his or her date of separation.

EMPLOYEE DEVELOPMENT

Southern West Virginia Community and Technical College encourages career development and self-improvement. Full-time regular employees are eligible for time off or adjusted work schedules to attend classes. Eligible employees may be allowed time off during work hours to attend up to one, three hour credit, undergraduate or graduate level class per semester, provided the absence will not interfere with the unit's operation and is approved by the organizational unit administrator. The time for this one three hour credit class does not need to be made up. If more than one approved class is taken, time away from work for the additional classes must be made up during the same week. An adjusted schedule may also be approved for the semester. During emergencies or overtime situations, the employee must work as assigned by the supervisor even if release time had been previously granted. Course work must be taken at Southern or any other regionally accredited institution.

In order to be granted educational release time, classified employees must have completed their probationary period.

The Director of Student Financial Assistance processes tuition waivers for eligible employees, their spouses and children taking classes at Southern. For questions about the tuition waiver program for employees and their dependents see [SCP-5065 Awarding of Undergraduate Tuition and Fee Waivers](#) or call the Student Financial Assistance Office.

Before the semester in which classes are to be taken, the employee is required to provide his/her supervisor a written request for educational release time. The supervisor will then approve or disapprove the release. Copies of this agreement must be endorsed by the unit's executive officer and filed in the employee's personnel file in the Office of Human Resources. See [SCP-2165 Educational Release Time for Classified Employees](#) for more information.

Employee Development Policy

Employees are encouraged to utilize College educational and funding opportunities for career development and self-improvement. An employee, at the discretion of his/her immediate supervisor, based on operational need, may receive time off during scheduled work hours for the purpose of attending educational activities. Occasional in-service training may be required as a term of employment. Supervisors have discretion over requiring employees to attend specified training activities. The [SCP-2624 Employee Development](#) for more information.

ADDITIONAL PROGRAMS AND PRIVILEGES

Library Privileges

Employees may use library facilities, collections, and information services. Contact your campus Library for information about accessing these services.

Bookstore

The Southern West Virginia Community and Technical College Bookstores offer a complete line of trade books, textbooks, school supplies, office supplies, clothing, imprinted items, and miscellaneous items.

Parking

Parking is provided on a first come first served basis for employees and students. Persons parking on college property are required to obey safety and traffic rules and policies.

Incentive and Recognition Programs

Various employee incentive and recognition programs are available at Southern. “[SCP-2226-Faculty Incentive Pay Program](#)” describes options for faculty to propose projects for additional pay. Programs for Faculty of the Month and Classified Employee of the Month are conducted by respective employee organizations described in the next section. In January each year, the President’s Office conducts a program that recognizes employee engagement and involvement in various professional activities and college initiatives. The Human Resources Unit conducts a service recognition program to show appreciation for long term dedicated employees of the College.

EMPLOYEE ORGANIZATIONS

West Virginia Code Chapter 18B, Article 6, entitled “Advisory Councils” calls for the establishment of institutional and state wide advisory councils of classified and faculty employees formed to address any issues affecting the employee groups, and providing a method through which the issues and concerns of the employee organizations will be heard by the Presidents, Boards of Governors, and the Community and Technical College Council. Each institution of higher education is to establish a Classified Staff Council and a Faculty Senate. Each group elects a representative to serve on its respective statewide Advisory Council of

Classified Employees and State Advisory Council of Faculty. The code prescribes the number of times Presidents and Boards of Governors meet with the respective campus employee groups and the number of times the state Council and Commission meets with the state advisory bodies.

Information about Southern's Councils and Senates can be found in the [Institutional Governance System Handbook](#) available on the web.

Classified Staff Council

The Classified Staff Council is an advisory council to the President of the College and a means for all classified employees to express their opinions about job conditions, fringe benefits, employee-employer relations, or other areas that affect their jobs. The Classified Staff Council is composed of elected members from the six major occupational categories and the geographical campus locations. The Classified Employee Representative to the Southern West Virginia Community and Technical College Board of Governors, the Classified Staff Council Chair, and the Classified Employee Representative to the Advisory Council of Classified Employees (ACCE) are elected by the classified staff at large to serve in these posts. In response to the established shared governance at Southern, the Classified Staff Council may appoint classified representatives on College committees and workgroups. The Classified Staff Constitution is a policy available on Southern's Web page. ([SCP1091 – Classified Staff Constitution](#).)

Faculty Senate

The Faculty Senate is an elected representative body of faculty. Its role is to focus on academic matters related to planning, governance, curriculum implementation, or any matter or issue of interest or concern to the faculty. The faculty elects a representative to serve on the statewide Advisory Council of Faculty. In response to the established shared governance at Southern, the Faculty Senate may appoint faculty representatives on College committees and workgroups. The Faculty Senate Constitution is available from the Faculty Senate Chair.

Classified Staff Development Committee

The Classified Staff Council appoints a Professional Development Sub-Committee (PDEV) to oversee the funds provided to classified staff for training and development. Requests for staff development funds should go to the chair of the Professional Development Sub-Committee. The PDEV, Classified Staff Council, or the Office of Human Resources can provide information regarding staff development.

Teaching Learning Center Committee

The committee will provide oversight of the Teaching/Learning Centers (TLC) and make recommendations for the Centers. The committee shall also provide input to other institutional governance committees and units regarding policies and procedures that promote teaching and learning. The committee shall serve as the professional development committee for faculty.

CLASSIFICATION AND COMPENSATION

Classified Staff Classification Determination

The Director of Human Resources is responsible for the assignment of all Southern West Virginia Community and Technical College classified positions to appropriate job titles and pay grades within the Higher Education Classification System. This system requires that the work performed by employees in classified positions be documented in an official position description. The position description must be updated by the appropriate supervisor, signed by the appropriate administrators and submitted to the Office of Human Resources when posting a vacant position or submitting a position for classification review. If significant changes occur in the essential duties or responsibilities of a classified position, it is the responsibility of the supervisor, through established College procedures, to submit the position to the Office of Human Resources for review. Questions regarding position descriptions, position reviews or job evaluation should be directed to the Office of Human Resources.

Classified employee salaries are governed by the Classified Salary Schedule found in WV Code §18B-9-1 *et seq.*, or by any subsequent salary schedule adopted by the Legislature, Council or the College. A copy of the [classified salary schedule](#) is also available on the Human Resources Intranet.

Faculty Compensation Program

Southern West Virginia Community and Technical College needs highly talented faculty to attain the teaching and learning goals outlined in our institutional commitments in support of our mission. Our faculty compensation system is designed to attract, retain and reward individuals who can help us be a successful institution of higher learning. Details of the [Faculty Compensation Program](#) and the Faculty Salary Schedule can be found on the Human Resources Intranet at <https://sites.google.com/a/southernwv.edu/human-resources/compensation>.

DISCIPLINARY ACTION

Each employee must maintain standards of performance and conduct as outlined by the immediate supervisor and comply with applicable policies, procedures, and laws. As a general rule, progressive discipline is the approach taken to solve inappropriate employee behavior and performance. Progressive discipline is a graduated approach that gives the employee the choice (and chance) to correct inappropriate behavior and improve performance. It is flexible enough to allow the application of an appropriate level of discipline to the severity of the misconduct. Progressive discipline can start with a non-punitive discussion with the employee to modify the undesired behavior or performance problem, and advance to stronger, punitive measures. In cases of more severe or repeated infractions, more severe discipline measures, such as written warning, suspension or dismissal may be immediate. Supervisors must contact the Director of Human Resources for support, guidance, and consistent application of policy in regard to employee discipline.

When an employee does not maintain the appropriate standards of performance or conduct, his/her supervisor will coach and/or counsel him/her to resolve the problem. If the behavior or

performance does not improve as expected from performance management, disciplinary action will be taken. Disciplinary action includes, but is not limited to warning, demotion, suspension, transfer, or termination of employment. Supervisors must consult with the Director of Human Resources prior to disciplining an employee.

Progressive Discipline

Progressive discipline for unacceptable employee behavior includes communication with the employee to indicate the behavior is not acceptable and clarify expectations. If the behavior is not corrected, or the employee demonstrates additional unacceptable related or unrelated behavior, a letter of warning will be issued to the employee. Failure of the employee to modify behaviors to an acceptable level will result in further disciplinary action, up to suspension and or termination of employment.

Progressive Discipline with Plan of Improvement

Progressive discipline for unacceptable levels of performance starts with communication with the employee to clarify expectations for performance. On occasion, performance problems are the result of inappropriate behavior and will be corrected with progressive discipline described in the above paragraph. However, when an employee fails to meet the performance expectations and behavior based improvements do not resolve the issue; the employee will receive a written warning accompanied with a Plan of Improvement.

The Plan for Improvement is to be delivered in person or by certified mail, and will specify the nature of the nonstandard work; remedial steps the employee must take; a calendar date by which the employee's work will be brought back to standard; and a notification that failure to bring the work back to standard by the date specified will result in dismissal. The plan will establish a date for follow-up review to determine if performance has improved or if further disciplinary action is required.

As discipline progresses, whether due to behavior or performance issues, more severe consequences for failure to comply are imposed. These consequences include but are not limited to suspension, and dismissal/termination of employment.

Dismissal After Two Written Warnings

An employee may be recommended for discharged for offenses after he/she has received two written warnings. The two-written-warnings requirement also applies to transferred or promoted employees serving their probationary periods. When dismissal after two written warning is being considered, the supervisor will provide the employee with an appropriate letter of notification stating that termination of employment is being recommended to the President.

Dismissal for Gross Misconduct

Supervisors have the right to recommend dismissal of an employee for gross misconduct without prior warnings or suspension. Reasons for immediate dismissal for gross misconduct include, but are not limited to the following:

- Reporting to work under the influence of alcohol or narcotics or partaking of these substances while at work;

- Malicious destruction or theft of property of the institution, the Board of Governors, or its visitors, patrons, or employees;
- Wrongful injury to an employee;
- Refusal to comply with institutional rules;
- Neglect of duty;
- Dishonesty;
- Sleeping on duty;
- Failure to maintain established performance standards;
- Habitual absence from work without permission or proper explanation;
- Insubordination by refusal by action or inaction to abide by legitimate reasonable directions of supervisor or administrator;
- Demonstrated incompetence or dishonesty in performance of professional duties, including academic misconduct;
- Conduct that directly or substantially impairs the individual's fulfillment of institutional responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender-related, or other discriminatory practices;
- Failure to return at the end of a leave of absence.

General Disciplinary Action Provisions

Written warnings are given to the employee with a copy placed in the employee's personnel file. A written warning must specify how long it will remain in the file. In no case can the period specified be longer than twelve months from the date the letter was written.

Written warnings and recommendations to the President for termination are to be delivered in person or via certified mail with return receipt requested. Supervisors will document in-person delivery of disciplinary actions.

In cases of employee suspension without pay or dismissal, prior to the effective date of suspension or termination, the employee will be provided an opportunity to meet with the President to provide explanation and reasons why the suspension/termination should not take place. The President will make the final determination regarding suspension/termination of employment.

Employee Response to Dismissal Notification

If, after a pre-termination meeting with the President or her/his designee, the employee is dismissed for gross misconduct, he/she may respond by filing a written request for a hearing with the West Virginia Public Employees Grievance Board (W.VA. Code §6C-2-1 *et seq.*). A request for such a hearing does not cancel the immediate dismissal.

Non-classified Discipline

Non-classified employees serve at the will and pleasure of the President. Progressive discipline may be utilized for non-classified employees but is not required before suspension or termination.

Additional information regarding disciplinary action may be obtained by contacting the Office of Human Resources.

GRIEVANCE PROCEDURE

Employees may pursue resolution of work-related disputes through administrative appeal procedures, as applicable to the circumstances of the person and the event, act, or behavior challenged. The grievance procedure, eligibility criteria, and the initiation time line are referenced below. Copies of the actual procedures and consultation are available to employees and supervisors by confidential contact with the Office of Human Resources and via the College Intranet. Under all procedures, the employee or the employee's designated representative has the responsibility to clearly indicate that a grievance is being filed, provide an explanation of the issue including the specific policy violation, and the remedy sought for resolution of the issue. Supervisors must contact the Director of Human Resources immediately when a grievance is received.

Public Employees Grievance Board

The statutory grievance procedure is available to all state public employees for resolution of most work-related concerns. Exceptions include pension or other retirement system issues, insurance issues, or matters not within the vested authority of the employer. The grievance process is initiated by the employee's request for conference or a hearing to the chief administrator within 15 working days of the grievable event. The grievant must also submit a copy of the grievance form to the West Virginia Public Employees Grievance Board. A third copy must be sent to the Director of Human Resources. The Grievance Board web site can be found at <http://www.pegb.wv.gov/>. For additional information refer to W. Va. Code § 6C-2-1 et seq. or contact the Office of Human Resources.

TERMINATIONS

Voluntary Termination/Resignation

Non-exempt employees who intend to resign from their positions are expected to give at least two weeks advanced written notice.

Exempt employees are required to provide a 30 day notice of resignation.

Faculty employees are to complete an academic term and provide forty-five (45) calendar days written notice of resignation before the beginning of an academic term.

The written resignation is to be provided to the President, with copies to Human Resources and the immediate supervisor. In order for an employee to leave with a record in good standing with Southern West Virginia Community and Technical College he/she must: (1) provide advance notice of his/her resignation, (2) return all College property such as keys, equipment, IDs, uniforms, documents, etc., and (3) settle any monetary or other obligations with the College. An employee is expected to work throughout the two-week notice. Employees who do not leave Southern with a record in good standing may be ineligible for reemployment with the College.

Retirement

The Human Resources Department wants to make employee transition from work to retirement a seamless and comfortable experience and provide opportunity for employees to remain connected with the College. Retirement planning starts with an employee's first day of employment. The Human Resources Department recommends the employee start retirement preparations several years before his/her targeted retirement date. For a suggested planning schedule and specific retirement planning and benefit provider contact information, please see our [Retirement Guide and Checklist](#) available in the Human Resources Benefit Office and on the [Intranet](#).

Dismissal

When it is determined by the supervisor that an employee is not meeting performance or conduct standards or fails to comply with legal or policy requirements, dismissal for just cause may occur consistent with the disciplinary procedures. Supervisors must contact the Director of Human Resources for support and guidance in regard to employee discipline.

Automatic Termination

Absence from work for three consecutive work days without proper notice, explanation, and/or authorization will be deemed neglect of duty, job abandonment and automatic resignation from employment.

Separation from College Employment for Medical Reasons

Whenever it is medically, psychologically, or psychiatrically determined that an employee can no longer perform the essential duties of the position and reasonable accommodation cannot be made, the employee will be separated from the College for medical reasons. The employee should investigate what benefit entitlements are applicable. Existing laws and policies will guide the College in protecting the employment and retention rights of disabled employees who are considered otherwise qualified within the meaning of such laws. The Human Resources Office will provide assistance with employee separation for medical reasons.

Reduction in Force

The elimination of any full-time regular position requires the prior written approval of the President. In the event a full-time regular position is eliminated because of lack of funds or work, the College will comply with the requirements of WV Code 18B-7-3. Supervisors are required to consult with the Director of Human Resources for proper layoff management of regular employees. See Southern's reduction in force policies for [classified employees](#) and [faculty personnel](#) on Southern's web page.

Terminating Employee Health Insurance Privileges

On April 7, 1987, federal law adopted the Consolidated Omnibus Budget Act (COBRA). COBRA mandates employers to offer continuation of group health insurance to certain employees who lose coverage. In the case of employee terminations, the law requires the employer to notify the plan administrator within 30 days after the employee's termination of employment. The Public Employees Insurance Agency, not Southern West Virginia Community and Technical College, will notify terminating employees of his or her COBRA rights. The College is required to complete a PEIA health insurance termination form for every PEIA participant who leaves Southern West Virginia Community and Technical College or becomes

ineligible for benefits. Health insurance benefits will terminate at the end of the month after the employee's date of separation. Any employee on a nine-month contract who terminates in May, June, or July, regardless if benefits are escrowed, will be covered by insurance only to the end of the month in which they worked their last day.

Date of Termination/Separation

The "date of termination" or "date of separation" will be recorded as the last day the employee was physically at work. Employees may not be paid any holiday or sick leave pay after the date of separation. The balance of annual leave remaining on the date of separation may be transferred to another agency or paid as specified in the "Employee Leave" section of this Handbook.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF DECEMBER 11, 2012**

ITEM: Request to Approve Appalachian Power Company Easement Agreement

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors authorize the Board Chair to execute an Easement Agreement between Southern West Virginia Community and Technical College Board of Governors and Appalachian Power Company.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

Appalachian Power Company has requested that the Southern West Virginia Community and Technical College Board of Governors grant a right of way and easement to Appalachian, its successors, assigns, lessees and tenants for an electric power line or lines, and communication lines, in, on, along, through, over, across or under the following described lands of the Grantors situated in Williamson Corporation District, in Mingo County for the sum of one dollar.

The easement is needed to construct, install, operate, place, maintain, inspect, repair, renew, remove, add to the number of, and relocate at will, poles, with wires, cables, cross arms, guys, anchors, grounding systems, and all other appurtenant equipment and fixtures consisting of electric, communication, or other related facilities within the easement area.

It is in the best interests of the citizens and residents of the County to grant an easement to Appalachian Power for these purposes. Therefore, the staff recommends the Southern West Virginia Community and Technical College Board Chair be authorized to execute the easement to Appalachian Power Company.



October 23, 2012

RECEIVED

OCT 24 2012

PRESIDENT'S OFFICE

Mrs. Joanne Jaeger Tomblin
President
Southern West Virginia Community
and Technical College
Post Office Box 2900
Mt. Gay, WV 25637

Dear President Tomblin:

This letter is to acknowledge the recent actions of the Southern West Virginia Community and Technical College Board of Governors to terminate the following programs:

CAS in Fire Service
CAS in Paramedic Science

The degree inventory will be revised to reflect these actions.

Sincerely,

Mark W. Stotler
Director of Academic Programming

cc: Harry Langley

cc: Pam Alderman
Kathy Deskins
Alyce Patterson-Diaz

Community & Technical College System of WV

Southern West Virginia Community and Technical College Board of Governors Board Goals 2012 - 2015

Responsibility / Authority

The affairs of Southern West Virginia Community and Technical College will be managed by its Board of Governors, which shall have full authority to take such actions as it deems necessary or appropriate to accomplish the purpose for which the Board has been formed.

Expectations of All Board Members:

1. To attend at least five (5) Board meetings each year.
2. To attend at least 75% of the meetings of assigned committees.
3. To develop and ensure fulfillment of the mission of Southern West Virginia Community and Technical College.
4. To establish policy and plans for Southern West Virginia Community and Technical College.
5. To ensure compliance with federal, state, and local laws.
6. To establish and ensure compliance with a code of ethics and standards of conduct governing the actions of the Board and staff.
7. To protect against conflict of interest in the business affairs of Southern West Virginia Community and Technical College.
8. To review and approve annual budgets, monitor performance, and dictate changes required to operate within the approved budget.
9. To accept responsibility for providing financial resources required to meet the operating and capital needs of the Southern West Virginia Community and Technical College, including but not limited to personal financial support of the *Vision 2020* Major Gifts Campaign.
10. To serve as an advocate, champion and representative of Southern West Virginia Community and Technical College in the community.
11. To provide feedback and input to the Southern West Virginia Community and Technical College as to community attitudes, comments, questions, and suggestions.
12. [for Board members that reside within the College service district] To attend at least one Southern event or activity each year.
13. [for Board members who reside outside of the College service district] To identify or establish at least one opportunity each year for staff and representatives of the College to make presentations to or otherwise interact with members of the community where the board member resides, thereby promoting the mission of the College.

*Approved by the
Southern West Virginia Community and
Technical College Board of Governors
October 11, 2012*



West Virginia's premier business publication

International Exports: West Virginia's Mine Safety and Rescue Expertise

November 19, 2012 | Posted In: Fall 2012

6



Carl Baisden, the director of the Academy for Mine Training and Energy Technology at Southern West Virginia Community and Technical College, guides a visiting Chinese delegation through the academy's facility in Logan.

By Dennis Jarvis, II

When you hear the term "outsourcing," it is usually associated with corporations and organizations seeking cost-effective employment needs in markets outside of their region or outside the United States. The definition of this trend, however, has begun to change as the international coal industry has turned to the Mountain State for its mine safety and rescue knowledge and expertise. Two of West Virginia's higher education institutions now share the state's rich knowledge in these fields with the international coal industry.

West Virginia University (WVU) and Southern West Virginia Community and Technical College (SWVCTC) have

become recognized in the Mid-Atlantic and Appalachian regions as centers of excellence for the type of training now being sought by international groups looking for information on training programs. In some cases, they are also engaging in training at these schools.

The similarities between the programs at WVU and SWVCTC go beyond the training and shared resources, such as the 5DT simulated continuous miner and truck loader. The two schools also share a bond and a mission on the mandate for training in the region of the Appalachian coal fields. Jim Dean, the director of the WVU Mining Extension Service Program, and Carl Baisden, the director of the Academy for Mine Training and Energy Technology at SWVCTC, meet on a regular basis to discuss innovations and training needs in the mining industry to ensure the mine safety training the two schools offer to both students and visiting delegations are in line with the current trends of the mining industry.

West Virginia University

In 2009, WVU opened the Academy for Mine Training and Energy Technologies, which runs a simulated underground coal mine for the academy's training programs. In line with the academy's motto of "So others may live," the WVU Mining Extension Service has worked tirelessly to train mining professionals in a variety of programs, from apprentice miner classes for surface and underground mining to advanced classes like mine foreman continuing education, diesel training and mine electrical training. Since 2009, the academy has trained more than 15,000 miners in an 80-100 mile radius of Morgantown through both the training facility and a mobile SCR (self-contained breathing respirator) training facility.

While WVU doesn't promote their mine safety training facility in Dolly Run, located in Monongalia County, the reputation of the academy has spread quickly and far beyond the state's borders through word of mouth. The facility has hosted mining delegations from 10 states as well as a delegation from Australia and four from China.

According to statistics, the Chinese mining industry is one of the deadliest in the international mining community. With an increased demand for energy and coal, Chinese mining officials have developed a new acumen for enhanced safety and mine safety rescue teams. A Chinese delegation recently toured the Dolly Run facility to study mine safety practices developed and

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implemented by the federal mining agencies. The ultimate goal of this fact-finding mission was to gather the best practices of the western mining industry to improve health and safety conditions in the Chinese mining industry.

According to reports, Chinese officials were pleased with the visit.

"We came here to see western technology in mine safety," says Ma Heping, the deputy bureau chief of the Party Leadership Group. "We want to learn the technology to improve mine safety in our country."

The ultimate outcome of the sessions with the various international delegations has been two-fold: replication of the training facilities at Dolly Run in countries like Australia, as well as a new dialogue and options for improving mining technology. "The interest from the various delegations that have visited is a testimony to our program," says Dean. "WVU is being recognized as an international leader in mine safety training."

Southern West Virginia Community and Technical College

The Academy for Mine Training and Energy Technology at SWVCTC, located in Logan, WV, offers classes for apprentice miners as well as refresher training and other federal and state required training needs for other members of the mining industry. The academy also operates as a training facility for mine safety rescue teams. The academy's facility occupies a three-story former cold storage warehouse in downtown Logan, and each floor has been converted into training and classroom space with underground mine equipment simulation labs, a mine rescue ready room, a simulated mining environment of high and low coal seams and a mine rescue chamber.

The recent mining accidents at Sago, Aracoma and Upper Big Branch have provided the concept for the design and the implementation of the focus of training mine safety rescue teams at the academy.

"After Sago and Aracoma, mine safety rescue was transformed with new equipment, new techniques and a new focus on training," says Baisden. "We saw the need for an advanced training center for mine safety rescue, and we worked with the State of West Virginia and private companies to incorporate new training programs that would bring advanced training into areas like life support underground, the ability to extricate miners from equipment and rescue chambers."

The academy at SWVCTC has trained more than 22,000 students since coming online in 2006 and is utilized by mine safety rescue teams for training industry leaders, including CONSOL Energy and Alpha Natural Resources, as well as state and federal mine rescue teams.

In the fall of 2011, officials from SWVCTC and its academy joined a delegation of mining officials and industry leaders for a tour of the mining operations in several provinces of China. The purpose of the trade mission was to promote safety equipment innovations and introduce coal mining vendors from West Virginia to China. Under the direction of Joanne Tomblin, the First Lady of West Virginia and the president of SWVCTC, an agreement was reached to provide training for Chinese mine safety rescue teams at the Logan-based facility. A different team or delegation is trained every five to six weeks.

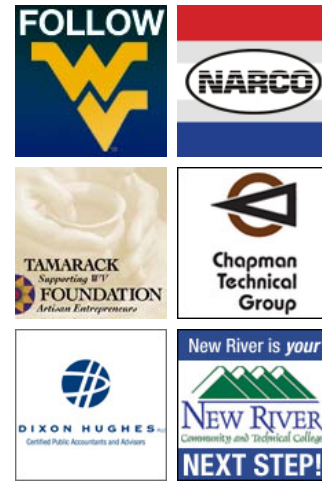
The programs focus on specific aspects of enhanced mine safety training, including real-time emergency situations in several mining environments and hands-on learning with new and enhanced mine safety technologies and equipment, including communication and tracking systems and escape chambers. The program also helps the visiting delegations develop an understanding of emergency response and emergency management techniques, and it assists them in understanding western mine safety regulations while providing the template for development of new safety regulations for China.

The academy at SWVCTC hosted one team in early September from the Shanxi Province. The delegation, consisting of mining executives, mining engineers and coal operations and safety management officials, represented a highly structured mining operation that consists of 2,000 mining operations and nearly 22,000 employees.

The clear advantage of this partnership with the People's Republic of China and SWVCTC's academy is the ability for the staff and trainers at the academy to understand and communicate with the delegations. "Mining is a brotherhood, a fraternity," Baisden says. "When we talk about mining techniques and aspects of the industry, we all speak the same language."

Our adopted state song, "Country Roads," contains the lyric, "Country Roads, take me home." These roads now bring international recognition to the dedication of our educators, our training facilities and our mine safety professionals. This is, indeed, an honor for the entire Mountain State.

Photography by Southern West Virginia Community and Technical College



What is your favorite Christmas light display in the Mountain State?

- Oglebay Resort's Winter Festival of Lights, Wheeling
- Harpers Ferry's Olde Tyme Christmas
- West Virginia State Farm Museum's Holiday Light Festival, Point Pleasant
- Parkersburg Holiday in the Park Light Displays
- Holiday of Lights Festival, Bluefield City Park
- Downtown Lewisburg Holiday Lights
- The Greenbrier's Winter Wonderland, White Sulphur Springs
- Lacy's Lights, Fayetteville
- St. Albans Festival of Lights
- Chief Logan State Park Lights

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