



*Southern*

WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE

**Institutional Governance System Handbook**  
**Effective July 1, 2017**

*a tradition of learning ... a vision of greatness*

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## **INSTITUTIONAL PRINCIPLES**

### **MISSION STATEMENT**

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

### **VISION STATEMENT**

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

### **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.

## SECTION 1. GENERAL RESPONSIBILITIES AND GUIDING PRINCIPLES OF GOVERNANCE

- 1.1. Southern West Virginia Community and Technical College (Southern) 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, faculty, classified staff, students, and district residents.
- 1.2. Southern has defined consultative governance as 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, purpose, 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.
- 1.3. The following principles guide this governance process:
  - 1.3.1 **Disclosure**
    - 1.3.1.1 Open and constructive participation among constituents.
    - 1.3.1.2 A willingness to actively listen to each other.
    - 1.3.1.3 Early opportunities for discussion, information sharing, and input on any topic.
    - 1.3.1.4 Time for all constituent groups affected by an issue to share information and to state their position(s) on proposed actions.
  - 1.3.2 **Responsiveness**
    - 1.3.2.1 Due consideration and mutual trust of all constituents affected by an issue.
    - 1.3.2.2 Timely action and communication on all issues and proposals.
    - 1.3.2.3 Earnest efforts by all constituencies to understand divergent perspectives.
  - 1.3.3 **Accountability**
    - 1.3.3.1 Shared integrity and responsibility in all adopted governance policies and procedures.
    - 1.3.3.2 Continual monitoring and refinement of governance policies and procedures by representative of the entire College community.
    - 1.3.3.3 Sincere effort to make the governance process work in a timely and effective manner.
- 1.4. Throughout the process of disclosure, responsiveness, and accountability, the constituents recognize that the College administration is ultimately responsible for making decisions regarding issues and concerns advanced by this system of consultative governance.

## **SECTION 2. INSTITUTIONAL BOARD OF GOVERNORS**

### **2.1 Purpose**

- 2.1.1 As prescribed in West Virginia Code, §18B-2A-1, effective the first day of July 2001, the Board of Governors of Southern West Virginia Community and Technical College were 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 Board Principles**

- 2.2.1 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.
- 2.2.2 The Board's focus will be on providing strategic leadership and representing the community it serves rather than administrative detail.

### **2.3 The Role of the Board of Governors is to:**

- 2.3.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.
- 2.3.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.
- 2.3.3 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.
- 2.3.4 Monitor the performance of the College to insure progress toward defined goals and adherence to policies.
- 2.3.5 Select, hire and retain the President and to define and monitor the President's performance through periodic evaluations.
- 2.3.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.
- 2.3.7 Create a positive leadership environment which fosters learning and focuses on outcomes.
- 2.3.8 Act with integrity, promoting ethical behavior in all college dealings.
- 2.3.9 Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.

### **2.4 General**

- 2.4.1 The President is the Chief Executive Officer 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.

## **2.5 Board Delegation of Administrative Authority**

- 2.5.1 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.

## **2.6 Membership (12 Voting Members)**

- 2.6.1 Nine lay citizens as appointed by the Governor of the State of West Virginia.
- 2.6.2 One full-time Faculty Representative
- 2.6.3 One full-time Classified Employee Representative
- 2.6.4 One full-time Student Representative

### **SECTION 3. INSTITUTIONAL GOVERNANCE SYSTEM COMMITTEE PROCEDURES**

- 3.1 All recommendations for action presented to a standing committee of the College Governance System (e.g., policy/procedure creation, revision, elimination, etc.) must be submitted using the format outlined in the Institutional Governance System Recommendation Form (Located in the Appendix).
- 3.2 Recommendations may be submitted by an individual employee, a committee, or another recognized body (staff council, faculty senate, student government, etc.).
- 3.3 A request for an item (recommendation) to be placed on a committee agenda must be made in writing (e-mail request will suffice), and received by the committee chair a minimum of five (5) days prior to the committee's scheduled meeting.
- 3.4 The individual making the request is expected to make a presentation of the agenda item to the appropriate committee and to present a signed copy of the completed Institutional Governance System Recommendation Form. If accompanying materials are required, a copy of such materials must be provided for all members of the committee, either through e-mail, uploaded to the appropriate committee folder on Southern's "S" Drive, or a hard copy, unless the documentation is of such size/quantity that copying is cost prohibitive.
- 3.5 The committee receiving the recommendation may choose to approve or reject the recommendation or may suggest modification to the recommendation. All official action of the standing committee must be properly documented in the meeting minutes. Written notice of action taken, accompanied by the official recommendation form and accompanying materials, is to be forwarded to the next appropriate level, depending on the nature of the request, within seven (7) working days of the meeting in which the action is taken.
- 3.6 Management Council for Academic Affairs and Students Services (MCAS) or Executive Council (EC) actions requiring approval of the President shall be presented in writing using the approved Institutional Governance System Recommendation Form and accompanied by any other documentation presented at the lower level(s). The President shall respond in writing to the individual, committee, senate, council, or other recognized group making recommendations within 14 working days of receiving a recommendation.
- 3.7 Recommendations by the Faculty Senate and/or Classified Staff Council may be submitted to a standing committee, an administrative unit head, the Executive Council, or directly to the President. The President may choose to refer any such recommendations to a standing committee or other appropriate individual(s) for consideration and response.
- 3.8 Recommendations requesting and/or requiring policy action (creating new policy, revision or elimination of existing policy) shall be presented to the Board of Governors for approval only after appropriate review and recommendation for action by standing committees, councils and/or administrative units, and upon recommendation by the President.

3.9 Typically, a request for action will be forwarded as follows:

<b>Governance Committee</b>	<b>Recommendation Forwarded to:</b>	<b>Recommendation Forwarded to:</b>
1. Assessment	Management Council for Academic Affairs and Student Services	Executive Council
2. Curriculum and Instruction	Management Council for Academic Affairs and Student Services	Executive Council
3. Distance Education	Management Council for Academic Affairs and Student Services	Executive Council
4. Enrollment Management	Executive Council	President's Cabinet
5. Executive Council	President's Cabinet	Board of Governors (if applicable)
6. Facilities and Safety	Executive Council	President's Cabinet
7. Management Council for Academic Affairs and Student Services	Executive Council	President's Cabinet
8. Strategic Planning and Financial Review	Executive Council	President's Cabinet
9. Technology	Executive Council	President's Cabinet



## **SECTION 4. INSTITUTIONAL GOVERNANCE SYSTEM COMMITTEE STRUCTURE**

### **4.1 General Committee Structure**

- 4.1.1 The College committee structure shall consist of standing committees and advisory groups such as councils, senates, and employee advisory councils. The President will assign other committees as required on an ad hoc basis.

### **4.2 Terms of Service**

- 4.2.1 Committee memberships are for two-year terms with reassignments being made in April of every odd year. There is no limit to the number of two-year terms a member may serve.

### **4.3 Committee Assignments**

- 4.3.1 Committee membership, where possible and appropriate, will be comprised of representatives of the following constituencies:
  - 4.3.1.1 Administration as appointed by the President or designee.
  - 4.3.1.2 Faculty at-large as elected by the full faculty assembly.
  - 4.3.1.3 Classified Staff at-large as elected by the classified staff assembly.
  - 4.3.1.4 Membership by virtue of constituent position as determined by the unit vice president.
  - 4.3.1.5 Faculty membership by academic school as elected by the faculty members of that school.
  - 4.3.1.6 Staff membership as elected by the classified staff assembly.
  - 4.3.1.7 Student membership as appointed by the Vice President for Student Services.
  - 4.3.1.8 Board of Governors membership as recommended by the Board of Governors.
- 4.3.2 The Classified Staff Council and Faculty Senate's purpose, membership, procedures and meeting schedules shall be in compliance with their Constitutions and West Virginia State Code.
- 4.3.3 All other seats not specified will be by election from within the committee. Any membership recommendations or appointments are subject to the approval of the President. Appointments and recommendations will be submitted to the Office of President by May 15th of the odd year, and will become effective at the beginning of the next academic year.
- 4.3.4 Any committee member may request a change in appointment by requesting such in writing to the President.

### **4.4 Filling of Committee Vacancies**

- 4.4.1 Recommendations to fill committee vacancies are to be made to the President. These recommendations are to be made within 15 days of notification of a vacancy during the academic year. Vacancies occurring during the summer or between semesters are to be filled within 15 days of the beginning of the next subsequent semester.

## **4.5 Officers**

- 4.5.1 Officers of all committees will be elected during the first meeting of each academic year. Each committee shall elect a Chair and Vice Chair (responsibilities of Chair and Vice Chair on pages 11 and 12). A Recorder will be assigned to each governance committee for the purpose of recording minutes (responsibilities on page 12). This individual will be one who has the training, expertise, and/or experience necessary to record minutes. He/she is not a committee member. This will be a two-year assignment.

## **4.6 Governance Day Meetings**

- 4.6.1 The Master Calendar for Governance Days is managed through the President's Office and is provided to all Southern Employees. Governance Days are held on Friday's four (4) times throughout the academic year at Southern's Logan Campus to enable committees, councils, and units to meet.
- 4.6.2 Any governance committee, council, or unit may call a meeting at its discretion. Minutes must be recorded for all meetings, but the Recorder, which is generally a non-exempt classified employee, cannot be *required* to meet outside of his/her regular work week. The non-exempt classified employee can opt to meet outside of his/her regular work week, but must only do so after obtaining prior official approval by adhering to SCP-2575, Overtime and Compensatory Time Policy, and SCP-2575.A, Request to Work Additional Hours, for a schedule adjustment for the week of the meeting.

## **4.7 Official Office of Record**

- 4.7.1 The Office of the President is the Official Office of Record for all governance committee minutes and institutional governance recommendations. Official committee minutes are due to the President's Office within seven (7) business days of approval.

## **SECTION 5. OPERATIONAL GUIDELINES FOR GOVERNANCE COMMITTEES**

### **5.1 Committee Chair**

- 5.1.1 When chairs of Governance Committees are chosen they become non-voting members of the committee. In the event of a tie, the Chair may vote to break the tie if they wish.
- 5.1.2 Committee meetings will be conducted using Robert's Rules of Order, Newly Revised, 11<sup>th</sup> edition.
- 5.1.3 Committee Chair Responsibilities:
  - 5.1.3.1 Preside over meetings and guide the agenda, discussion, and actions of the committee.
  - 5.1.3.2 Provide leadership and ensure the effective operation of the committee.
  - 5.1.3.3 Understand the committee's charge, membership, connection and reporting relationships to other governance committees.
  - 5.1.3.4 Work collaboratively with the Committee Vice Chair and Recorder to develop agenda for meetings and supporting materials.
  - 5.1.3.5 Ensure meeting agenda and relevant documents are circulated to committee members in advance of scheduled meetings.
  - 5.1.3.6 Prepare and submit institutional recommendations (approved or unapproved by the committee), forms, budget information, and/or other supporting documents to the appropriate governance committee within the required time frame, and communicate information to the college community.
  - 5.1.3.7 Establish committee goals and objectives that meet the mission, goals, and strategic plan of the College.
  - 5.1.3.8 Be prepared for meetings.
  - 5.1.3.9 Encourage participation of committee members and elicit feedback.
  - 5.1.3.10 Ensure that all voices have an opportunity to be heard before decisions are finalized.
  - 5.1.3.11 Ensure there is sufficient time to fully discuss the agenda items during the meeting.
  - 5.1.3.12 Facilitate dialogue and keep discussions "on track," productive, and professional.
  - 5.1.3.13 Appoint ad hoc or subcommittees.
  - 5.1.3.14 Communicate with committee members via e-mail, telephone, mail, or by scheduling additional meetings regarding committee business as necessary between scheduled meetings.
  - 5.1.3.15 Establish and maintain appropriate timetables for accomplishment of projects, tasks, activities, etc.
  - 5.1.3.16 Make policy recommendations when appropriate.
  - 5.1.3.17 Submit written notification of committee vacancies to the President's Office within 15 days of notification of a vacancy.
  - 5.1.3.18 Ensure official minutes are submitted to the President's Office within seven (7) business days of approval. Official minutes are those which have been approved by the committee and signed by the Committee Chair and Recorder.

### **5.2 Committee Vice Chair**

- 5.2.1 Vice Chair Responsibilities:
  - 5.2.1.1 Preside over meeting in the absence of the Committee Chair.

- 5.2.1.2 Work collaboratively with the Committee Chair and Recorder to develop agenda for meetings and supporting materials.
- 5.2.1.3 Assist Chair with committee business matters between meetings.
- 5.2.1.4 Assist Chair in working toward accomplishment of goals and objectives of the committee.
- 5.2.1.5 Assist and lead projects as delegated by the Chair.
- 5.2.1.6 Keep abreast of committee work and assignments.

### **5.3 Committee Recorder**

- 5.3.1 A staff person will be assigned to each Governance Committee for the purpose of recording the business of the committee as minutes. This individual will be one who has the training, expertise, and/or experience necessary to record minutes. He or she is not a committee member. This is a two-year assignment.
- 5.3.2 Recorder Responsibilities:
  - 5.3.2.1 Assists the Chair or Vice Chair with meeting materials and logistics.
  - 5.3.2.2 Sends out requests for agenda items 1½ weeks prior to the scheduled meeting.
  - 5.3.2.3 Coordinates with the Chair and Vice Chair in preparing the agenda and sends out to committee members five (5) days prior to each meeting.
  - 5.3.2.4 Posts the agenda and relevant documents on the “S” drive in the appropriate committee folder.
  - 5.3.2.5 Record the business of the committee as minutes.
  - 5.3.2.6 Prepare the meeting minutes using the approved Meeting Minutes Template.
  - 5.3.2.7 Submit official minutes to the President’s Office within seven (7) business days of approval. Official minutes are those which have been approved by the committee and signed by the Committee Chair and Recorder. Official minutes containing original signatures must be sent to the President’s Office.
  - 5.3.2.8 Maintains the archive of committee processes, actions, and decisions.
  - 5.3.2.9 As soon as possible following each meeting, summarize key decisions and communicate information to the college community via e-mail.

### **5.4 Committee Member**

- 5.4.1 Attend all meetings of the governance committee. If a scheduling conflict should arise, identify a proxy to attend in your place, and when possible, notify the Committee Chair and Recorder in advance.
- 5.4.2 Be prepared for meetings: review materials in advance; be ready to discuss and/or provide feedback; take notes and report back to constituents.
- 5.4.3 Adhere to key dates and deadlines for meetings.
- 5.4.4 Lend your perspective to discussions and decisions.

### **5.5 Decision Making**

#### **5.5.1 Quorum**

- 5.5.1.1 A quorum must be present at a meeting in order for governance group action items and decisions to be considered official. For the purposes of the College Governance System, a quorum is determined to be a simple majority (i.e. 50% + 1) of the committee’s voting members. An unappointed or vacant seat does not count when determining a quorum (i.e., if your governance committee cannot fill all of the seats).

## **5.5.2 Robert's Rules of Order, Newly Revised, 11<sup>th</sup> Edition**

- 5.5.2.1 All Governance Committee meetings will be conducted using Robert's Rules of Order, Newly Revised, 11<sup>th</sup> Edition.
- 5.5.2.2 The following situations apply for these common circumstances:
  - 5.5.2.2.1 No quorum at the beginning of the meeting:
    - 5.5.2.2.1.1 If no quorum is present at the beginning of the meeting, agenda items may be discussed, but no votes can be taken on action items.
    - 5.5.2.2.1.2 If a quorum occurs during the meeting, votes may be taken on any action items.
  - 5.5.2.2.2 No quorum later in the meeting:
    - 5.5.2.2.2.1 If a quorum fails to be maintained during the meeting, not further votes on actions items may be taken.
  - 5.5.2.2.3 Approval of past minutes:
    - 5.5.2.2.3.1 Any member may vote on approval of minutes, whether or note they were in attendance at that meeting.
    - 5.5.2.2.3.2 The vote can be seen as confidence in the Recorder to the committee.

## **SECTION 6. STANDING COMMITTEES**

There shall be nine standing committees:

1. Assessment
2. Curriculum and Instruction
3. Distance Education
4. Enrollment Management
5. Executive Council
6. Facilities and Safety
7. Management Council of Academic Affairs and Student Services
8. Strategic Planning and Financial Review
9. Technology

### **1. ASSESSMENT COMMITTEE**

The Assessment Committee will submit recommendations to the Management Council of Academic Affairs and Student Services.

### **SECTION 1. PURPOSE**

- 1.1 The committee will provide input regarding the assurance of quality and consistent teaching and learning through admissions and exit standards, prerequisite course or test score review, assessment of programs, and evaluation of the success of Southern students. Additionally, this committee will work with other committees to establish and distribute standards for portfolio evaluation. The committee will also be responsible for assuring that state, federal, and college assessment standards are reviewed, evaluated, and communicated to all parties concerned.

### **SECTION 2. OFFICERS**

- 2.1 The Chair shall be elected by committee members. He/she shall have been employed by Southern two full years prior to serving as chair. The Vice Chair shall be elected by committee members.

### **SECTION 3. MEMBERSHIP**

- 3.1 The committee is comprised of nine (9) members and six (6) ex-officio non-voting members:
  - 3.1.1 Chair of the Math Rubric Scoring Team
  - 3.1.2 Chair of the Writing Rubric Scoring Team
  - 3.1.3 Faculty – six (6) members elected by school faculty – two (2) from each academic school: Allied Health and Nursing; Arts and Sciences; and Career and Technical Studies
  - 3.1.4 Student Representative – Elected by the Student Government Association
  - 3.1.5 Ex-officio Non-Voting Members:
    - 3.1.5.1 Associate Vice President for Academic Affairs
    - 3.1.5.2 Chair, School of Allied Health and Nursing
    - 3.1.5.3 Chair, School of Arts and Sciences
    - 3.1.5.4 Chair, School of Career and Technical Studies
    - 3.1.5.5 Past Assessment Chair
    - 3.1.5.6 Vice President for Academic Affairs

### **SECTION 4. QUORUM**

- 4.1 8 Voting Members; Quorum = 5 (50% + 1); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

## **2. CURRICULUM AND INSTRUCTION COMMITTEE**

The Curriculum and Instruction Committee will submit recommendations to the Management Council of Academic Affairs and Student Services.

### **SECTION 1. PURPOSE**

- 1.1 The committee will focus on curricular issues of the College and be responsible for submitting recommendations to the Management Council of Academic Affairs and Student Services. Recommendations pertaining to starting new academic programs or discontinuing existing programs and policy shall be reviewed by the Executive Council prior to presentation to the Board of Governors. Curriculum changes will be presented to the Executive Council as informational items. Responsibilities of the Curriculum and Instruction Committee include continuous review of curricula to ensure that all new and existing academic programs and/or courses provide quality learning experiences in a coherent manner. The scope of the committee will include curriculum development as well as instructional delivery. The committee will establish procedure, format, and deadlines for curricular changes presented to the committee.

### **SECTION 2. OFFICERS**

- 2.1 The Chair shall be elected by committee members. He/she shall have been employed by Southern as a faculty member for two full years prior to serving as chair. The Vice Chair shall be elected by committee members.

### **SECTION 3. MEMBERSHIP**

- 3.1 The committee is comprised of ten (10) members and six (6) ex-officio non-voting members:
- 3.1.1 Faculty – nine (9) members elected by school faculty – three (3) from each academic school: Allied Health and Nursing; Arts and Sciences; and Career and Technical Studies
  - 3.1.2 Registrar
  - 3.1.3 Ex-officio Non-voting Members:
    - 3.1.3.1 Associate Vice President for Academic Affairs
    - 3.1.3.2 Student Services Specialist – four (4) – one from each campus
    - 3.1.3.3 Vice President for Academic Affairs

### **SECTION 4. QUORUM**

- 4.1 9 Voting Members; Quorum = 6 (50% + 1); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

### **3. DISTANCE EDUCATION COMMITTEE**

The Distance Education Committee will submit recommendations to the Management Council of Academic Affairs and Student Services.

#### **SECTION 1. PURPOSE**

- 1.1 The committee will review and recommend policies and procedures related to the development and delivery of distance education, including the State Authorization Reciprocity Agreement (SARA) for compliance.

#### **SECTION 2. OFFICERS**

- 2.1 The Chair shall be the Associate Vice President for Academic Affairs. There shall be no Vice Chair.

#### **SECTION 3. MEMBERSHIP**

- 3.1 The committee is comprised of ten (10) members and three (3) ex-officio non-voting members:
  - 3.1.1 Associate Vice President for Academic Affairs
  - 3.1.2 Faculty – six (6) members elected by school faculty – two (2) from each academic school: Allied Health and Nursing; Arts and Sciences; and Career and Technical Studies. Faculty members may not be from the same discipline and must have completed Quality Matters training.
  - 3.1.3 Student Services Representative – Appointed by the Vice President for Student Services
  - 3.1.4 Student Representative – Appointed by the Vice President for Student Services
  - 3.1.5 Instructional Technologist
  - 3.1.6 Ex-officio Non-voting Members:
    - 3.1.6.1 ADA Compliance Officer
    - 3.1.6.2 Vice President for Academic Affairs
    - 3.1.6.3 Vice President for Student Services

#### **SECTION 4. QUORUM**

- 4.1 9 Voting Members; Quorum = 6 (50% + 1); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]



#### **4. ENROLLMENT MANAGEMENT COMMITTEE**

The Enrollment Management Committee will submit recommendations to the Executive Council.

##### **SECTION 1. PURPOSE**

- 1.1 To make recommendations on a college wide uniform effort addressing the areas of recruitment, registration, orientation, retention, marketing, college success, and career services. The committee focuses on individuals throughout the service district as potential, current and previously served customers.
- 1.2 The committee has oversight for the Enrollment Management Plan. This includes monitoring and written documentation of strategies accomplished and revisions which need to occur in subsequent years of the Enrollment Management Plan.

##### **SECTION 2. OFFICERS**

- 2.1 The Chair shall be elected by committee members. He/she shall have been employed by Southern for two full years prior to serving as chair. The Vice Chair shall be elected by committee members. He/she shall have been employed by Southern for one full year prior to serving as vice chair.

##### **SECTION 3. MEMBERSHIP**

- 3.1 The committee is comprised of sixteen (16) members and one (1) ex-officio non-voting member:
  - 3.1.1 Classified Staff at-large – two (2) members – as elected by the classified staff assembly
  - 3.1.2 Chief Information Officer
  - 3.1.3 Director of Admissions and Registrar
  - 3.1.4 Director of Disability and Adult Services
  - 3.1.5 Director of Enrollment Management and Student Engagement
  - 3.1.6 Director of Media
  - 3.1.7 Director of Student Financial Assistance
  - 3.1.8 Faculty – four (4) members – one from each campus as elected by the faculty assembly: Boone/Lincoln, Logan, Williamson, Wyoming/McDowell
  - 3.1.9 Program Coordinator/Veteran’s Support
  - 3.1.10 Program Advisor or Student Services Specialist – as elected by the classified staff assembly
  - 3.1.11 Vice President for Student Services\*
  - 3.1.12 Vice President for Workforce and Community Development\*
  - 3.1.13 Ex-officio Non-voting Member:
    - 3.1.13.1 Vice President for Finance and Administration

##### **SECTION 4. QUORUM**

- 4.1 15 Voting Members; Quorum = 9 (50% + 1); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.] \*Vice president positions currently held by one individual.

## **5. EXECUTIVE COUNCIL**

The Executive Council will submit recommendations to the President's Cabinet or directly to the President.

### **SECTION 1. PURPOSE**

- 1.1 The Council is responsible for reviewing and acting on all recommendations submitted from other committees, units, departments, Faculty Senate, Classified Staff Council, and/or individuals. All recommendations will then be forwarded to the President's Cabinet. The Council members are also responsible for sharing information with their constituents that is brought before the Council for informational purposes.

### **SECTION 2. OFFICERS**

- 2.1 The Vice President for Academic Affairs serves as Chair of the Executive Council. There is no Vice Chair. The Assistant to the Vice President for Academic Affairs serves as the recorder for the Executive Council.

### **SECTION 3. MEMBERSHIP**

- 3.1 The Executive Council is comprised of thirty-three (33) members and no ex-officio members:
- 3.1.1 Accountants (2) – Appointed by Vice President for Finance and Administration
  - 3.1.2 Advisory Council of Classified Employees (ACCE) Representative
  - 3.1.3 Advisory Council of Faculty (ACF) Representative
  - 3.1.4 Associate Vice President for Academic Affairs
  - 3.1.5 Board of Governors Classified Staff Representative
  - 3.1.6 Board of Governors Faculty Representative
  - 3.1.7 Chief Information Officer
  - 3.1.8 Classified Staff Council Chair
  - 3.1.9 Director of Campus Operations (4) – Boone/Lincoln; Logan; Williamson; Wyoming/McDowell
  - 3.1.10 Director of Disability and Adult Services
  - 3.1.11 Director of Enrollment Management and Student Engagement
  - 3.1.12 Director of Human Resources
  - 3.1.13 Director of Libraries
  - 3.1.14 Director of Media
  - 3.1.15 Director of Mine Training and Energy Technologies
  - 3.1.16 Director of Student Financial Assistance
  - 3.1.17 Chair, School of Allied Health and Nursing
  - 3.1.18 Chair, School of Arts and Sciences
  - 3.1.19 Chair, School of Career and Technical Studies
  - 3.1.20 Faculty Senate Chair
  - 3.1.21 Manager of Business and Auxiliary Services (2) – Logan and Williamson Campuses
  - 3.1.22 Registrar
  - 3.1.23 Vice President for Academic Affairs
  - 3.1.24 Vice President for Development
  - 3.1.25 Vice President for Finance and Administration
  - 3.1.26 Vice President for Student Services\*
  - 3.1.27 Vice President for Workforce and Community Development\*
  - 3.1.28 Workforce Director

### **SECTION 4. QUORUM**

- 4.1 32 Voting Members; Quorum = 17 (50% + 1); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

\*Vice president positions currently held by one individual.

## **6. FACILITIES AND SAFETY COMMITTEE**

The Facilities and Safety Committee will submit recommendations to the Executive Council.

### **SECTION 1. PURPOSE**

- 1.1 The committee will be responsible for submitting recommendations to the Executive Council in planning for the acquisition, allocation, maintenance, alterations to and use of physical and financial resources of the College, including but not limited to buildings, grounds, and equipment for all campuses and other locations owned and/or operated by the College. The committee will conduct root cause investigations so work is conducted in a safe manner and thus protecting the safety of the employees. It will recommend risk management and loss control procedures that will protect the assets of the College. It will recommend safety presentations that should be required of all employees (driver safety training).

### **SECTION 2. OFFICERS**

- 2.1 The Chair shall be elected by committee members. He/she shall have been employed by Southern for two full years prior to serving as Chair. The Vice Chair shall be elected by committee members.

### **SECTION 3. MEMBERSHIP**

- 3.1 The committee is comprised of thirteen (13) members and six (6) ex-officio non-voting members.
- 3.1.1 ADA Compliance Officer for Students
  - 3.1.2 Director of Campus Operations (4) – Boone/Lincoln; Logan; Williamson; Wyoming/McDowell
  - 3.1.3 Faculty – three (3) faculty members elected by school faculty – one (1) from each academic school: Allied Health and Nursing; Arts and Sciences; and Career and Technical Studies
  - 3.1.4 Human Resources Representative – Appointed by the Vice President for Finance and Administration
  - 3.1.5 Lincoln County Location Representative – Appointed by the Vice President for Finance and Administration
  - 3.1.6 Director of Physical Plant III
  - 3.1.7 Student Services Representative – Appointed by the Vice President for Student Services
  - 3.1.8 Workforce Development Representative – Appointed by the Vice President for Workforce and Community Development
  - 3.1.9 Ex-officio Non-voting Members:
    - 3.1.9.1 Chief Information Officer
    - 3.1.9.2 Vice President for Academic Affairs
    - 3.1.9.3 Vice President for Development
    - 3.1.9.4 Vice President for Finance and Administration
    - 3.1.9.5 Vice President for Student Services\*
    - 3.1.9.6 Vice President for Workforce and Community Development\*

### **SECTION 4. QUORUM**

- 4.1 12 Voting Members; Quorum = 7 (50% + 1); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.] \*Vice president positions currently held by one individual.

## **7. MANAGEMENT COUNCIL OF ACADEMIC AFFAIRS AND STUDENT SERVICES**

The Management Council of Academic Affairs and Student Services will review and act upon recommendations submitted from the Assessment Committee and the Curriculum and Instruction Committee. The Council will forward policies and new program recommendations to the Executive Council for review and action. The Management Council of Academic Affairs and Student Services will ensure that appropriate communication, feedback, and involvement is shared with the college community.

### **SECTION 1. PURPOSE**

- 1.1 To promote communication between Academic Affairs and Student Services. The Council assists in the coordination of college-wide efforts to reach out to the community. It serves as a resource for faculty and staff, and promotes participation in the shared governance system.

### **SECTION 2. OFFICERS**

- 2.1 The Vice President for Academic Affairs serves as Chair of the Management Council of Academic Affairs and Student Services. There is no Vice Chair. The Assistant to the Vice President for Academic Affairs serves as the recorder for the Executive Council.

### **SECTION 3. MEMBERSHIP**

- 3.1 The Council is comprised of nine (9) members and five (5) ex-officio non-voting members:
  - 3.1.1 Associate Vice President for Academic Affairs
  - 3.1.2 Chair, School of Allied Health and Nursing
  - 3.1.3 Chair, School of Arts and Sciences
  - 3.1.4 Chair, School of Career and Technical Studies
  - 3.1.5 Director of Disability and Adult Services
  - 3.1.6 Director of Enrollment Management and Student Engagement
  - 3.1.7 Director of Student Financial Assistance
  - 3.1.8 Registrar
  - 3.1.9 Vice President for Academic Affairs
  - 3.1.10 Ex-officio Non-Voting Members:
    - 3.1.10.1 Chief Information Officer
    - 3.1.10.2 Coordinator of Gear-Up
    - 3.1.10.3 Manager of Business and Auxiliary Services – Logan Campus
    - 3.1.10.4 Vice President for Student Services\*
    - 3.1.10.5 Vice President for Workforce and Community Development\*

### **SECTION 4. QUORUM**

- 4.1 8 Voting Members; Quorum = 5 (50% + 1)); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.] \*Vice president positions currently held by one individual.

## **8. STRATEGIC PLANNING AND FINANCIAL REVIEW COMMITTEE**

The Strategic Planning and Financial Review Committee submits policy recommendations to the Executive Council.

### **SECTION 1. PURPOSE**

- 1.1 The strategic planning process at Southern is a comprehensive, integrative and inclusive mechanism to develop a “living” document for addressing institutional strategic development.
- 1.2 The Strategic Planning and Financial Review Committee is charged with development and review of the institutional strategic planning process and plan. The strategic planning process at Southern is a comprehensive, integrative, and inclusive mechanism to develop a “living document” incorporating, but not limited to, the institutional Compact, Ten-year Master Facilities Plan, Enrollment Management Plan, Technology Plan, regional and specific accreditation guides, and budgetary development processes.
- 1.3 Any individual or group is encouraged to actively participate in the strategic planning process and to make recommendations for change or modification of the plan by submitting recommendations in writing to the Strategic Planning and Financial Review Committee.

### **SECTION 2. OFFICERS**

- 2.1 The Chair and Vice Chair shall be elected by the committee members.

### **SECTION 3. MEMBERSHIP**

- 3.1 The committee is comprised of fourteen (14) members and no ex-officio members:
  - 3.1.1 Accreditation Liaison Officer
  - 3.1.2 Administrator – one (1) – appointed by the President
  - 3.1.3 Associate Vice President for Academic Affairs
  - 3.1.4 Classified Staff – four (4) members elected by classified staff – one (1) from each campus: Boone/Lincoln, Logan, Williamson, and Wyoming/McDowell
  - 3.1.5 Classified Staff Council Chair
  - 3.1.6 Faculty – three (3) members elected by school faculty – one (1) from each academic school: Allied Health and Nursing; Arts and Sciences; and Career and Technical Studies
  - 3.1.7 Faculty Senate Chair
  - 3.1.8 Student Representative to the Board of Governors
  - 3.1.9 Vice President for Finance and Administration

### **SECTION 4. QUORUM**

- 4.1 13 Voting Members; Quorum = 8 (50% + 1); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

## **9. TECHNOLOGY COMMITTEE**

The Technology Committee will submit recommendations to the Executive Council. The committee may develop subcommittees, advisory committees, and/or ad-hoc committees as may be needed to conduct the work of the Committee.

### **SECTION 1. PURPOSE**

- 1.1 The committee will be responsible for supporting the College's mission and vision by aligning and optimizing the integration of technology resources through collaboration and partnerships. The responsibilities of this committee include but are not limited to the establishment of principles, goals and objectives for effective technology governance; development of a technology strategic plan that aligns with the institutional strategic plan; recommending policies and procedures for the acquisition, implementation, and utilization of technology related resources; reviewing and prioritizing technology-related plans, projects and initiatives; and recommending solutions for technology related issues and concerns.

### **SECTION 2. OFFICERS**

- 2.1 The Chair and Vice Chair shall be elected by the committee members.

### **SECTION 3. MEMBERSHIP**

- 3.1 The Technology Committee is comprised of eleven (11) members and six (6) ex-officio non-voting members:
  - 3.1.1 Director of Media
  - 3.1.2 Faculty at-large – one (1) from the School of Allied Health and Nursing – elected by the faculty assembly members of that school
  - 3.1.3 Faculty at-large – one (1) from the School of Arts and Sciences – elected by the faculty assembly members of that school
  - 3.1.4 Faculty at-large – one (1) from the School of Career and Technical Studies – elected by the faculty assembly members of that school
  - 3.1.5 Staff at-large – one (1) and is not a member of Information Technology – elected by the classified staff assembly
  - 3.1.6 Staff at-large – one (1) and is a member of Information Technology – elected by the classified staff assembly
  - 3.1.7 Student Representative – appointed by the Vice President for Student Services
  - 3.1.8 Accountant – appointed by the Vice President for Finance and Administration
  - 3.1.9 Finance Unit Representative – appointed by the Vice President for Finance and Administration
  - 3.1.10 Student Services Unit Representative – appointed by the Vice President for Student Services
  - 3.1.11 Distance Education Staff Representative
  - 3.1.12 Ex-officio Non-voting Members:
    - 3.1.12.1 Chief Information Officer
    - 3.1.12.2 Vice President for Academic Affairs
    - 3.1.12.3 Vice President for Development
    - 3.1.12.4 Vice President for Finance and Administration
    - 3.1.12.5 Vice President for Student Services\*
    - 3.1.12.6 Vice President for Workforce and Community Development\*
- 3.2 The membership, duties and responsibilities of any subcommittee, advisory committees, and/or ad-hoc committees appointed shall be determined by the standing Technology Committee as needed.

### **SECTION 4. QUORUM**

- 4.1 10 Voting Members; Quorum = 6 (50% + 1); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.] \*Vice president positions currently held by one individual.

## **SECTION 7. ADMINISTRATION**

### **1. PRESIDENT'S CABINET**

The President's Cabinet will review recommendations submitted through the Governance System. Those recommendations requiring approval by the Board of Governors are submitted and placed on the Board of Governors' agenda for appropriate action.

### **SECTION 1. PURPOSE**

- 1.1 The President's Cabinet serves as the executive management team for the president to provide effective leadership for the College. The Cabinet addresses issues that affect the entire College. It is charged with framing policies and procedures, preparing items for recommendation to the president, and ensuring that decisions reached are effectively implemented. The Cabinet is also charged with aligning the College's strategic plan and available resources to ensure that the College fulfills its mission.

### **SECTION 2. OFFICERS**

- 2.1 The President serves as Chair of the Cabinet. There is no Vice Chair. The Executive Assistant to the President and Board of Governors serves the president as recorder for the President's Cabinet.

### **SECTION 3. MEMBERSHIP**

- 3.1 The President's Cabinet is comprised of the President and the Vice Presidents:
- 3.1.1 President
  - 3.1.2 Vice President for Academic Affairs
  - 3.1.3 Vice President for Development
  - 3.1.4 Vice President for Finance and Administration
  - 3.1.5 Vice President for Student Services\*
  - 3.1.6 Vice President for Workforce and Community Development\*

### **SECTION 4. QUORUM**

- 4.1 5 Voting Members; Quorum = 4 (50% + 1); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.] \*Vice president positions currently held by one individual.

## **SECTION 8. COUNCILS/SENATES**

### **1. CLASSIFIED STAFF COUNCIL**

The Classified Staff Council submits recommendations to standing committees, administrative unit heads, or directly to the President.

### **SECTION 1. PURPOSE**

- 1.1 As prescribed in West Virginia Code, §18B-6-4b, effective April 1, 2003, there is established at each state institution of higher education an institutional classified employees advisory council to be known as the staff council.

### **SECTION 2. OFFICERS**

- 2.1 The Chair is elected at large by the classified staff assembly. The Vice Chair and Secretary are elected by the Classified Staff Council membership.

### **SECTION 3. MEMBERSHIP**

- 3.1 The Council is comprised of sixteen (16) voting members:
  - 3.1.1 Two (2) Administrative/Managerial Sector Representatives
  - 3.1.2 Two (2) Professional/non-teaching Sector Representatives
  - 3.1.3 Two (2) Paraprofessional Sector Representatives
  - 3.1.4 Two (2) Secretarial/Clerical Sector Representatives
  - 3.1.5 Two (2) Physical Plant/Maintenance Sector Representatives
  - 3.1.6 Boone/Lincoln Campus Representative
  - 3.1.7 Logan Campus Representative
  - 3.1.8 Williamson Campus Representative
  - 3.1.9 Wyoming/McDowell Campus Representative
  - 3.1.10 Advisory Council of Classified Employees Representative (Ex-officio, voting)
  - 3.1.11 Board of Governors Representative (Ex-officio, voting)
  - 3.1.12 Classified Staff Council Chair
- 3.2 Pursuant to West Virginia Code, §18B-6-4b(1), during the month of April of each odd numbered year, the classified staff assembly elect two classified employees from each of five defined sectors of employment – administrative/managerial; professional/non-teaching; paraprofessional; secretarial/clerical; physical plant/maintenance – to serve on the Classified Staff Council.
- 3.3 On April 2, 2003, the Classified Staff Council of Southern West Virginia Community and Technical College voted to expand its membership to incorporate one classified staff representative from each geographic location – Boone/Lincoln; Logan Campus; Williamson; Wyoming/McDowell.
- 3.4 The Advisory Council of Classified Employees and Board of Governors representatives are elected by the classified staff assembly. Campus representatives are elected by the individual campus staff. Terms are for two years and members of the Council are eligible to succeed themselves.

### **SECTION 4. QUORUM**

- 4.1 16 Voting Members; Quorum = 9 (50% + 1)



## **2. FACULTY SENATE**

The Faculty Senate submits policy recommendations to standing committees, administrative unit heads, or directly to the President.

### **SECTION 1. PURPOSE**

- 1.1 The Faculty Senate will act on issues as stated in the Faculty Constitution along with any other issues as directed by the administration and the governance structure.
- 1.2 The Faculty Senate may review and recommend to the Executive Council all policy and procedures submitted from the governance structure.
- 1.3 The Faculty Senate may review faculty policy and procedures with the President and the Vice President for Academic Affairs.

### **SECTION 2. OFFICERS**

- 2.1 The Chair and Vice Chair are elected by the Senate membership.

### **SECTION 3. MEMBERSHIP**

- 3.1 The Faculty Senate is comprised of ten (10) voting members:
  - 3.1.1 Three faculty representatives from the Logan Campus
  - 3.1.2 Three faculty representatives from the Williamson Campus
  - 3.1.3 One faculty representative from the Boone/Lincoln Campus
  - 3.1.4 One faculty representative from the Wyoming/McDowell Campus
  - 3.1.5 Advisory Council of Faculty Representative (Ex-officio, voting)
  - 3.1.6 Board of Governors Representative (Ex-officio, voting)
- 3.2 The Advisory Council of Faculty and Board of Governors representatives are elected by the faculty assembly. Campus representatives are elected by the individual campus faculty. Terms are for two years, rotating depending upon campus location.

### **SECTION 4. QUORUM**

- 4.1 10 Voting Members; Quorum = 6 (50% + 1)

## **SECTION 9. ADVISORY COMMITTEES**

There are two groups which shall serve college-wide as advisory committees to the President. They are the Financial Exigency and Student Government Associations.

### **1. FINANCIAL EXIGENCY COMMITTEE**

The Financial Exigency Committee makes recommendations to the President.

### **SECTION 1. PURPOSE**

- 1.1 To establish policy and procedures for a financial exigency at Southern West Virginia Community and Technical College in accordance with SCP-5260, *Meeting Financial Exigencies*.

### **SECTION 2. OFFICER**

- 2.1 The Chair is a member of the Board of Governors and is elected by the Board membership.

### **SECTION 3. MEMBERSHIP**

- 3.1 The committee is comprised of twelve (12) voting members and one (1) non-voting member:
  - 3.1.1 Board of Governors Member (Chair, non-voting) – elected by the Board
  - 3.1.2 Administrators – Two (2) Members – appointed by the President
  - 3.1.3 Advisory Council of Classified Employees Representative
  - 3.1.4 Advisory Council of Faculty Representative
  - 3.1.5 Classified Staff at-large – Two (2) Members – elected by the classified staff assembly
  - 3.1.6 Classified Staff Council Chair
  - 3.1.7 Faculty at-large – Two (2) Members – elected by the faculty assembly
  - 3.1.8 Faculty Senate Chair
  - 3.1.9 Student Government Representative – elected by the Student Government Association
  - 3.1.10 Vice President for Finance and Administration
- 3.2 Each member of the Committee shall serve for a full fiscal year, i.e., from July 1 of one calendar year through June 30 of the following calendar year. All elected members of the Committee shall be chosen at their respective group's final meeting for that fiscal year.

### **SECTION 4. QUORUM**

- 4.1 12 Voting Members; Quorum = 7 (50% + 1); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

## **2. STUDENT GOVERNMENT ASSOCIATION ADVISORY COMMITTEE**

### **SECTION 1. PURPOSE**

- 1.1 Each campus shall have a duly elected Student Government Association to represent the students of that campus regarding pertinent issues. The Student Government Association President of each campus shall serve in an advisory capacity to the College President. The student representatives to the institutional Board of Governors and the West Virginia Advisory Council of Students shall also serve in an advisory capacity.

### **SECTION 2. OFFICER**

- 2.1 The Chair shall be elected by the committee members.

### **SECTION 3. MEMBERSHIP**

- 3.1 The Student Government Association Advisory Committee is comprised of five (5) voting members and one (1) non-voting member:
  - 3.1.1 Student Government Association President from each campus (Boone/Lincoln, Logan, Williamson, and Wyoming/McDowell)
  - 3.1.2 Board of Governors Student Representative
  - 3.1.3 West Virginia Advisory Council of Students Representative – non-voting

### **SECTION 4. QUORUM**

- 4.1 5 Voting Members; Quorum = 4 (50% + 1); [Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.]

# APPENDIX



8. MANAGEMENT COUNCIL FOR ACADEMIC AFFAIRS AND STUDENT SERVICES  
RECOMMENDATION: (if applicable)

- Approved as Recommended       Approved as Modified  
 Denied Recommendation       Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Date

9. EXECUTIVE COUNCIL'S RECOMMENDATION:

- Approved as Recommended       Approved as Modified  
 Denied Recommendation       Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Date

10. PRESIDENT'S CABINET RECOMMENDATION:

- Approved as Recommended       Approved as Modified  
 Denied Recommendation       Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Date

11. BOARD OF GOVERNORS RECOMMENDATION: (if applicable)

- Approved as Recommended       Approved as Modified  
 Denied Recommendation       Returned to Committee/Individual for Revision

Explanation for Denial or Return: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Date

Final Decision Copied to:

Submitting Individual, Committee Chairperson, or Council/Senate Chairperson

## 2017 - 2018 Governance Day Meeting Calendar

1. All employees work a traditional 5-day work schedule during the weeks that Governance Day occurs.	
2. Each employee works his/her scheduled hours as determined by the immediate supervisor Monday through Thursday, and all employees will report from 8:00 A.M. to 4:30 P.M. on the Friday of the week of Governance Day.	
3. Schedules shall be adjusted for any employee who has work hours required on Saturday or Sunday.	
4. An employee not involved in one of the committee meetings scheduled during the morning hours of Governance Day are expected to report to his/her home campus at 8:00 A.M.. Employees not involved in a governance committee shall be provided with sufficient travel time to allow for arrival at the Logan Campus by 12:00 Noon on each Governance Day.	
5. In accordance with SAA-1000, C#-1213, Governance Day Scheduling and Cancellation, All full-time employees who have emergencies and are unable to participate in "All Governance Day" sessions must seek permission from the President of Southern West Virginia Community and Technical College to be excused, and send a copy of the request to his/her immediate supervisor. Full-time classified and non-classified employees who are excused from Governance Day activities by the President are required to charge absences from work to annual or sick leave as appropriate. A Leave Request must be completed and approved by the immediate supervisor.	
<b>Friday, September 15, 2017</b>	
8:00 A.M. - 9:15 A.M.	Distance Education Committee Enrollment Management Committee Faculty Senate
9:30 A.M. - 10:45 P.M.	Curriculum and Instruction Committee Facilities and Safety Committee Technology Committee Student Government Association Advisory Committee
11:00 A.M. - 12:15 P.M.	Assessment Committee Strategic Planning and Financial Review Committee
12:15 P.M. - 4:30 P.M.	General Meeting Professional Development / Training / Other Topics Academic / Unit Meetings
<b>Friday, November 10, 2017</b>	
8:00 A.M. - 9:15 A.M.	Assessment Committee Strategic Planning and Financial Review Committee
9:30 A.M. - 10:45 A.M.	Distance Education Committee Enrollment Management Committee Faculty Senate
11:00 A.M. - 12:15 P.M.	Curriculum and Instruction Committee Facilities and Safety Committee Technology Committee Student Government Association Advisory Committee
12:15 P.M. - 4:30 P.M.	Holiday Luncheon / General Meeting Professional Development / Training / Other Topics Academic / Unit Meetings

## 2017 - 2018 Governance Day Meeting Calendar

1. All employees work a traditional 5-day work schedule during the weeks that Governance Day occurs.	
2. Each employee works his/her scheduled hours as determined by the immediate supervisor Monday through Thursday, and all employees will report from 8:00 A.M. to 4:30 P.M. on the Friday of the week of Governance Day.	
3. Schedules shall be adjusted for any employee who has work hours required on Saturday or Sunday.	
4. An employee not involved in one of the committee meetings scheduled during the morning hours of Governance Day are expected to report to his/her home campus at 8:00 A.M.. Employees not involved in a governance committee shall be provided with sufficient travel time to allow for arrival at the Logan Campus by 12:00 Noon on each Governance Day.	
5. In accordance with SAA-1000, C#-1213, Governance Day Scheduling and Cancellation, All full-time employees who have emergencies and are unable to participate in "All Governance Day" sessions must seek permission from the President of Southern West Virginia Community and Technical College to be excused, and send a copy of the request to his/her immediate supervisor. Full-time classified and non-classified employees who are excused from Governance Day activities by the President are required to charge absences from work to annual or sick leave as appropriate. A Leave Request must be completed and approved by the immediate supervisor.	
<b>Friday, February 23, 2018</b>	
8:00 A.M. - 9:15 A.M.	Curriculum and Instruction Committee Facilities and Safety Committee Technology Committee Student Government Association Advisory Committee
9:30 A.M. - 10:45 A.M.	Assessment Committee Strategic Planning and Financial Review Committee
11:00 A.M. - 12:15 P.M.	Distance Education Committee Enrollment Management Committee Faculty Senate
12:15 P.M. - 4:30 P.M.	General Meeting Professional Development / Training / Other Topics Academic / Unit Meetings
<b>Friday, April 27, 2018</b>	
8:00 A.M. - 9:15 A.M.	Distance Education Committee Enrollment Management Committee Faculty Senate
9:30 A.M. - 10:45 A.M.	Assessment Committee Strategic Planning and Financial Review Committee
11:00 A.M. - 12:15 P.M.	Curriculum and Instruction Committee Facilities and Safety Committee Technology Committee Student Government Association Advisory Committee
12:15 P.M. - 4:30 P.M.	Employee Recognition General Meeting Professional Development / Training / Other Topics Academic / Unit Meetings Elections as need for: <ul style="list-style-type: none"> <li>• Faculty Senate</li> <li>• Shared Governance Committee Representatives</li> </ul>