

INSTITUTIONAL GOVERNANCE RECOMMENDATION FORM

RECOMMENDED BY: Allyn Sue Barker (As assigned by President Gunter)

CHECK ONE: Individual Committee Council/Senate
CHECK ONE: Policy Recommendation Non-Policy Recommendation

1. BACKGROUND:

All Southern employees received a memorandum sent from Robert E. Gunter, President, on April 19, 2018 asking each employee to do the following: "to review the attached Governance Handbook containing recommended changes by the President's Cabinet. Please provide any recommendations and/or comments that you may have to Allyn Sue Barker by Thursday, May 3, 2018." (see attached memorandum and timeline)

2. STATEMENT OF RECOMMENDATION:

After reviewing and acting on all recommendations received from the College employees, I am requesting approval of the Institutional Governance Handbook. All "new" changes are highlighted in yellow and noted with strikeouts and underlines. The original changes are indicated by either red font, underline, and/or knockout.

3. RATIONALE:

The changes being recommended are based on feedback from the HLC's site visit and draft report, changes in the organizational structure, renewed emphasis on assessment and the accreditation process, and comments from Southern employees, who were all given the opportunity to review and make recommendations.

4. SUPPORTING DATA AND DOCUMENTS:

Institutional Governance Handbook, employee comments that include actions taken and/or response to comment, and memorandum and timeline from President Dr. Robert E. Gunter.

5. IDENTIFY RESOURCES THAT MAY BE REQUIRED:

Equipment	
Financial	
Personnel	
Space	
Technology	
Other	

6. DESCRIBE IMPACT ON OTHER COLLEGE ENTITIES: (Briefly describe how the adoption of the recommendation could impact specific departments and/or groups within the College, or how adoption would impact other policies and/or procedures).

7.  5/31/18
Signature of Governance Committee Chair or Date
Individual Submitting the Recommendation

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

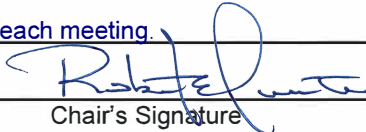
6/6/2018

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: Add to Section 5.3.2 Recorder Responsibilities: To keep the committee's official membership roster and call the roll prior to each meeting.



Chair's Signature

06/13/2018

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



M E M O R A N D U M

TO: All Southern Employees
Standing Governance Committee Chairs*
Faculty Senate*

FROM: Robert E. Gunter, Ed.D.
President

DATE: April 19, 2018

SUBJECT: Institutional Governance Review

As you know, the Higher Learning Commission Focused Review Team conducted its on-site visit on February 5-6, 2018. The visit was to obtain additional information not available electronically and to further review specific issues which arose from the review of the Assurance Argument primarily regarding co-curricular assessment, persistence and completion, faculty credentials, shared governance and planning. The Team Chair, Dr. Jonah Rice, has submitted the final team report on Southern's Assurance Review and Focused Visit to the HLC's Institutional Actions Council (IAC) for final action. The Review Team has recommended a focused visit by March 2020 to be conducted on shared governance, faculty credentials, assessment of student learning, and student success and organizational culture. The Team also recommended for the institution to be moved from the Open Pathway to the Standard Pathway. Once the IAC makes a decision, the institution will be notified.

I am asking for each employee to review the attached Governance Handbook containing recommended changes by the President's Cabinet. Please provide any recommendations and/or comments that you may have to Allyn Sue Barker by **Thursday, May 3, 2018**. The changes being recommended are based on feedback from the HLC's site visit and draft report, changes in the organizational structure, and renewed emphasis on assessment and the accreditation process. Beginning with the 2018-2019 academic year, six (6) Governance Days will be implemented to provide additional time for committees to conduct business and to provide for additional professional development. The Assessment Committee will become the Academic Assessment Committee, the Enrollment Management Committee becomes the Student Success Committee and will meet monthly, a new Institutional Effectiveness Committee has been established and will also meet monthly. This is a first step in the overall improvement process.

I am requesting for Governance Committee Chairs and the Faculty Senate Chair to include this review item as part of the regular agenda for your meeting on **Friday, April 27, 2018**. Please have your committee/senators to review the purpose and memberships of the College's institutional governance committees, as well as the overall governance process. Your group is to provide recommendations which it believes helpful in improving our institutional governance and strategic planning processes. Some recommendations may suggest the name of a committee be changed, or that the membership be changed. In some cases, a recommendation may be to eliminate a committee, create one that does not already exist, or make suggestions for improving our overall governance system. Recommendations are to be provided in writing to Allyn Sue Barker on or before **Thursday, May 3, 2018**.

All recommended changes and/or comments will be presented as an agenda item for review and comment by participants of the President's Administrative Retreat on **May 16, 2018**. Retreat participants will provide recommendations in writing to Allyn Sue Barker on or before **May 31, 2018**. Recommendations will be presented as an agenda item for approval by Executive Council at its **June 7, 2018** meeting.

The Institutional Governance Structure recommendations will be reviewed by the President's Cabinet and placed on its agenda for final approval at the **June 12, 2018** meeting. When revisions are complete, the new Institutional Governance Handbook will be provided to all employees with anticipated implementation to begin on **July 1, 2018**.

If there are questions in regard to this process, the role of the committee or time-line, please do not hesitate to contact me at your convenience. Thank you again for your attention to this important matter.

REG:elb

Attachment: Institutional Governance Handbook and Time-line for Completion.

***Standing Governance Committee Chairs**

Brandon Kirk, Chair, Assessment Committee
Chris Ward, Chair, Curriculum and Instruction Committee
Carol Howerton, Chair, Distance Education Committee
Darrell Taylor, Chair, Enrollment Management Committee
Deanna Romano, Chair, Executive Council and MCAS
David Lord, Chair, Facilities and Safety Committee
Chris Gray, Chair, Strategic Planning and Financial Review Committee
Joseph Nelson, Chair, Technology Committee

***Faculty Senate**

Susan Baldwin, Chair	Boone/Lincoln Senator
Stephanie Mounts, Vice Chair	Logan Senator
Stephanie Daniel	Williamson Senator
Brandie Davis	Wyoming Senator
Anitra Ellis	Logan Senator
Mary Hamilton	Williamson Senator
Tehseen Irfan	Logan Senator
Beverly Slone	Williamson Senator
Will Alderman	Board of Governors Representative
Charles Puckett	Advisory Council of Faculty Representative

**New Institutional Governance Structure
Time-line for Completion**

April 19, 2018	Recommended changes by President's Cabinet distributed college-wide for review and comments by all Southern employees with specific charge for review by Governance Committees and the Faculty Senate
	Review by Governance Committees and Faculty Senate during meetings on Friday, April 27, 2018
May 3, 2018	Governance Committee, Faculty Senate, and employee recommendations due to Allyn Sue Barker
May 16, 2018	Recommendations presented for review and comment by the President's Administrative Retreat participants
May 31, 2018	President's Administrative Retreat participant recommendations due to Allyn Sue Barker
June 7, 2018	Recommendations presented for approval by the Executive Council
June 12, 2018	Institutional Governance recommendations reviewed by the President's Cabinet and presented for final approval
July 1, 2018	New Institutional Governance System anticipated implementation

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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.
 - 3.4.1 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.
- 3.5 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.
- 3.6 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.
- 3.7 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.
- 3.8 Typically, a request for action will be forwarded as follows:

Governance Committee	Recommendation Forwarded to:	Recommendation Forwarded to:
1. <u>Academic</u> 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. Executive Council	President's Cabinet	Board of Governors (if applicable)
5. Facilities and Safety	Executive Council	President's Cabinet
6. <u>Institutional Effectiveness Committee (meets monthly)</u>	<u>Executive Council</u>	<u>President's Cabinet</u>
7. Management Council for Academic Affairs and Student Services	Executive Council	President's Cabinet
8. <u>Enrollment Management Student Success Committee (meets monthly)</u>	Executive Council	President's Cabinet
9. Strategic Planning and Financial Review	Executive Council	President's Cabinet
10. 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 Dean** 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 **the** 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 the Academic Assessment, Curriculum and Instruction, Facilities and Safety, and Strategic Planning and Financial Review 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). The Distance Education, Student Success, Executive Council, Institutional Effectiveness, Management Council of Academic Affairs and Student Services, and Technology committees will have a designated chair who has expertise and by virtue of their job have responsibility for the committee's purpose. 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, 11th 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: **Add: To keep the committee's official membership roster and call the roll prior to each meeting.**
 - 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 schedule 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 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, 11th Edition

- 5.5.2.1 All Governance Committee meetings will be conducted using Robert's Rules of Order, Newly Revised, 11th 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 no** 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 not** 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-ten~~ standing committees:

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

1. ACADEMIC 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 by utilizing and analyzing data. 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, and for supporting accreditation and compliance regulations.

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) ~~seven (7)~~ 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) ~~four (4)~~ members elected by school faculty – ~~two (2)~~ three (3) 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~~ Chair, C&I Committee
 - 3.1.5.3 ~~Chair~~Dean, School of Arts and Sciences
 - 3.1.5.4 ~~Chair~~Dean, 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 by analyzing assessment data and referencing program assessment plans. 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. The committee will support accreditation and compliance regulations.

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)~~ seven (7) members and ~~six (6)~~ seven (7) ex-officio non-voting members:
- 3.1.1 Faculty – ~~nine (9)~~ six (6) members elected by school faculty – three (3) 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.
 - 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
 - 3.1.3.4 Degree Works Scribe (by position)

SECTION 4. QUORUM

- 4.1 9 6 Voting Members; Quorum = 6 4 (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.
- 1.2 The committee will implement an assessment plan and support accreditation and compliance regulations.

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)~~ **eight (8)** members and three (3) ex-officio non-voting members:
 - 3.1.1 Associate Vice President for Academic Affairs
 - 3.1.2 Faculty – ~~six (6)~~ **Four (4)** 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 Dean of Student Services**
 - 3.1.4 Student Representative – Appointed by the ~~Vice President for~~ Dean of 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~~ Dean of Student Services

SECTION 4. QUORUM

- 4.1 ~~10~~ **7** Voting Members; Quorum = **6** ~~4~~ (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 STUDENT SUCCESS COMMITTEE**

The Enrollment Management Committee Student Success 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, advising, registration, orientation, retention, marketing, college success, graduation, and career services. The committee focuses on individuals throughout the service district as potential, current and previously served customers. The committee will implement an assessment plan and support accreditation and compliance regulations.
- 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 with evidence of evaluation of operations, planning, and budgeting.

SECTION 2. OFFICERS

- 2.1.1 ~~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. The Dean of Student Services serves as Chair of the Student Success Committee. There is no Vice Chair. The administrative assistant to the Dean of Student Services serves as the recorder for the committee.~~

SECTION 3. MEMBERSHIP

- 3.1 The committee is comprised of ~~sixteen (16)~~ seventeen (17) 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 two (2) from each school with no more than two (2) from the same campus.
 - 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~~ Dean of Student Services
 - 3.1.12 Vice President for Workforce and Community Development
 - 3.1.13 Vice President for Academic Affairs
 - 3.1.14 ~~Ex-officio Non-voting Member:~~
 - 3.1.14.1 Vice President for Finance and Administration (~~moves to voting member~~)

SECTION 4. QUORUM

- 4.1 ~~15~~ 16 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 and for supporting accreditation and compliance regulations.

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)~~ thirty-two (32) 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~~ Dean, School of Arts and Sciences
 - 3.1.19 ~~Chair~~ Dean, 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~~ Institutional Advancement
 - 3.1.25 Vice President for Finance and Administration
 - 3.1.26 ~~Vice President for~~ Dean of Student Services
 - 3.1.27 Vice President for Workforce and Community Development
 - 3.1.28 Workforce Director

SECTION 4. QUORUM

- 4.1 ~~32~~ 31 Voting Members; Quorum = ~~17~~ 16 (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 assessing and 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 and students. 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 and emergency plan). The committee will support accreditation and compliance regulations.

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)~~ five (5) 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)~~ two (2) 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 **Dean of** Student Services
 - 3.1.8 Workforce Development Representative – Appointed by the Vice President for Workforce and Community Development
 - 3.1.9 Dean of Student Services (moved from Ex-officio Non-voting to voting member)
 - 3.1.10 Ex-officio Non-voting Members:
 - 3.1.10.1 Chief Information Officer
 - 3.1.10.2 Vice President for Academic Affairs
 - 3.1.10.3 Vice President for Development Institutional Advancement
 - 3.1.10.4 Vice President for Finance and Administration
 - 3.1.10.5 ~~Vice President for Dean of Student Services~~ (moves to voting member)
 - 3.1.10.6 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. **INSTITUTIONAL EFFECTIVENESS COMMITTEE (new committee - meets monthly)**
The Institutional Effectiveness Committee is charged with developing, implementing, and assessing an institutional assessment plan. (The addition of this committee is being recommended as a result of the information received in the draft HLC Mid-Cycle Review Report.)

SECTION 1. PURPOSE

- 1.1 To lead the institution in the areas of accreditation, **assessment assessment**, and compliance through coordination of planning, implementation, assessment, data analysis, and documentation needed for driving the institution's strategic planning, accreditation, and compliance.

SECTION 2. OFFICERS

- 2.1 The President or designee serves as Chair of the Institutional Effectiveness Committee. There is no Vice Chair. ????? serves as the recorder for the committee.

SECTION 3. MEMBERSHIP

- 3.1 The committee is comprised of **sixteen (16) members seventeen (17)** and no ex-officio members:
- 3.1.1 Academic Assessment Committee Chair
 - 3.1.2 **Curriculum and Instruction Chair**
 - 3.1.3 Distance Education Committee Chair
 - 3.1.4 Facilities and Safety Committee Chair
 - 3.1.5 Strategic Planning and Financial Review Committee Chair
 - 3.1.6 Student Success Committee Chair
 - 3.1.7 Technology Committee Chair
 - 3.1.8 President
 - 3.1.9 Vice President for Academic Affairs
 - 3.1.10 Vice President for Finance and Administration
 - 3.1.11 Vice President for Institutional Advancement
 - 3.1.12 Vice President for Workforce and Community Development
 - 3.1.13 Director of Libraries
 - 3.1.14 Chief Information Officer
 - 3.1.15 Accreditation Liaison Officer
 - 3.1.16 Grants Compliance Officer
 - 3.1.17 Compliance Officer

SECTION 4. QUORUM

- 4.1 16 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.]**

8. MANAGEMENT COUNCIL OF ACADEMIC AFFAIRS AND STUDENT SERVICES

(Move under Purpose) ~~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 ~~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, discontinued program, and/or terminated program recommendations to the Executive Council for review and action. Each member of the Management Council of Academic Affairs and Student Services will ensure that appropriate communication, feedback, and involvement is shared with the college community.~~
- 1.2 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. The Council will support accreditation and compliance regulations.

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)~~ eleven (11) members and ~~five (5)~~ two (2) 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~~ Dean, School of Arts and Sciences
 - 3.1.4 ~~Chair~~ Dean, 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 Vice President for Finance and Administration or a Business Office Representative
 - 3.1.11 Dean of Student Services or rep
 - 3.1.12 Vice President for Workforce and Community Development or rep
 - 3.1.13 Ex-officio Non-Voting Members:
 - 3.1.13.1 Chief Information Officer or representative (moves to voting member)
 - 3.1.13.2 Coordinator of Gear-Up
 - 3.1.13.3 Manager of Business and Auxiliary Services – Logan Campus
 - 3.1.13.4 Vice President for Dean of Student Services or rep (moves to voting)
 - 3.1.13.5 Vice President for Workforce and Community Development or rep (moves to voting)

SECTION 4. QUORUM

- 4.1 ~~8~~ 10 Voting Members; Quorum = ~~5~~ 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.

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 with evidence of evaluation of operations, planning, and budgeting.
- 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, compliance regulations, 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)~~ sixteen (16) 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)~~ four (4) members elected by school faculty – ~~one (1)~~ two (2) 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
 - 3.1.10 Vice President for Institutional Advancement
 - 3.1.11 Vice President for Workforce and Community Development

SECTION 4. QUORUM

- 4.1 **13 15** 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.~~ (This is addressed under Committee Chair 5.1.3.13 on page 10 of Governance Handbook.)

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.

1.2 The committee will support accreditation and compliance regulations.

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 Dean of~~ 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 Dean of~~ Student Services

3.1.11 Distance Education Staff Representative

3.1.12 Chief Information Officer

3.1.13 Ex-officio Non-voting Members:

3.1.13.1 ~~Chief Information Officer (moves to voting member)~~

3.1.13.2 Vice President for Academic Affairs

3.1.13.3 Vice President for ~~Development~~ Institutional Advancement

3.1.13.4 Vice President for Finance and Administration

3.1.13.5 ~~Vice President for Student Services*~~

3.1.13.6 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 Institutional Advancement
- 3.1.4 Vice President for Finance and Administration
- 3.1.5 ~~Vice President for~~ Dean of 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) [**Committee Chair is a non-voting member except in the case of a tie vote; Vacant positions not counted for quorum.**]

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 of Southern 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 student representative to the West Virginia Advisory Council of Students shall ~~also~~ serve in an advisory capacity to the College President.
- 1.2 The Dean of Student Services will serve as the primary advisor for the Student Government Association Advisory Committee.

SECTION 2. OFFICER

- 2.1 The Chair and Vice 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
 - 3.1.4 Ex-officio Member:
Dean of Student Services or designee

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

Explanation for Denial or Return: _____

Chair's Signature

Date

9. EXECUTIVE COUNCIL'S RECOMMENDATION:

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

Explanation for Denial or Return: _____

Chair's Signature

Date

10. PRESIDENT'S CABINET RECOMMENDATION:

- Approved as Recommended
- Denied Recommendation
- Approved as Modified
- 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
- Denied Recommendation
- Approved as Modified
- 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

2018 - 2019 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.

Friday, September 21, 2018	
8:00 A.M. - 9:15 A.M.	Academic Assessment Committee Strategic Planning and Financial Review Committee
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.	Distance Education Committee Faculty Senate Student Success Committee
12:15 P.M. - 4:30 P.M.	Introduction of New Employees General Meeting Professional Development / Training / Other Topics Academic / Unit Meetings
Friday, November 30, 2018	
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.	Distance Education Committee Faculty Senate Student Success Committee
11:00 A.M. - 12:15 P.M.	Academic Assessment Committee Strategic Planning and Financial Review Committee
12:15 P.M. - 4:30 P.M.	Holiday Luncheon / General Meeting Professional Development / Training / Other Topics Academic / Unit Meetings

2018 - 2019 Governance Day Meeting Calendar

Friday, February 22, 2019	
8:00 A.M. - 9:15 A.M.	Distance Education Committee Faculty Senate Student Success Committee
9:30 A.M. - 10:45 A.M.	Academic 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.	Introduction of New Employees General Meeting Professional Development / Training / Other Topics Academic / Unit Meetings
Friday, April 26, 2019	
8:00 A.M. - 9:15 A.M.	Academic Assessment Committee Strategic Planning and Financial Review Committee
9:30 A.M. - 10:45 A.M.	Curriculum and Instruction Committee Facilities and Safety Committee Technology Committee Student Government Association Advisory Committee
11:00 A.M. - 12:15 P.M.	Distance Education Committee Faculty Senate Student Success Committee
12:15 P.M. - 4:30 P.M.	Employee Recognition General Meeting Division / Unit Meetings Elections as need for: <ul style="list-style-type: none"> • Advisory Council of Faculty • Advisory Council of Classified Staff • Board of Governors Representatives • Classified Staff Council, Chair • Shared Governance Committee Representatives

**Institutional Governance Handbook
Comments and Responses
May 10, 2018**

William Mosley: (Received April 21, 2018)

William W Moseley, Jr. sent a message using the contact form at <http://www.southernwv.edu/?q=node/1334>.

1. In the membership sections of the Executive Council and the Management Council of Academic Affair and Student Service, the Chair, School of Arts and Sciences, and the Chair, School of Career and Technical Studies should be changed to Dean, School of Arts and Sciences and Dean, School of Career and Technical Studies. **(Changed)**

Sandra Podunavac: (Received April 30, 2018)

I quickly scanned the draft governance handbook and found two corrections that need to be made on page 12. The draft, with comments, is attached.

1. 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. (remove "t"...should be "no")
(Changed)
2. 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. (remove "e"should be "not") **(Changed)**

David Lord, Chair of Facilities and Safety Committee: (Received May 1, 2018)

The Facilities and Safety Committee reviewed the pending changes to the Governance structure as the President requested.

Facilities and Safety Committee

1. 3.1.2 Director of Campus Operations: It states four, but currently there is only three. But at this point leave it at four, but may change. **(Stays the same for now as recommended by the committee. Note: vacancies are not included in the quorum.)**
2. Membership was discussed also. With the Dean of Student Services becoming a voting member and the ADA Compliance Officer and a Student Services Representative appointed by the Dean of Student Services, is there the need for all three members. It was discussed and no changes in this area is recommended at this time. **(No changes were made, as the committee recommended.)**

Eva Hallis: (Received May 1, 2018)

Just a typo on page 12 of gov. Handbook..... Eva

Not to no further **(Changed)**

No quorum later in the meeting:

5.5.2.2.1 If a quorum fails to be maintained during the meeting, not further votes on actions items may be taken. **(Changed)**

Nancy Fala: (Received May 1, 2018)

1. Governance Day Meetings: 4.6.1 (change four (4) to six (6) **[Decision was made to change Governance Day dates and reduce them from six (6) to four (4) days.]**)

2. Curriculum and Instruction Committee

Purpose

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 by analyzing assessment data and referencing program assessment plans. 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. The committee will support accreditation and compliance regulations. **(Changes made, as recommended.)**

3. Executive Council (3.1.18 Chair to Dean) and (3.1.19 Chair to Dean) **(Changed)**

4. Management Council of Academic Affairs and Student Services

SECTION 1. PURPOSE

1.1 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, discontinued and/or terminated program recommendations to the Executive Council for review and action. Each member of the Management Council of Academic Affairs and Student Services will ensure that appropriate communication, feedback, and involvement is shared with the college community. **(Changes made, as recommended.)**

Will Alderman: (Received May 1, 2018-handwritten note, hand delivered)

“Comments – 2018-19 Governance Meeting Schedule

To Whom It May Concern:

I respectfully submit my comment in regard to the 2018-19 Governance Meeting Schedule.

While I agree that more meetings may be necessary, I respectfully disagree with the proposition of meeting on six separate Fridays for the 2018-19 academic year. It is my belief (along with several employees of Southern) that excessive meetings and the durations thereof are draining to employee energy and morale. The consensus by most faculty and staff are that most governance day meetings are

useless and counter-productive. We believe that information sharing and debatable issues between employees could be managed with electronic communications.

I propose that Southern return to the 'All College Day' format, with faculty convocation and other governance meetings to be held on the Monday before classes begin. Committees and the senate would meet on an as needed basis.

Sincerely,

Will Alderman – Professor of Speech/Lead faculty”

[Decision was made to change Governance Day dates and reduce them from six (6) to four (4) days. Also, as per the Governance Day Meeting section on page 9 of the Institutional Governance Handbook, section 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.”] [Additional information regarding meetings: Page 10, Committee Chair Responsibilities, address some of these issues. 5.1.3.14 states, “Communicate with committee members via e-mail, telephone, mail, or by scheduling additional meetings regarding committee business as necessary between scheduled meetings.”]

Classified Staff, Chris Gray-Chair: (Received May 3, 2018)

1. Classified Staff feel there was not enough time provide for everyone to thoroughly review the proposed changes and comment on the changes. In the past, there was ample time to allow different groups to properly and thoroughly review the recommended changes and provide comments. Two weeks is not enough time to allow groups like the Classified Staff Council to meet or form an ad hoc committee to review and make recommendations. There should have been a month, at least, for review and provide comments
2. There have been comments on the dates of the additional Governance Days. The months of August and January are already extremely busy and hectic months for most departments since the new semesters begins in these months. Many employees use Fridays during August and January to get caught up on work so we can provide good customer service to our student. By taking one of those Fridays as a Governance Day, actually reduces the amount of time to get work done. Many of the employees who are resolving these issues also serve on Governance Committees. This means they will not have this unofficial extra time to resolve issues and get caught up on work which will lead to a lesser quality of customer service to our students. It has been suggested that the August and January meetings be moved to September and February. **[Decision was made to change Governance Day dates and reduce them from six (6) to four (4) days.]**
3. It has been point out the January 25, 2019 Governance Day is the Friday of a week with a holiday. Monday, January 21, 2019, is Martin Luther King Day. Normally, this means we would have a three day work week because of the holiday. Many employees look forward to the shorter work week. This is because the three weeks prior are extremely busy preparing for the start of the new term. In addition, the weather in January is extremely unpredictable. There is a very high chance that this meeting would have to be canceled or rescheduled due to weather. This could lead to employees being required to use annual leave, if the weather is bad and Governance Day is canceled.

[Decision was made to change Governance Day dates and reduce them from six (6) to four (4) days.]

4. The Classified Staff feel that the majority of the Governance committees should have a Chair and Vice Chair elected from the member of the Governance Committee. HLC wants us to have shared governance. Staff feels that we cannot have true shared governance if half of our governance committees have an appointed Chair and no Vice Chair. When you have an appointed Chair, you will stifle the input from the other committee member. This is because they will feel the decisions and actions have already been decided and their input is not wanted or valued. Shared Governance means empowering everyone to have a role in governing our institution, not just a select few. The current Governance Handbook section 4.5.1 states *“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)”*. So, either this sections needs to be amended or the setup of five governance committees needs to be changed. **(Amended to read: “Officers of all the Academic Assessment, Curriculum and Instruction, Facilities and Safety, and Strategic Planning and Financial Review 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). The Distance Education, Student Success, Executive Council, Institutional Effectiveness, Management Council of Academic Affairs and Student Services, and Technology committees will have a designated chair who has expertise and by virtue of their job have responsibility for the committee’s purpose..)**
5. Section 4.3.1 -- With exempt employees hired after July 1, 2017 automatically designated as non-classified, there is no representation of non-classified employees on any governance committee other than top level administration representation. Therefore, they have no input; and this group should be separate from top level administration who already set on these committees. In the future, this group will no doubt increase in number. **(No change at this time.)**
6. Section 4.3.3 – The word “the” should be inserted so that it will read “Office of the President” in the third line. **(Changed)**
7. Section 4.4.1 – Fifteen days does not give classified staff enough time to announce vacancies, request nominations, and conduct elections to fill vacant staff positions if they are required. **(No change at this time.)**
8. Section 4.5.1 – Five Committees have designated administrative chairs with no vice chair. This is in violation of this section. **(Amended – See #4 above)**
9. Curriculum and Instruction Committee – At the final approval level (Cabinet?) who submits C & I changes to the Degree Works scribe? How long before the catalog is updated? **(Vice President for Academic Affairs will be responsible for this procedure.)**
10. Distance Education Committee – The student representative is appointed by the Dean and not elected by SGA. Why? **(Student appointed should be a student who has enrolled and completed an on-line class.)**
11. Management Council of Academic Affairs and Student Services – 3.1.10 Should be Administration, not Administrative. **(Changed)**
12. Financial Exigency Committee – 3.2 Committee members (2) are elected by Classified Staff every two years on odd numbered years. Is this a discrepancy in the election process? **(As per SCP-5260, Meeting Financial Exigencies – 6.3. “Committee Members Terms of Service – Each member of the Committee shall serve for a full fiscal year, i.e. from July 1 of one calendar year through June 30 of the following calendar year. All elected members of the committee shall be chosen at their respective group’s final meeting for that fiscal year.”)**

Susan Baldwin, Faculty Senate Chair: (Received May 3, 2018)

1. All of the comments I have heard so far pertain to the extra governance day meetings. Essentially, all agree that time is needed to fulfill committee and academic responsibilities but think that using our current meetings efficiently would be more productive. **[Decision was made to change Governance Day dates and reduce them from six (6) to four (4) days. Also, as per the Governance Day Meeting section on page 9 of the Institutional Governance Handbook, section 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."]** [Additional information regarding "using current meetings efficiently would be more productive": Page 10, Committee Chair Responsibilities, address some of these issues. 5.1.3.14 states, "Communicate with committee members via e-mail, telephone, mail, or by scheduling additional meetings regarding committee business as necessary between scheduled meetings."]

Kim Maynard: (Received May 3, 2018)

1. Quorum numbers struck through committees will this be clearer after it is accepted **(This will be cleaned up once all changes are made and accepted.)**
2. Page 9 4.6.1 line 2 change 4 to 6 **[Decision was made to stay at four (4) instead of six (6) Governance Days.]**

Brandon Kirk: Received May 3, 2018)

1. The Academic Assessment Committee would ask that each of the two Schools under the new reorganization contribute three members to our committee. Currently, each School contributes two members. Under the reorganization, which consolidates two of the Schools, we would be reduced from six to four members. We do not wish to see our membership drop from six to four. **(Amended, as requested.)**

Chris Ward, Chair of Curriculum and Instruction Committee: (Received May 3, 2018)

Attached are comments by me and from the C&I Committee that I chair. Never thought I would get a chance to get it done with everything else.

1. Items as a result of Curriculum and Instruction meeting
 - a. Under the membership section for C&I, the C&I committee recommends to have 7 faculty vice 6. The seven faculty would be represented by 1 per department (3 from School of Career and Technical Studies and 4 from School of Arts & Sciences). This will allow diversity among the committee members and a better background of all the college programs for the committee.

- i. If the recommendation is to still have 6 faculty, then would like a statement similar to Distance Educations committee that each faculty be from different disciplines. **(Amended as follows:**

“MEMBERSHIP

3.1 The committee is comprised of ~~ten (10)~~ seven (7) members and ~~six (6)~~ seven (7) ex-officio non-voting members:

3.1.1 Faculty – ~~nine (9)~~ six (6) members elected by school faculty – three (3) 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.”

- b. Under Ex-officio Non-Voting Members, recommendation is to have the Degree Works Scribe included (Teri Wells knows the exact name of this position if it isn't called what it is here). **(Scribe added to membership, as requested.)**
2. General recommendations
- a. 4.6.1 (Page 9 of PDF) should read Governance Days are held on Friday's six (6) times throughout the academic year. *Not sure if this was waiting for final approval of the 6 days though.* **[Decision was made to stay at four (4) instead of six (6) Governance Days.]**
 - b. Executive Council (Page 17 of PDF) in the membership section, 3.1.18 & 3.1.19 should be Deans of the respective schools not Chairs. **(Changed)**
 - c. Institutional Effectiveness Committee (Page 19 of PDF) under membership. Should C&I Chair also be a part of this membership? If the Chair is to assist in the accreditation and compliance regulations, along with making sure that the policies are followed when changes come through C&I, it seems that they would be an important part also in the effectiveness of the institution. **(Changed, as requested.)**
 - d. Institutional Effectiveness Committee (Page 19 of PDF) in purpose. Is it accessment or assessment? **(Changed)**
 - e. MCAS (Page 20 of PDF) in the membership section, 3.1.3 & 3.1.4 should be Deans of the respective schools not Chairs. **(Changed)**

Stephanie Mounts: (Received May 3, 2018)

Attached are my comments on the proposed revisions.

1. Overall suggestion: Throughout the current and proposed Governance System, faculty are frequently assigned by campus to certain committees. This puts a strain on some campuses with limited faculty (i.e. Wyoming) and also may not provide for adequate representation across the various programs and schools. I suggest reviewing this practice and assigning faculty by program, rather than campus, to allow for improved representation. **[Changed, as suggested:**
Student Success Committee
“3.1.8 Faculty – four (4) members – ~~one from each campus as elected by the faculty assembly: Boone/Lincoln, Logan, Williamson, Wyoming/McDowell~~ two (2) from each school with no more than two (2) from the same campus.” This was the only committee that indicated faculty had to be one from each campus.]

2. Governance Day Meeting Schedule: I do not disagree with the addition of 2 meetings to the calendar. However, I feel that it is VERY DIFFICULT to complete work and meet goals in the current (and proposed) 75 minute time frame for meetings. The additional meetings may help with this, however I would suggest a review of this time limit and the consideration of alternate committee meetings on alternate dates for a longer time period; or having extended time-frames for committee meetings for an entire governance day (morning and afternoon.) **[Decision was made to change Governance Day dates and reduce them from six (6) to four (4) days. Also, as per the Governance Day Meeting section on page 9 of the Institutional Governance Handbook, section 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.”] [Additional information regarding meetings and time constraints: Page 10, Committee Chair Responsibilities, address some of these issues. 5.1.3.14 states, “Communicate with committee members via e-mail, telephone, mail, or by scheduling additional meetings regarding committee business as necessary between scheduled meetings.”]**
3. Section 6: Standing Committees
 1. Assessment Committee
 - 3.1.3: Faculty Membership – I feel that with the amount of workload that the Assessment Committee has, it would be beneficial to keep 6 faculty members on the committee at this time. This would allow for better representation across programs and would allow the workload to be spread evenly across committee members. With the implementation of assessment software, the committee workload may decrease slightly and be more appropriate for lesser members. However, until that takes place, I believe not reducing the faculty number is appropriate. **(Amended, as requested.)**
4. Section 8: Councils/Senates
 2. Faculty Senate
 - 3.1: Membership – I would suggest the consideration of adding additional faculty members to the Faculty Senate. Additionally, the previous suggestion of choosing faculty based on program vs. campus could apply here. (See Classified Staff Council for example: representatives are based on job area and campus location.) **(These changes will have to be voted on by the Faculty Assembly, since this is dictated by the Constitution of Southern West Virginia Community & Technical College Faculty. “Article II Southern West Virginia Community & Technical College Faculty Senate; Section 2, Composition; Membership on the Faculty Senate is limited persons who hold full-time faculty contracts and who have no supervising responsibilities over other faculty. The SWVCTC Faculty Senate shall include those representatives elected by the Faculty Assembly at its Spring semester meeting on the following distribution basis: 1 Senator from the Boone Campus; 3 Senators from the Logan Campus; 3 Senators from the Williamson Campus; and 1 Senator from the Wyoming Campus-The representative elected to represent the Faculty Assembly on the Advisory Council of**

Faculty to the State College System and the Faculty Assembly representative on the SWVCTC Board of Governor shall be members of the Faculty Senate.”

Shawn Cline-Riggins

Regina Bias

Email to Susan Baldwin – forwarded to Allyn Sue Barker (Received May 8, 2018)

Susan,

Just a few comments on the proposed six governance days for the upcoming academic year. I am not serving on an active committee, but have done so for many years. We met on e-mail and conference calls, and now we even have ICR. So I am suggesting that standing committees try these avenues for meetings. I would hope that instead of Convocation and Governance day that we combine them or eliminate the governance day in the fall. It seems to be cumbersome, and we would literally not be moving forward, but backward, when we had to be here every Friday. In fact, this was not conducive to keeping qualified faculty at this institution then or now. This was one reason President Tomblin changed to a four day work week.

Thanks so much for your help and hard work.

Shawn Cline-Riggins

Regina Bias

[These concerns were addressed by several other individuals and groups. Here is the response to their and your concerns: Governance Day dates were changed and reduced from six (6) to four (4) days. Also, as per the Governance Day Meeting section on page 9 of the Institutional Governance Handbook, section 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.”] [Additional information regarding meetings: Page 10, Committee Chair Responsibilities, address some of these issues. 5.1.3.14 states, “Communicate with committee members via e-mail, telephone, mail, or by scheduling additional meetings regarding committee business as necessary between scheduled meetings.”]