



Southern

SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

**MARCH 2, 2010
MEETING AGENDA**

Members

Kevin N. Fowler, Chair
Terry R. Sammons, Vice Chair
Thomas A. Heywood, Secretary
Linda Q. Akers
Shelley T. Huffman
Jada C. Hunter

George Kostas
Glenn T. Yost
Wilma J. Zigmund
Debbie Dingess
Kimberly Irick
George Morrison

Joanne Jaeger Tomblin
President

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS
ROOM 429 — CENTER FOR ALLIED HEALTH AND TECHNOLOGY
BOARD OF GOVERNORS MEETING OF MARCH 2, 2010**

AGENDA

1. Call to Order Mr. Kevin Fowler
Board Chair
2. Academy for Mine Training and Energy Technologies Presentation Ms. Allyn Sue Barker
Vice President for Economic,
Workforce, and Community Development
3. Data-driven Decision Making Presentation Mr. Ronald Hamilton
Chief Technology Officer
4. Board of Governors Committee on Tuition and Fees Update Mr. Tom Heywood
Chair
5. President's Report Ms. Joanne Jaeger Tomblin
President
6. Financial Report Mr. Sam Litteral
Chief Financial Officer
7. Action Items pp. 2-89
 1. Approval of December 2009 Minutes pp. 2-9
 2. Approval of Trimester Calendar for Course Scheduling pp. 10-13
 3. Institutional Policies for Final Approval pp. 14-64
 1. SCP-2005, Catastrophic Leave and Forms pp.15-20
 2. SCP-2406, Illness of Faculty Member, Responsibilities for Meeting
Affected Classes, and Requests for Leave Due to Illness pp. 21-24
 3. SCP-2484, Medical Leave of Absence and Forms pp. 25-35
 4. SCP-2006, Employee Leave pp. 36-48
 5. SCP-2875, Workload Requirements for Full-time Faculty pp. 49-52
 6. SCP-3479, Mid-term Grade Reports pp. 53-56
 7. SCP-3780, Textbook Selection Policy pp. 57-60
 8. SCP-5075, Bookstore Textbook Procedures pp. 61-64
 4. Approval of Institutional Policies for 30-day Public Comment pp. 65-91
 1. SCP-1215, Use of Institutional Facilities pp. 65-69
 2. SCP-3625, General Studies (University Parallel) Program Evaluation Model ... pp. 70-78
 3. SCP-3736, Student Standards for Academic Progress pp. 79-81
 4. SCP-5620, Parking Regulations Policy pp. 82-86
 5. SCP-5830, Use of Southern West Virginia
Community and Technical College Vehicles pp. 87-91
 5. Approval of Health and Wellness Fee for All Full and Part-time Students pp. 92-93
8. Executive Session Pursuant to West Virginia Code §6-9A-4(2)(A)
to discuss personnel and management issues Chair Fowler
9. Adjournment Chair Fowler

**Southern West Virginia Community and Technical College Board of Governors
Board Conference Room, 428, Building C
2900 Dempsey Branch Road, Mount Gay, WV
Meeting of December 8, 2009**

DRAFT

Board Members Present: Kevin Fowler, Terry Sammons, Tom Heywood, George Kostas, Linda Akers, Jada Hunter, Glenn Yost, Shelley Huffman, Wilma Zigmond, Debbie Dingess, George Morrison, Kimberly Irick

Board Members Absent: None

Administrative Staff: President Joanne Jaeger Tomblin, Merle Dempsey, Samuel Litteral, Cathy Smith-Cox, Ron Lemon, Patricia Clay, Pam Alderman, Prudence Barker, Emma Baisden

Faculty Senate: Martha Maynard, Charles Puckett, Mary Hamilton, Diana Jividen

Guests: Chris Deweese, Kelley Shafer, Pauline Sturgill, Anita Copley, Chris Gray

1. Call to Order:

Chair, Kevin Fowler, declared a quorum present and convened the meeting at 6:05 p.m.

2. Faculty Senate Presentation

As prescribed in West Virginia Code §18B-6-3(g), the Faculty Senate held its annual meeting with the Board of Governors to discuss matters affecting the faculty. Ms. Martha Maynard, Faculty Senate Chair, introduced Senate members' present to the group. Ms. Maynard presented the Board with an overview of the Senate's role, its composition, discussed policies the group has been working on, and outlined the Senate's plans for the academic year.

3. Appalachian Leadership Academy – Cotiga Chapter

Ms. Pauline Sturgill, Director of Community and Leadership Development, informed Board members that Southern is proud to join several other colleges and universities across West Virginia in hosting the Appalachian Leadership Honors Program. This is the sister program of the Appalachian Leadership and Education Foundation created and founded by General Robert H. Foglesong. The mission of Southern's Appalachian Leadership Academy is to prepare the next generation of business, political, and academic leaders as they enter America's workforce by enhancing their leadership skills and instilling a foundation of impeccable character in those emerging leaders. Southern's third class of Cotiga Fellows is scheduled for induction into the program at 4:00pm on December 15, 2009 at the Williamson Campus. The Cotiga Fellows receive full tuition for up to four semesters and a book

allowance of up to \$500. Ms. Sturgill introduced Ms. Anita Copley, a second-year Cotiga Fellow, who spoke to the group about her personal success story. She informed the Board that she is from a family with 10 siblings and could not attend college without the Cotiga scholarship. She is extremely thankful for the opportunity it provides to develop and practice leadership skills.

4. Board of Governors Committee on Tuition and Fees Report

Mr. Tom Heywood, Chair of the Committee on Tuition and Fees, informed Board members that the Tuition and Fees Committee met on November 18, 2009 to discuss strategies for this year's tuition and fee proposal to the WV Council for Community and Technical College Education. Last year Southern's Board of Governors determined that the College would need a 9.5% tuition increase per year for the next five years to meet increasing operational costs, based on the assumption that Southern's state appropriations would remain flat during this period.

The Committee decided to revamp last year's report to include accomplishments and prepare a draft proposal for review and discussion at a follow-up meeting to be scheduled. Mr. Heywood will bring a formal recommendation before the Board for adoption at its February 16, 2010 meeting.

5. President's Report:

1. Student full-time enrollment (FTE) data shows an increase of 10.3% which equates to 1,746.5 FTE students. Dual credit enrollment is 514.
2. President Tomblin informed Board members that beginning with Fall 2010, Southern plans to implement a trimester schedule. A trimester schedule splits the academic year into three parts, as opposed to a semester schedule that splits the year into two parts. This will be an opportunity for students to earn a degree in six semesters rather than eight. The new schedule will be presented to the Board at its February 2010 meeting for adoption. Mr. Heywood commended President Tomblin for focusing on students.
3. Chancellor Skidmore announced that the community and technical college bonds had been sold and the sale generated enough money from the sale to fund projects. Therefore, we can move forward with the plans for a new technology facility at Williamson. This will be a 21,000 square-foot facility and will house Commercial Vehicle Maintenance, Allied Health, Exercise Physiology/Ergonomics, and Industry Support programs.
4. A total of 18,710 students and 124 middle and high schools were visited from Spring 2000 through Fall 2009 by the President's High School Visiting Team.
5. Southern officials will hold an interest meeting on December 9th with Wheeling Jesuit University representatives to discuss opportunities for a BA or MA degree program in Organizational Leadership. In January 2010, Wheeling Jesuit University would provide classes for these programs at Southern's Boone Campus. The BA program would meet one night weekly

for 15 months/FastTracked, and students may enter this program with any associate degree from Southern. The MA program would also meet only one night a week, face-to-face instruction, with a guaranteed consortium.

6. The Joint Review Committee on Education in Radiologic Technology will conduct a site visit February 22-23, 2010.
7. The annual Tug Valley Chamber of Commerce and Southern West Virginia Community and Technical College Legislative Luncheon will be held on December 10 at the Williamson Campus.
8. The College will be closed December 18, 2009 through January 4, 2010 for the upcoming Christmas and New Year's holidays.

6. Data-driven Decision Making Presentation

This presentation will be rescheduled due to the illness of the presenter.

7. Financial Report

Chief Financial Officer, Sam Litteral, provided the financial report dated November 30, 2009 to Board members. He reviewed restricted, unrestricted, and auxiliary revenues and expenditures. These figures reflect the budgeted amount with actual year-to-date totals. Board member, Shelley Huffman, requested that Mr. Litteral bring a detailed analysis on utilities and equipment to February Board meeting.

8. Financial Audit

The accounting firm of Suttle and Stalnaker, PLLC, conducted the financial audit for Southern West Virginia Community and Technical College for the fiscal year ended June 30, 2009. Suttle and Stalnaker representative and Certified Public Accountant, Chris Deweese, discussed details of the accounting firm's findings with respect to financial reporting. The accounting firm provided copies of the audited financial statements to the Board for review prior to the meeting. The report is intended solely for the information and use of the College's Governing Board, managements of the College and the West Virginia Council for Community and Technical College Education, and is not intended to be and should not be used by anyone other than these specified parties.

9. Action Items:

1. Approval of Audited Financial Report

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors accept the filing of the audited financial report for the fiscal year ended June 30, 2009.

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

2. Approval of Minutes

MOTION: Tom Heywood moved to accept the October 15, 2009 minutes as presented.

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

3. Approval of Vision 2020 Priorities

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of the Vision 2020 Priorities 2010-2015.

ACTION: Linda Akers seconded the motion. The motion carried unanimously.

4. Institutional Policies for Final Approval

1. SCP-2234, Work Schedules

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for SCP-2234, Work Schedules, following the 30-day public comment period.

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

2. SCP-4110, Institutional Policy Regarding ACT Requirements

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve rescission of SCP-4110, Institutional Policy Regarding ACT Requirements, following the 30-day public comment period, and its reconstruction as a procedure in the Enrollment Services Unit Procedures Manual.

ACTION: George Kostas seconded the motion. The motion carried

unanimously.

3. SCP-4672, Student Class Attendance

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the cancellation of SCP-4672, Student Class Attendance.

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

4. SCP-4748, Student Government Constitution

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve rescission of SCP-4748, Student Government Constitution, following the 30-day public comment period, and its reconstruction as a working document within the Student Government Association.

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

5. SCP-4825, Transfer of Student Credit Hours from Another Institution

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors approve rescission of SCP-4825, Transfer of Student Credit Hours from Another Institution, following the 30-day public comment period, and its incorporation of related information into SCP-4786, Transcript Evaluation.

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

5. Approval of Institutional Policies for 30-day Public Comment

1. SCP-2005, Catastrophic Leave and Forms A-B

2. **SCP-2406, Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Requests for Leave Due to Illness and Form A**
3. **SCP-2484, Medical Leave of Absence and Forms A-C.**

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

RESOLVED, that the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-2005, *Catastrophic Leave* and associated forms, SCP-2406, *Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Requests for Leave Due to Illness* and associated form, and SCP-2484, *Medical Leave of Absence* and associated forms, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission and conversion to unit procedures.

ACTION: Tom Heywood seconded the motion. The motion carried unanimously.

4. **SCP-2006, Employee Leave**

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of the new institutional policy SCP-2006, *Employee Leave*, to Southern's constituencies and the Chancellor for the West Virginia Council for Community and Technical College Education for a 30-day public comment period.

ACTION: Tom Heywood seconded the motion. The motion carried unanimously.

5. **SCP-2875, Workload Requirements for Full-time Faculty**

MOTION: Tom Heywood moved the adoption of the following resolution:

RESOLVED, That the Southern WV Community and Technical College Board of Governors grant approval for the distribution of SCP-2875, *Workload Requirements for Full-time Faculty*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

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

6. SCP-3479, Mid-term Grade Reports and Form

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-3479, Mid-term Grade Reports, and SCP-3479.A, Mid-term Grade Report Form, to Southern's constituencies and the Chancellor for the West Virginia Council for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission of the existing policy and conversion to unit procedures.

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

7. SCP-3780, Textbook Selection Policy

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-3780, Textbook Selection Policy, to Southern's constituencies and the Chancellor for the West Virginia Council for Community and Technical College Education for a 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

8. SCP-5075, Bookstore Textbook Procedures

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

RESOLVED, That the Southern West Virginia Community and Technical College Board of Governors grant approval for distribution of SCP-5075, Bookstore Textbook Procedures, to Southern's constituencies and the Chancellor for the West Virginia Council for Community and Technical College Education for a 30-day public comment period.

ACTION: Terry Sammons seconded the motion. The motion carried unanimously.

10. Executive Session Pursuant to West Virginia Code §6-9A-4(2)(A) to discuss personnel and management issues

Shelley Huffman moved that the Board of Governors enter an Executive Session pursuant to West Virginia Code §6-9A-4-2A to discuss personnel and management issues. Terry Sammons seconded the motion that carried unanimously, and the Board then met in an Executive Session. At the conclusion of discussions, Shelley Huffman moved and Glenn Yost seconded the motion that the Board of Governors rise from Executive Session and convene in Open Session.

11. Adjournment:

There being no further business, Chair Fowler declared the meeting adjourned at 7:55PM.

Kevin N. Fowler

Chair

Emma L. Baisden

Assistant to the Governing Board

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF MARCH 2, 2010**

ITEM: Approval of Trimester Calendar for Course Scheduling

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval of the proposed Trimester Calendar for purposes of course scheduling as recommended by the President.

BE IT FURTHER RESOLVED, that the Trimester Calendar becomes effective with the fall 2010 term and that the Administration report the change in calendar type to the Higher Learning Commission of the North Central Association of Colleges and Schools in the Annual Institutional Data Update (AIDU).

STAFF MEMBER: President Tomblin

BACKGROUND:

Based on language in the West Virginia state code, one of the purposes for higher education in the state is to create a learning environment that is student-friendly and that encourages and assists students in **the completion of degree requirements, certifications, or skill sets within a reasonable period of time.** Real and/or perceived barriers to accomplishing this purpose within West Virginia's system of higher include **the availability of appropriate course work at locations and times convenient for students with families and/or jobs.**

Institutions of higher education, and particularly community and technical colleges, are encouraged to **devise innovative programs, delivery modes, curricula and pedagogy to achieve the needs of the state and its citizens.** Institutions are also **encouraged to tailor institutional policies to meet the needs of adults, recognizing that these individuals have responsibilities that are different from those of traditional-aged college students.** **High on this list of needs for non-traditional students is a flexible class schedule that will accommodate work obligations.**

In an effort to address the issues described, Southern West Virginia Community and Technical College proposes to implement a trimester academic calendar that will allow the institution to expand the course schedule in what has been the traditional summer term. This new academic calendar will expand opportunities for students to complete many of the associate degree programs offered by the College in less than the traditional two years.

President Tomblin and Katie Smith-Cox will provide additional information regarding the rationale for the change in the calendar.

DRAFT Trimester 14 Week Academic Calendar

2010 - 2011 Term 1 (Four-day work week Monday - Thursday)

<u>Week</u>	<u>Dates</u>	<u>Holidays to consider</u>
1	August 30 - September 2	
2	September *7 - 10	September 6 - Labor Day
3	September 13 - 16	
4	September 20 - 23	
5	September 27 - 30	
6	October 4 - 7	
7	October 11 - 14	
8	October 18 - 21	
9	October 25 - 28	
10	November 1 - 4	
11	November 8 - 11	
12	November 15 - 18	
	November 22 - 26 - Fall Break	November 25 - Thanksgiving
13	November 29 - December 3	
14	December 6 - 9 (Final Exams)	
	December 20 - January 2	Christmas/New Years Holidays

2010 - 2011 Term 2 (Four-day work week Monday - Thursday)

1	January 10 - 14	
2	January *18 - 21	January 17 - Martin Luther King Day
3	January 24 - 28	
4	January 31 - February 3	
5	February 7 - 10	
6	February 14 - 17	
7	February 21 - 24	
8	February 28 - March 3	
9	March 7 - 10	
	March 14 - 17 - Spring Break	
10	March 21 - 24	
11	March 28 - 31	
12	April 4 - 7	
13	April 11 - 14	
14	April 18 - 21 (Final Exams)	
	Graduation April 23	

2010-2011 Term 3 (Four-day work week Monday - Thursday)

<u>Week</u>	<u>Dates</u>	<u>Holidays to consider</u>
1	May 9 - 12	
2	May 16 - 19	
3	May 23 - 26	
4	May *31 - June 2	May 30 - Memorial Day Holiday
5	June 6 - 9	
6	June 13 - 16	
7	June 20 - 23	
8	June 27 - 30	
9	July *5 - 7	July 4 - Independence Day Holiday
10	July 11 - 14	
11	July 18 - 21	
12	July 25 - 28	
13	August 1 - 4	
14	August 8 - 11 (Final Exams)	

To accommodate a 14 week rather than a 16 week schedule the following changes should be made.

- 1 credit courses are 800 instructional minutes.
- 2 credit courses are 1600 instructional minutes.
- 3 credit courses are 2400 instructional minutes.
- 4 credit courses are 3200 instructional minutes.

Calculations for a 14 week semester are as follows:

- 1 credit- $800/14=57.14$ or 58 minutes per week
- 2 credits- $1600/14=114.29$ or 115 minutes per week
- 3 credits- $2400/14=171.43$ or 172 minutes per week
- 4 credits- $3200/14=228.57$ or 229 minutes per week

To clarify-

- 1 credit 60 minutes per class meeting (14 weeks)
- 2 credits 60 minutes per class meeting (14 weeks) to total 120 minutes per week
- 3 credits 60 minutes per class meeting (14 weeks) to total 180 minutes per week
- 4 credits 60 minutes per class meeting (14 weeks) to total 240 minutes per week

Standardized time blocks--

730-900	325-455
905-1035	500-630
1040-1210	635-935
1215-145	
150-320	

2 labs per semester in Science classes or classes with labs will be held on Friday.

Fast Track 1
August 23-September 3

Fast Track 2
September 13 -24

Fast Track 3
September 27-October 8

Fast Track 4
October 11-22

Fast Track 5
October 25-November 5

Fast Track 6
November 8-19

Fast Track 7
November 29- December 10

Minimester
December 15-19, January 3-7

1st 7 weeks
August 30- October 14

2nd 7 weeks
October 18- December 9

Weekend 1 (four weekends)
August 27-September 18

Weekend 2 (four weekends)
September 24- October 16

Weekend 3 (four weekends)
October 22- November 13

Weekend 4 (four weekends)
November 26-December 18

Saturday Only
August 28-December 4

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF March 2, 2010**

ITEMS: SCP-2005 *Catastrophic Leave*
SCP-2005.A *Catastrophic Leave Request Form*
SCP-2005.B *Catastrophic Leave Donation Form*
SCP-2406 *Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Requests for Leave Due to Illness*
SCP-2406.A, *Faculty Absence Request/Report*
SCP-2484 *Medical Leave of Absence*
SCP-2484.A *Request for Medical Leave*
SCP-2484.B *Treating Licensed Physician Statement / Medical Leave Verification*
SCP-2484.C *Return to Work Authorization/Medical Release Form*

RECOMMENDED RESOLUTION: *RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2005, *Catastrophic Leave* and associated forms, SCP-2406, *Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Requests for Leave Due to Illness* and associated form, and SCP-2484, *Medical Leave of Absence* and associated forms, for rescission and conversion to unit procedures following the 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The policies attached hereto regarding medical leave, catastrophic leave, and illness or absences of faculty members contain forms and procedures for application for two types of leave. The Human Resources staff, the Executive Council, and the President reviewed these policies. Additionally, the Academic Affairs Management Council reviewed the policy regarding faculty absences. The reviewers determined that these policies are procedural in nature and recommended them for rescission and conversion to unit procedures.

At its December 8, 2009 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the proposed policies and associated forms for a 30-day public comment period that expired January 11, 2010. No comments were received at the end of the comment period. Therefore, it is recommended that the Board grant final approval for rescission of these policies and associated forms and their reconstruction as unit procedures.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2005**

SUBJECT: Catastrophic Leave

REFERENCE: West Virginia Code, §18B-9-10
West Virginia Council for Community and Technical College Education (Community and Technical College System Council), and West Virginia Higher Education Policy Commission (HEPC), Title 135, Procedural Rule, Series 38, *Employee Leave*

ORIGINATION: February 15, 2005

EFFECTIVE: April 19, 2005

REVIEWED: February 2008

SECTION 1. PURPOSE

1.1 Southern West Virginia Community and Technical College complies with the State Catastrophic Leave Act outlined in WV Code §18B-9-10. This act allows for the establishment of a procedure for direct transfer of sick or annual leave to an employee who has requested and been approved to receive leave donations due to a catastrophic illness or injury. The purpose of this policy is to provide catastrophic leave to eligible employees of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy shall apply to all full time classified, non-classified employees, and faculty who are eligible to accrue sick and annual leave.

SECTION 3. DEFINITIONS

3.1 Catastrophic Illness or Injury - An illness or injury that is expected to incapacitate the employee and create a financial hardship because the employee has exhausted all sick and annual leave and other paid time off. Catastrophic illness or injury also includes an incapacitated immediate family member if this results in the employee being required to take time off from work to care for the family member and the employee has exhausted all leave and other paid time off.

3.2 Immediate Family Member - An employee's father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof.

3.3 Leave Donor - A Southern West Virginia Community and Technical College employee who is actively employed at Southern and who is donating his or her own accumulated sick or annual leave days to another Southern employee.

SECTION 4. POLICY

- 4.1 It shall be the policy of the Board of Governors to allow eligible employees of Southern West Virginia Community and Technical College who are facing qualifying medical situations and have exhausted their leave accruals to maintain their income for a limited period of time by requesting and, upon approval, receiving catastrophic leave donations from co-workers.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Faculty employees with less than a 12-month appointment are not eligible to receive catastrophic leave.

SECTION 6. GENERAL PROVISIONS

- 6.1 The catastrophic leave direct transfer program provides for sick and annual leave to be donated on an individual basis at the request of the employee upon appropriate medical verification that the individual is unable to work due to the catastrophic illness or injury as determined by the president or her/his designee.
- 6.2 An employee receiving the transfer of leave shall have any time which is donated credited to such employee's leave record in one-day increments and reflected as a day-for-day addition to the leave balance of the receiving employee. The leave record of the donating employee shall have the donated leave reflected as a day-for-day reduction of the leave balance.
- 6.3 The president or her/his designee may approve catastrophic leave for periods of less than twelve (12) months in duration pending re-evaluation of the medical condition by the treating licensed physician. However, use of any donated leave may not exceed a maximum of twelve (12) continuous calendar months for any one catastrophic illness or injury.
- 6.4 A recipient's approved catastrophic leave shall run concurrently with other leaves of absence as appropriate including, but not limited to, any leave taken under the provisions of the Family Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA). No provision in this policy shall supersede the requirements of the FMLA or the ADA.
- 6.5 The total amount of leave received by transfer may not exceed an amount sufficient to ensure the continuance of regular compensation and shall not be used to extend insurance coverage pursuant to Section 13, Article 16, Chapter 5 of the West Virginia Code, which relates to insurance coverage for state employees.
- 6.6 The employee receiving donations of leave shall use any leave personally accrued on a monthly basis prior to receiving additional donated leave.
- 6.7 Catastrophic leave payments to an employee will be terminated upon approval of other wage replacement or annuity benefits, whether the premiums were paid by the employee or the employer (i.e., long or short term disability payment, Social Security Disability payments, etc.). Thus, an employee may not receive catastrophic leave payments in addition to other benefits which provide monetary payments to the employee.
- 6.8 Employees are not required to donate leave to another employee. Any leave donated, but not used, shall be returned to the donor employee.
- 6.9 Direct transfer of leave may be inter-institutional. The president or her/his designee shall notify in writing other institutional presidents requesting that the institution consider the transfer of leave by either the direct transfer method or from the institution's leave bank. Upon approval of the receiving president, transfer leave will be made through the Human Resources Department.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Primary Responsibility - The Office of Human Resources shall have primary responsibility for the implementation and oversight of the provisions of this policy. Employees and supervisors are responsible as follows:
- 7.1.1 Employees: Employees considering donating leave days should understand that she/he is relinquishing rights to use such leave for personal reasons or at retirement – i.e., for extension of insurance coverages, or service “credits”. The employee receiving donated leave should make every effort to return to work at the earliest date possible. Employees are responsible to report any changes affecting her/his leave status during the approved period of catastrophic leave.
 - 7.1.2 Supervisors: Supervisors are responsible for compliance with all sections of this policy. Supervisors who have an employee in her/his department facing a qualifying medical situation are to inform the Benefits Services Office of Human Resources as soon as it is suspected that the employee’s situation may cause him/her to exhaust accrued leave.
- 7.2 Procedures for Requesting Catastrophic Leave - An employee who is facing a qualifying medical situation and is close to exhausting her/his accrued leave balances must contact the Benefit Services Office of Human Resources.
- 7.2.1 Application for Catastrophic Leave - Employees requesting catastrophic leave must make application for a Medical Leave of Absence by completing the “*Request for Medical Leave of Absence*” form (SCP-2484.A) and having the treating physician complete the “*Treating Licensed Physician Statement / Medical Leave Verification*” form (SCP-2484.B). In addition the employee must complete the “*Catastrophic Leave Employee Request Form*” (SCP-2005.A). The employee must submit the three documents to the Benefit Services Office of Human Resources. Upon verification and approval of the application, Human Resources will announce to all employees that donations of catastrophic leave are being accepted for the qualifying employee. A copy of the “*Catastrophic Leave Employee Donation Form*” (SCP-2005.B) will accompany the announcement. No medical or confidential information regarding the qualifying employee will be included in the announcement.
 - 7.2.2 Donation of Leave - Employees who desire to donate leave to an approved individual may do so by completing the “*Catastrophic Leave Employee Donation Form*” (SCP-2005.B) and submitting the form to the Human Resources Department.

SECTION 8. CANCELLATION

- 8.1 No preceding policy is canceled by this new policy. This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP 2005.A, Catastrophic Leave Request Form
 SCP 2005.B, Catastrophic Leave Donation Form

Distribution: Board of Governors (12 members)
 Office of the President
 Office of the Executive Vice President
 Office of the Vice President for Academic Affairs
 Office of the Chief Financial Officer
 Office of the Vice President for Economic, Workforce and Community Development
 Office of the Vice President for Student Services
 Office of the Chief Technology Officer
 Office of the Human Resources Administrator
 Office of the Academic Division Dean (2 members)
 Faculty Senate Chair
 Classified Staff Council Chair
 Libraries (Harless and Williamson Campus)
 Office of the Director of Campus Operations (Boone, Logan, Williamson, Wyoming)
 www.southernwv.edu

Revision Notes: January/February 2008 — Revisions reflect no substantial changes in procedure or documentation requirements. Policy was reformatted.

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2005.A

CATASTROPHIC LEAVE REQUEST FORM

I. To Be Completed by Employee:

Pursuant to Article 9, Chapter 18-b of the West Virginia Code, Catastrophic Leave of Absence is requested for the purpose of caring for _____.
[Self or name/relationship of incapacitated family member]

Signature

Date

NOTE: THIS REQUEST MUST BE ACCOMPANIED BY A "REQUEST FOR MEDICAL LEAVE" (SCP-2484.A) AND A "TREATING LICENSED PHYSICIAN STATEMENT MEDICAL LEAVE VERIFICATION" (SCP-2484.B).

II. To Be Completed by Human Resources Department:

I have reviewed all leave records of the above named employee and verify the exhaustion of all personal accrued and unused sick/annual leave and/or all other paid time off as of

Date

Time

Signature

Date

III. Verification by President or Designee:

Catastrophic Leave of Absence for this employee is:

APPROVED

DENIED

Signature

Date

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2005.B**

CATASTROPHIC LEAVE DONATION FORM

I. DONOR INFORMATION

Name: _____

SSN: _____

Job Title: _____

Department, Division, Branch/Office _____
(if employed with another agency within WVHE)

I wish to donate _____ SICK LEAVE DAY(s)

I wish to donate _____ ANNUAL LEAVE DAY(s)

II. RECIPIENT INFORMATION (need only recipient Name unless donation is between agencies).

Name: _____

SSN: _____

Job Title: _____

Department, Division, Branch/Office _____
(if employed with another agency within WVHE)

I certify that this is a voluntary donation of my accrued and unused sick and/or annual leave. Also, I understand that this donation will cause the reduction of my leave balance(s) as designated above.

Donor Signature _____

Date _____

THIS BOX RESERVED FOR HUMAN RESOURCES FILE MAINTENANCE

TOTAL DAYS DONATED THIS FORM _____

C H A R G E D T O D O N O R

MTH	YR	TYPE	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FORM DISTRIBUTION:

Recipient File - original

Send to Donor - copy



SUBJECT: **Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Requests for Leave Due to Illness**

REFERENCE: SAA-2000 C#1-9900, 9/8/99 and Faculty Handbook

1. PURPOSE

To clarify faculty responsibility regarding absences.

2. SCOPE AND APPLICABILITY

All faculty, full time and part time.

3. DEFINITIONS

4. POLICY

- A. Each member of the faculty is employed to carry out the classroom teaching responsibilities normally expected which includes meeting each assigned class during its scheduled time frame.
- B. A faculty member who must miss scheduled work time (class, office, committee, or other) is required to complete a faculty absence form.
- C. A full-time faculty member may request a leave of absence because of illness pursuant to SCP 2484.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

- A. It is recognized that situations may arise when the faculty member cannot meet his/her classes because of the following reasons:
 - 1. Illness or injury,
 - 2. Serious illness of a family member,



3. Death in the immediate family,
 4. Pregnancy and/or birth/adoption of a child.
 5. Temporary disabilities, or
 6. Other unusual circumstances.
- B. Division Chair Responsibilities
1. In the event of the faculty member's absence, it becomes the responsibility of the Division Chair to ensure that:
 - a. Another member of the Division's faculty/staff will meet the classes affected; or
 - b. He/she will meet the classes when a faculty/staff member is unavailable;
 - c. Students are notified in advance by the Division Chair if it becomes necessary to cancel classes.
 - d. Faculty absence forms are completed appropriately, signed, and sent to the Human Resources Department for filing.
- C. Faculty Responsibilities
1. Faculty members who must miss scheduled work time (class, office, committee, or other) are required to complete a faculty absence form.
 2. Faculty members who miss more than ten (10) consecutive work days are required to have a physician's statement completed per SCP 2484.
 3. Faculty members are strongly encouraged to enroll in TIAA disability coverage. Faculty employed after September 1999 are required to enroll.
 4. Faculty who miss work for thirty (30) continuous calendar days will be removed from the payroll. At this time, benefits from disability coverage should begin.
 5. Before returning to work after a period of absence for ten (10) or more days, the faculty member must obtain a "Return to Work Authorization/Medical Release" form from the treating physician.



8. CANCELLATION

9. SIGNATURE

President

Date

Attachments

Faculty Absence Request/Report Form SCP 2406.A

Distribution

All faculty members

Revision Date

September 1, 2000



Number: SCP 2406.A
Effective: January 1, 1985
Revised: September 1, 2000

FACULTY ABSENCE REQUEST/REPORT

Name _____ Campus _____

Date of Absence: _____
If less than full day, also indicate time.

Section A Planned Absence

1. Reason for Absence _____

2. Class(es) will be covered by:
Colleague _____ Guest Lecturer _____
Division Chair/Campus Director _____ Special Class Assignment _____
Make-up time _____

3. Duties to be missed:
Office Hours _____ Registration _____ Advising _____
Scheduled Meeting (s) _____ Commencement _____ Other _____

Section B Unplanned Absence

1. Reason for Absence _____

2. Was Division Chairperson notified prior to Absence? _____ Yes _____ No

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____



SUBJECT: Medical Leave of Absence

REFERENCE: Higher Education Policy Commission Procedural Rule Series 35 and Family Medical Leave Act of 1993 (FMLA)

1. PURPOSE

To identify the procedures and requirements for taking a Medical Leave of Absence in compliance with the Family Medical Leave Act of 1993 (FMLA), Board of Directors, State College System Rules, Series 35; and the Americans with Disabilities Act of 1990 (ADA).

2. SCOPE AND APPLICABILITY

All regular employees.

3. DEFINITIONS

Family Medical Leave Act of 1993 (FMLA) -- Enables qualified employees to take up to 12 weeks (paid or unpaid) leave for family and health-related reasons without loss of their jobs.

Public Employees Insurance Agency Form (PEIA) -- Employee Statement of Necessity for Medical Leave of Absence. This form is required by PEIA in order to continue insurance coverage while on medical leave.

4. POLICY

All regular employees are required to complete appropriate forms for days of absence from work due to medical reasons for themselves or family members.

- A Except in an emergency, medical leave request forms are required to be completed and approved prior to the beginning of the leave period.
- B. The type of forms required depends upon the number of consecutive (full or partial) days of absence for medical reasons. Forms are required regardless of whether the consecutive days of absence are taken as sick leave, annual leave, compensatory time, or unpaid leave. For purposes of determining required forms, holidays that occur during a period of medical leave are counted in the number of consecutive days of absence.
 - 1. Absence of five (5) or fewer consecutive (full or partial) days – Requires a

Leave Request or Faculty Absence Report form.

2. Absence consisting of six (6) to ten (10) consecutive (full or partial) days – Requires a *Return to Work Authorization / Medical Release* form (in addition to the *Leave Request or Faculty Absence Report* form).
 3. Absence of more than ten (10) consecutive (full or partial) days. Requires completion of a *Request for Medical Leave of Absence* and a *Treating License Physician Statement/Medical Leave Verification* form.
- C. The President has the final authority for approval or denial of Medical Leave of Absence.
- D. Medical Leave of Absence is granted for a particular period of time with a specific beginning and end date. These dates are determined based upon medical necessity as determined by the *Treating Licensed Physician Statement/Medical Leave Verification* form.
- E. While on approved Medical Leave of Absence the employee is required to continue payment of his or her respective proportionate share of health/ hospitalization/life/drug insurance coverage premium cost. If the approved Medical Leave of Absence continues after 12 consecutive months the employee may be required to pay the full cost of insurance coverage.
- F. In order to receive continuous coverage of the insurances, the employee is required to submit a *PEIA Statement of Necessity for Medical Leave of Absence* form each month while on approved medical leave of absence.
- G. The extent of this leave will count toward entitlement of the FMLA, as applicable, which provides up to 12 weeks job-protected leave to eligible employees for certain family and medical reasons.
- H. If an extension of leave becomes necessary, a new *Request for Medical Leave of Absence* and a new *Treating Licensed Physician Statement/Medical Leave Verification* form must be submitted prior to the expiration of the current approved leave.
- I. Prior to returning to work, the employee must have his or her physician complete and sign Southern's *Return to Work Authorization Medical Release* form. When possible the employee should return this form to the Human Resources Office before the

expiration of the current approved leave.

D. BACKGROUND OR EXCLUSIONS

Southern understands the importance of health and family issues in today's work force. Because our employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, Southern hereby establishes its Medical Leave of Absence policy.

E. GENERAL PROVISIONS

In order to make sound and appropriate decisions regarding medical leave of absence employees must obtain beginning date, diagnosis, prognosis, and expected dates of return to work from a licensed treating physician. All employee medical information is kept in strict confidentiality according to the 1974 Privacy Act. All employees who, through the course of performing their job, obtain knowledge of another employee's medical information are required to maintain strictest confidentiality. Medical information is to be forwarded to the Human Resources Office for appropriate record keeping.

F. RESPONSIBILITIES AND PROCEDURES

Supervisor:

1. Is responsible for consistent application of this policy and for ensuring the appropriate leave request(s) and/or medical leave of absence forms are completed in a timely manner for employees reporting to them.
2. After six (6) to ten (10) consecutive (full or partial) days of absence for medical reasons, must have the employee complete a *Return to Work Authorization-Medical Release* form. Supervisor must forward the completed form to the Human Resources Office upon receipt from the employee.
3. Must notify Human Resources Office of a medical absence of any employee that is more than ten (10) consecutive (full or partial) days.
4. Must maintain employee confidentiality and must forward all confidential employee medical information to the Human Resources Office.
5. Is responsible for monitoring employees' leave balance to ensure that an employee has not received an illegal wage in violation of payment beyond accrued leave.

Employee:

1. Must complete appropriate leave request and medical leave forms. Must obtain the appropriate forms from the Human Resources Office, as far in advance as possible for scheduled medical procedures requiring more than five (5) consecutive days of absence from work.
2. Must complete and sign *Request for Medical Leave of Absence* form and have his/her treating physician complete the *Treating Licensed Physician Statement/Medical Leave Verification* form. Secure immediate supervisor's signature on the "*Request for Medical Leave of Absence*" and return both forms to the Human Resources Office.
3. Upon approval of Medical Leave of Absence, must complete and return a new *PEIA Statement of Necessity for Medical Leave of Absence* form to the Human Resources Office every 30 days while on approved leave. This is required in order to continue health, hospitalization, and other insurances.
4. Must have the physician complete and sign the "*Return to Work Authorization Medical Release Form*" and deliver to the Human Resources Office prior to returning to work.

Human Resources Office:

1. Upon notification by the supervisor, will forward a *Return to Work Authorization/Medical Release* form to the employee who has six (6) to ten (10) consecutive days of medical absence for completion prior to returning to work. Upon notification of supervisor, will forward to the employee all appropriate forms necessary to request a Medical Leave of Absence for absence taken for medical reasons of more than ten (10) consecutive days.
2. Will review incoming Medical Leave of Absence requests for completion and calculate remainder of leave balances (if applicable) and present leave request to the President for consideration.
3. After decision of the President, communicate approval/denial of Medical Leave of Absence to employee and supervisor.

3. **CANCELLATION**

None

4. SIGNATURE

President

Date

Attachments

WH Publication 1420: *Your Rights under the FMLA of 1993.*

PEIA Statement of Necessity for Medical Leave of Absence

Forms:

SCP-2484.A Medical Leave of Absence Request,

SCP-2484.B Treating License Physician Statement Medical Leave Verification,

SCP-2484.C Return to Work Authorization-Medical Release.

Distribution

All employees

Revision Date



REQUEST FOR MEDICAL LEAVE OF ABSENCE

Name: _____ SSN: _____

Title: _____ Dept: _____

I hereby request a medical leave of absence as follows:

Beginning Date: _____ Ending Date: _____

(Per Treating Licensed Physician Statement/Medical Leave Verification Form)

Purpose of Leave:

- Birth of child and to care for new-born child
Placement of child for adoption or foster care, and to care for adopted child or child in foster care
The care of spouse, child or parent with a serious health condition
Employee's serious health condition which makes employee unable to perform the functions of employee's job

I understand that while on an approved Medical Leave of Absence, I am required to continue to pay my respective proportionate share of health/life/hospitalization/drug insurance coverage premium cost. I further understand that if the approved leave continues after 12 consecutive months, I may be required to pay the full cost of coverage (employee and employer's share).

I further understand that in order to continue insurance coverage, I am required to submit to my employer each month a PEIA Statement of Necessity for Medical Leave of Absence certifying I am unable to return to work/duty. The due date for this statement is every 30 days from the beginning date of medical leave of absence. Failure to supply this form will result in the termination of insurance coverage and possible termination of employment. (This form will be provided to you by the Human Resources Department).

I further understand that prior to my return to work, I am required to submit to my employer a Return to Work Authorization /Medical Release Form from the treating licensed physician. (This form will be provided to you by the Human Resources Department).

I further understand that the extent of this leave will count toward entitlement of the Family and Medical Leave Act of 1993 (FMLA), as applicable, which provides up to 12 weeks job-protected leave to eligible employees for certain family and medical reasons. See the attached publication by the U.S. Department of Labor entitled "Your Rights Under the Family and Medical Leave Act of 1993."

I further understand that any extension of this leave must be requested in writing by completing a new Request for Medical Leave of Absence Form and obtain a new Treating Licensed Physician Statement/Medical Leave Verification Form, and be submitted for the President's approval prior to the expiration of this approved leave.

I understand that approval of this Request for Medical Leave does not guarantee payment of wages, leave or other compensation and that all policies, rules, and laws in regard to leave payment apply.

** IMPORTANT **

This request form MUST be accompanied by a completed Treating Licensed Physician Statement/ Medical Leave Verification Form (attached).

Employee's Signature _____ Date _____

I recommend approval of this leave ___Yes ___No

Supervisor's Signature _____ Date _____

I recommend approval of this leave ___Yes ___No

Unit Administrator's Signature _____ Date _____

I recommend approval of this leave ___Yes ___No

Human Resources Administrator's Signature _____ Date _____

Approved Denied

Executive Vice President's Signature _____ Date _____

RESERVED FOR HUMAN RESOURCES DEPARTMENT USE ONLY

DO NOT WRITE IN THIS BOX

I. Date leave commenced _____ Expected end date _____
(Per Treating Licensed Physician Statement/Medical Leave Verification Form)

II. Non-Faculty Employees Only:

1. Verification of Leave Balances as of _____ (Date)

Annual Leave _____ days

Sick Leave _____ days

2. Exhaustion of all sick/ annual leave as of _____
(Date & Time)

3. Date Catastrophic Leave Request Form Sent _____
(30 days prior to expiration of leave)

4. Applied for Catastrophic Leave? YES NO N/ A

III. Date notification letter sent: _____

IV. Verification of receipt of monthly physician's statement:

<u>Month</u>	<u>Date Rec'd in HR</u>	<u>Month</u>	<u>Date Rec'd in HR</u>
<i>(List below)</i>		<i>(List Below)</i>	

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

V. Verification of receipt of monthly insurance premiums:

<u>Month</u>	<u>Date Rec'd in HR</u>	<u>Month</u>	<u>Date Rec'd in HR</u>
<i>(List below)</i>		<i>(List Below)</i>	

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VI. Date of Actual Return to Work/ Duty: _____

OR

Date extension of leave requested: _____



TREATING LICENSED PHYSICIAN STATEMENT
MEDICAL LEAVE VERIFICATION

To Be Completed By The Employee:

Employee Name: Title:

Upon presentation of the original or a photocopy of this signed authorization, I authorize any physician, medical professional, hospital, or other medical care institution, insurance support organization, pharmacy, governmental agency, insurance company group policyholder, employer or benefit plan administrator to provide the above-named employer, or its agent, information concerning evaluation, advice, care, treatment, or supplies provided to me, including information relating to mental illness, use of drugs or use of alcohol. I understand that such information will be used by Southern or its authorized representative for the purpose of evaluating my claim for benefits and that I or any authorized representative will receive a copy of this authorization upon request. I understand that the duration of the authorization is for six (6) months from the date shown below.

Employee Signature

Date

To Be Completed By The Employee If Requesting Family Leave

When family leave is needed to care for a seriously ill family member, the employee shall state the care he or she will provide and an estimate of the time period during which this care will be provided, including a schedule of care if leave is to be taken intermittently or on a reduced leave schedule. The employee shall also state to what extent, if any, the employee will be engaged in other employment during the period of FMLA leave, and the schedule of any such employment. (Attach additional pages if necessary)

To Be Completed By The Physician:

The following information is sought in connection with the above-named employee's request for leave under Southern WV Community and Technical College's Medical Leave of Absence Policy and/or the Family and Medical Leave Act of 1993.

- 1. Patient's name:
2. If other than employee, what is the relationship of the patient to the employee?
3. If the patient is over age 18 and is the son or daughter of the employee, does the patient have a physical or mental disability that limits the patient's ability to perform any of the activities of daily life?
4. Diagnosis:
5. Is the condition a chronic condition or disability that is incurable?

6. Date the patient became incapacitated from work, school, or daily activities: _____
7. **Anticipated date the patient will be able to return to work:** _____
OR
Actual date the patient was able to return to work: _____
8. If the condition has not resulted in incapacity for more than three calendar days, would the condition result in incapacity for more than three calendar days if left untreated?
 Yes No
9. Did this condition result in in-patient hospitalization (i.e., an overnight stay)? Yes No
10. Regime of treatment prescribed. *(Indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment if it was or is medically necessary for the patient to be off work on an intermittent basis or to work less than the patient's normal work schedule of hours per day or days per week).*
- A. By physician or practitioner: _____

- B. By another provider of health services, if referred by physician or practitioner: _____

INSTRUCTIONS

If the certification relates to care for the employee, answer questions 11, 12, and 13.

If the certification relates to care for the employee's seriously ill family member, skip questions 12 and 13 and proceed to items 14 through 17.

11. If the condition is one which makes it medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal work schedule, and there is no specific prescribed regime of treatment, state the aspects of the condition that make intermittent or reduced schedule leave "medically necessary." Indicate the reduction of hours per day or per week that is medically necessary, if applicable, and whether a particular schedule (e.g., off Tuesday) is medically necessary. If leave was or is intermittent, indicate the medical necessity for intermittent leave.

12. Is the employee unable to perform work of any kind because of a serious health condition?
 Yes No Don't Know
13. Is the employee unable to perform the essential functions of the employee's position because of the serious health condition? *(To determine the essential functions of the employee's position, review a statement from the employer of the essential functions of the employee's position or, if none is provided, after discussing the job with the employee).*
 Yes No Don't Know

- A. What essential function(s) cannot be performed because of the serious health condition? _____

- B. Are there any accommodations that would enable the employee to perform these functions without posing a significant risk of injury to the employee or others? _____

INSTRUCTIONS

For certification relating to care for the employee's seriously ill family member, complete questions 14 through 17 as they apply to the family member.

14. Does or will the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?
 Yes No Don't Know
15. Is the employee's presence necessary or would it be beneficial for the care of the patient? *(This may include psychological comfort).*
 Yes No Don't Know

If unknown, what additional information would you need? _____

16. Estimate the period of time care is needed or the employee's presence would be beneficial: _____

17. Is it medically necessary for the employee to take leave on an intermittent or reduced schedule?
 Yes No Don't Know

Signature of Treating Licensed Physician

Printed Name

Address

Telephone Number



RETURN TO WORK AUTHORIZATION
MEDICAL RELEASE FORM

PHYSICIAN - COMPLETE IN ENTIRETY:

Patient's Name: _____

Social Security Number: _____

I hereby certify that the above-named employee has been under my professional care for:

_____ (Diagnosis)

Illness commenced: _____ (Date)

Employee is able to return to work on: _____ (Date)

Describe the functional limitations/restrictions, if any, caused by this condition:

(Functional limitations listed may require an analysis of employee's Position Information Questionnaire (PIQ) for ADA accommodation)

Duration of limitations/restrictions, if any: " Permanent " Temporary

If temporary, indicate time period: _____

Signature of Physician

Printed Name

Address of Physician

Telephone Number of Physician

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF March 2, 2010**

ITEM: SCP-2006, *Employee Leave*

RECOMMENDED RESOLUTION: *RESOLVED*, that the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-2006, *Employee Leave*, following a 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

SCP-2006, *Employee Leave*, is a new institutional policy based upon the West Virginia Council for Community and Technical College Education's policy on employee leave. This policy addresses the types of leave that employees can take, eligibility requirements for each, and whether the leave is paid or unpaid.

At its December 8, 2009 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of the proposed policy for a 30-day public comment period that expired January 11, 2010. Comments received were grammatical and spelling related. The following response was provided:

“Thank you for your follow-up comments on the draft Employee Leave policy Southern's Board of Governors submitted for the required 30-day comment period. The intent of this new policy is to consolidate into a single policy a number of existing institutional policies that pertain to the various types of leave available to employees of the institution. The grammatical and spelling errors you noted will be corrected prior to the submission of this policy to our Board for final approval.”

The suggested corrections were made in the final policy. Having received no additional comments, it is recommended the Board of Governors grant final approval of SCP-2006, *Employee Leave*.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2006**

SUBJECT: Employee Leave

REFERENCE: West Virginia Code §18B-1-6, §18B-2A-4, West Virginia Council for Community and Technical College Education Title 135, Procedural Rule Series 38, “*Employee Leave*,” WV Code §18B-9-10 (Catastrophic Leave), West Virginia Code §15-5-15a (Disaster Service Volunteer Leave), and West Virginia Code §21-5D (The Parental Leave Act)

ORIGINATION: November 16, 2009

EFFECTIVE: February 16, 2010

REVIEWED:

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish an institutional rule in regard to all types of employee leave.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to all employees of Southern West Virginia Community and Technical College (the College). Particular types of leave programs may be applicable to specific categories of employees, and not others.

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

2.1.2 Faculty employees are eligible for leave as outlined in Section 6.5 entitled “Faculty Absences.” Faculty employees with less than twelve month appointments are not eligible for sick or annual leave accumulation.

2.1.3 Faculty members with twelve month administrative appointments will accumulate annual and sick leave using rules applicable to non-classified employees. Rules in Section 6.5 of this policy do not apply to faculty with twelve months administrative appointments.

2.2 Classified and non-classified employees are eligible for annual and sick leave accrual based on the following:

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

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

SECTION 3. DEFINITIONS

3.1 *Family Medical Leave Act (FMLA)* – A federal law that enables qualified employees to take up to 12 weeks leave for family and health-related reasons without loss of their jobs. Amendments to the FMLA allow

additional leave for employees affected by military service requirements. Information about FMLA can be found at <http://www.dol.gov/compliance/laws/comp-fmla.htm>.

- 3.2 *West Virginia Parental Leave Act* – The West Virginia Parental Leave Act provides that a qualified employee be entitled to up to a total of 12 weeks (480 hours) of unpaid family leave (following the exhaustion of all his or her annual and personal leave) because of the birth or adoption of a child, or to care for a son, daughter, spouse, parent or dependent who has a serious health condition. The West Virginia Parental Leave Act can be found at: <http://www.legis.state.wv.us/WVCODE/Code.cfm?chap=21&art=5D#05D>.
- 3.3 *Catastrophic Leave* - Catastrophic leave is a program mandated in WV Code whereby employees may donate accrued leave for the benefit of an eligible employee who has exhausted all sick and annual leave to remain on the payroll. Information about catastrophic leave for higher education employees can be found at: <http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=18b&art=9§ion=10#nine>.
- 3.4 *Uniformed Services Employment and Reemployment Rights Act (USERRA)* - USERRA is a federal law enacted in October 1994 and significantly updated in 1996 and 1998, provides job protection and rights of reinstatement to employees who participate in the national Guard and Reserve. Information about USERRA can be found at <http://www.dol.gov/elaws/vets/userra/userra.asp>.
- 3.5 *Immediate Family* - Immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof.
- 3.6 *Terminal Leave Period* - The time following the last day actively at work due to resignation, retirement, or other termination reason and the final pay date.
- 3.7 *Rolling Forward Calculation Method* - A method of calculating the twelve (12) month period for leave purposes. The rolling forward year is a twelve (12) month period measured forward from the date an employee's first FMLA or other type of leave begins.

SECTION 4. POLICY

- 4.1 Southern West Virginia Community and Technical College's Board of Governors provide employee leave in compliance with the rules of the West Virginia Council for Community and Technical College Education, West Virginia Code, and federal law. Employee leave provisions include annual leave, sick leave, medical leave of absence without pay, parental leave, family medical leave, catastrophic leave, personal leave of absence without pay, military leave, special emergency leave with pay, disaster service volunteer leave, and witness and jury leave.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Employees working less than 1,040 hours are not eligible for leave benefits.
- 5.2 The provisions of this policy related to annual leave, sick leave, and catastrophic leave does not apply to faculty members on annual appointments of less than twelve months.

SECTION 6. GENERAL PROVISIONS

6.1 General Leave Rules

- 6.1.1 Annual and sick leave may not be taken before it is accrued. If an employee's regular established work schedule results in the employee working less than a full month, annual and sick leave will be accumulated on a pro rata basis.

- 6.1.2 During a terminal leave period, no type of leave may be accrued.
- 6.1.3 Length of service for leave accumulation purposes will be total years of state service which includes experience with state institutions of higher education and other state agencies. Continuous service is not required to complete the required term. Annual full time appointment periods of nine (9) months or more will be credited for one (1) year of service for annual leave calculation purposes.
- 6.1.4 A recognized institutional holiday occurring during an employee's leave period will not be considered as a day of leave, provided the employee is not in a terminal leave period.
- 6.1.5 Up to fifteen (15) days of annual leave may be transferred from other agencies of state government and state higher education institutions to the College. Certification of the balance which existed in the agency or institution from which the employee is transferring must accompany the request for transfer and bear the signature of an officer of that agency. A request for transfer must be made within one (1) year from the last day of employment with the other agency or institution. In the event of special circumstances, such as recruitment for a difficult to fill position, requests for transfer of more than fifteen (15) days of annual leave must be made in writing and approved by the President or his/her designee.
- 6.1.6 When a non -faculty employee transfers from other agencies of state government or from other state institutions of higher education to the College, the employee's accumulated sick leave may be transferred. A request for transfer must be made within one (1) year from the last day of employment with the other agency or institution. Written verification of the amount of sick leave to be transferred must be provided.
- 6.1.7 When a faculty employee transfers from other agencies of state government or from other institutions of higher education to the College, the faculty employee's accumulated years of state service will be verified and documented for any state service related benefits. The College will not transfer sick leave balances from another institution for a transferring faculty member, *unless* the faculty member is transferring from a twelve-month faculty position where he/she accumulated sick leave, to a twelve-month faculty position eligible for sick leave at the College.
- 6.1.8 An employee is required to notify her/his supervisor immediately if ill or unable to work for any reason. The notification will be given to the immediate supervisor or designee, as determined by established procedures of the unit.
- 6.1.9 Employees on any type of leave without pay will not accrue annual or sick leave or years of service credit for any and all full months in which they are off the payroll.
- 6.1.10 The institution may require evidence from an employee for verification of an illness or other causes for which leave may be granted under this policy, regardless of the duration of the leave.
- 6.1.11 The College will use the rolling forward calculation method for calculating the calendar year and/or any twelve consecutive month period for eligibility of leave for all programs that do not specifically disallow such method.
- 6.1.12 Human Resources will maintain records showing the current leave status of each employee.

6.2 **Annual Leave**

- 6.2.1 Full-time non-classified employees and faculty with twelve-month appointments will be eligible for up to twenty-four (24) days leave per year accumulated at the rate of 2.00 days per month. However, when a non-classified employee's status changes to classified, or upon leaving the non-classified

position, the accumulation rates outlined in Section 6.2.2 will apply.

6.2.2 Employees occupying full-time classified positions will be eligible for annual leave on the following basis:

6.2.2.1 Less than five (5) years' service: 1.25 days per month;

6.2.2.2 Five (5) but less than ten (10) years' service: 1.50 days per month;

6.2.2.3 Ten (10) but less than fifteen (15) years' service: 1.75 days per month;

6.2.2.4 Fifteen (15) or more years' service: 2.00 days per month.

6.2.3 Classified and non-classified employees working at least 1,040 hours per fiscal year on a regular and continuing basis, but less than 1,950 hours will accumulate annual leave on a pro rata basis.

6.2.4 Accumulated annual leave for continuing employees may be extended beyond that earned during a period of one (1) year, but in no case will it exceed twice the amount earned in any twelve-month period.

6.2.5 An employee is entitled to accumulated annual leave at termination of service, but in no case may this exceed the limits set in 6.2.4 above.

6.3 Other Conditions for Annual Leave

6.3.1 At the request of the employee through established procedures, annual leave may be granted because of illness.

6.3.2 The work requirements of the institution will take priority over the scheduling of annual leave or other leave for an employee. When operationally possible, the supervisor will grant earned annual leave at the convenience of the employee. However, departmental needs must be met, and annual leave may not be taken without prior request and approval of the employee's supervisor.

6.3.3 In the event of an employee's death, the value of accumulated annual leave will be paid to the employee's estate.

6.4 Sick Leave

6.4.1 Full-time employees will accumulate sick leave at the rate of 1.50 days per month. All other employees will accumulate sick leave in accordance with Section 2.1 of this policy.

6.4.2 Sick leave may be accumulated without limit.

6.4.3 Sick leave may be used by the employee when ill or injured, or when in need of medical attention, or when death occurs in the immediate family.

6.4.4 An employee may use sick leave for a member of the immediate family who is ill, injured, or in need of medical attention.

6.4.5 Sick leave for more than five (5) consecutive days (one work week or more) will not be granted to an employee for illness without proof of illness or injury satisfactory to the institution. An employee having an extended illness or serious injury will, before returning to duty, obtain satisfactory medical clearance that will indicate the employee's ability to perform her/his duties. Such medical clearance will be presented in writing. Human Resources will develop procedures for requesting and

documenting sick leave.

- 6.4.6 When the condition of the employee is such that a return to work date cannot be reliably provided, or circumstances are such that incremental periods of medical leave are appropriate, a medical leave of absence *may* be granted for increments of thirty days. Continuation of the leave will require updated satisfactory medical evidence. Human Resources will establish procedures for medical leaves of absence for a period of more than ten (10) consecutive days.
- 6.4.7 In order to make sound and appropriate decisions regarding medical leaves of absence, employees must obtain beginning date, diagnosis, prognosis, and expected dates of return to work from a licensed treating physician. The College will follow all applicable laws in regard to medical leave under state or federal rules. Supervisors are not allowed access to medical specific information about employees. All employee medical information will be kept in strict confidentiality according to applicable privacy laws and regulations. Any employee who, through the course of performing their job, obtains knowledge of another employee's medical information is required to maintain strictest confidentiality. Medical information is to be forwarded to the Human Resources Office for appropriate record keeping.
- 6.4.8 In cases, except those involving catastrophic leave as defined in this policy, where all accumulated sick leave has been used and annual leave is available, it will be the option of an employee either to use any accumulated annual leave until it has also expired, rather than being removed from the payroll, or to retain the accumulated annual leave for use after return to work, but be taken off the payroll immediately after the accumulated sick leave has expired.
- 6.4.9 On-the-job injuries or occupational illnesses which involve no more than three (3) days of disability leave or absence from work will not be charged against the employee's accumulated sick leave as long as they are the next three (3) consecutive working days after injury or illness occurred. If on-the-job injuries or illnesses require a leave beyond the three-day period, it will be the option of the employee either to use earned and accumulated sick and annual leave until both may be exhausted or to reserve for future use any earned and accumulated sick and annual leave and receive only Workers' Compensation benefits for which adjudged eligible. Upon receipt of Worker's Compensation wage replacement payments, the employee who elected to use sick leave must pay the institution the amount of benefits received and have the value of the benefit calculated to an equal value of sick leave days for reinstatement.
- 6.4.10 Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom will be, for all job-related purposes, temporary disabilities and will be treated the same as any other illness or disability would be treated for sick leave entitlement. For this reason, employees will be entitled to sick leave for their disabilities related to pregnancy and childbirth on the same terms and conditions as they or other employees would be entitled for other illnesses and disabilities. In determining whether an employee is unable to work because of a disability related to pregnancy or childbirth, the same criteria will be used as would be used in the case of another type of illness or disability.
- 6.4.11 Sick leave provisions are contingent upon continued employment. When the services of an employee have terminated, all sick leave credited to the employee will be considered cancelled as of the last working day with the institution, and no reimbursement will be provided for unused sick leave except in the event of retirement, in which case sick leave may be converted, under some circumstances, to insurance coverage, or for provisions lawfully provided for at that time. Employees who resign in good standing and are later re-employed may have their total accumulated sick leave reinstated, provided the date of termination is one (1) year or less from the date of re-employment. However, if the employee returns to work after more than one (1) year from the date of termination, no more than 30 days of accumulated sick leave may be reinstated.

6.5 Faculty Absences

- 6.5.1 A faculty member who must miss scheduled work time (class, office, committee, or other) for illness or other reasons, is required to complete a faculty absence form. Whenever possible, the faculty absence form is to be completed in advance of the absence.
- 6.5.2 For absences due to illness lasting or expecting to last two or more consecutive weeks, the full time faculty member must request a medical leave of absence pursuant to established medical leave procedures applicable for all employees.
 - 6.5.2.1 Before returning to work after a period of absence for two work weeks or more, the faculty member must obtain a "Return to Work Authorization/Medical Release" form from the treating physician.
- 6.5.3 Faculty members are strongly encouraged to enroll in disability coverage. Faculty employed after September 1999 are required to enroll in disability insurance as a condition of employment.
- 6.5.4 Faculty who miss work for thirty (30) consecutive calendar days will be removed from the payroll. At this time, wage replacement benefits from disability coverage should begin.

6.6 Medical Leave of Absence Without Pay

- 6.6.1 Any employee requesting a medical leave of absence without pay must provide the institutional President or the President's designee, through established procedures, with satisfactory medical evidence (as outlined in institutional procedures) that he/she is unable to work. The medical statement will include a diagnosis, prognosis, and expected date that the employee can return to work. If the evidence is satisfactory, the President or her/his designee may authorize a medical leave of absence without pay only for the period of disability specified by the attending physician. When the condition of the employee is such that a return to work date cannot be reliably provided, or circumstances are such that incremental periods of medical leave are appropriate, a medical leave of absence without pay *may* be granted for increments of thirty days. Continuation of the leave will require updated satisfactory medical evidence.
- 6.6.2 The employee will be expected to report to work on the first work day following expiration of the disability period. Failure of the employee to report promptly at the expiration of a medical leave of absence without pay, except for satisfactory reasons submitted in advance, will be cause for termination of employment by the institution. An employee, prior to return to duty, will obtain satisfactory medical clearance that indicates the employee's ability to perform her/his duties. Such medical clearance will be presented in writing.
- 6.6.3 A medical leave of absence without pay may be granted for no more than a twelve (12) consecutive month period. Employees who may need an extended medical leave beyond twelve (12) consecutive months may apply for an extension through institutional procedures or may consider other options, such as disability.
- 6.6.4 After an employee has taken a twelve-month medical leave, the institution will continue group health insurance coverage provided that the employee pays the institution the full premium cost of such group health plan.
- 6.6.5 Any employee who is separated from employment following a medical leave of absence of twelve (12) consecutive months and who had chosen to maintain her/his accumulated annual leave will receive payment for such accumulated annual leave in a lump sum payment.

6.7 Parental Leave

- 6.7.1 A full-time employee who has worked at least twelve (12) consecutive weeks for the state may request up to twelve (12) weeks unpaid parental leave.
- 6.7.2 The request for parental leave must be due to birth or adoption of a child by the employee or because of a planned medical treatment or care for the employee's spouse, son, daughter, parent, or dependent who has a serious health condition.
- 6.7.3 The employee must provide her/his supervisor and Human Resources with written notice two (2) weeks prior to the expected birth or adoption; or for the medical treatment; or for the supervision of a dependent. Failure to submit a written request may be cause for denial.
- 6.7.4 The employee must provide Human Resources with certification by the treating physician and/or documentation regarding dependency status.
- 6.7.5 All annual and sick leave must be exhausted before the parental leave begins. Parental/family leave may be taken intermittently, on a part time basis, providing the period during which the number of work weeks of leave may be taken may not exceed twelve consecutive rolling forward months, and such leave must be scheduled so as not to unduly disrupt the operations of the employer. No more than a total of twelve (12) weeks of parental leave may be taken in any twelve (12) consecutive rolling forward month period.
- 6.7.6 During the parental leave by an employee, the institution will continue group health insurance coverage provided that the employee pays the employer the full premium cost of such group health plan.
- 6.7.7 The position held by the employee immediately before the leave commences will be held for a period not to exceed the twelve-week period of the parental leave and the employee will be returned to that position. However, the institution may employ a temporary employee to fill the position for the period of the parental leave.

6.8 **Family Medical Leave**

- 6.8.1 The FMLA provides qualified employees the right to twelve (12) weeks of unpaid leave per year for certain specified events. Employees must be eligible under federal statute in order to qualify. The law entitles the employee to the same or equivalent job upon return from leave and protects employees from retaliation. Health insurance benefits will continue providing the employee continues to pay the employee portion of the premium.
- 6.8.2 The institution will comply with the provisions of the federal Family Medical Leave Act (FMLA) as amended.
- 6.8.3 Any leave approved and taken by an employee eligible under FMLA, will be designated as FMLA leave without separate notice from the employer. This means that the twelve week FMLA leave period will include unpaid (parental leave, leave of absence without pay, etc.) and/or paid leave (sick leave and annual leave) and/or other applicable leave programs.
- 6.8.4 Provisions of the federal Family Medical Leave Act can be found at <http://www.dol.gov/esa/whd/fmla/>.

6.9 **Catastrophic Leave**

- 6.9.1 A catastrophic illness is defined as: a medically verified illness or injury which is expected to incapacitate the employee and which creates a financial hardship because the employee has exhausted

- all leave and other paid time off. Catastrophic illness or injury will also include an incapacitated immediate family member if this results in the employee being required to take time off from work to care for the family member and the employee has exhausted all leave and other paid time off.
- 6.9.2 The College will provide catastrophic leave under the direct transfer method. Sick or annual leave may be transferred to an eligible employee who has requested and been approved to receive leave donations due to a catastrophic illness or injury.
- 6.9.3 The President, along with Human Resources, will establish procedures for administering the Catastrophic Leave Program. Procedures will include requirements for the employee to obtain the appropriate medical and other verification that he/she is unable to work due to a catastrophic illness or injury.
- 6.9.4 A direct transfer program provides for sick and annual leave to be donated at the request of Human Resources on behalf of an employee who has been approved for catastrophic leave.
- 6.9.4.1 Upon approval for an employee to receive direct transfer of catastrophic leave, any employee may, upon written notice to the Human Resources Department, donate sick and/or annual leave in one-day increments. No employee will be compelled to donate leave.
- 6.9.4.2 The institution may limit the number of days donated by an employee who is in his/her terminal leave period or who resigns employment within 30 days of the donation.
- 6.9.4.3 Any leave donated by an employee, but not used by the employee to whom it was donated, will be returned to the donating employee and reflected in her/his leave balance.
- 6.9.5 An employee receiving the transfer of leave will have any time which is donated credited to such employee's leave record in one-day increments and reflected as a day-for-day addition to the leave balance of the receiving employee. The leave record of the donating employee will have the donated leave reflected as a day-for-day reduction of the leave balance.
- 6.9.6 Use of donated credits may not exceed a maximum of twelve (12) continuous rolling forward calendar months for any one catastrophic illness or injury. The total amount of leave received by transfer may not exceed an amount sufficient to ensure the continuance of regular compensation and will not be used to extend insurance coverage pursuant to Section 13, Article 16, Chapter 5 of the Code, which relates to insurance coverage for state employees. The employee receiving donations of leave will use any leave personally accrued on a monthly basis prior to receiving additional donated leave.

6.10 Personal Leave of Absence Without Pay

- 6.10.1 An employee, upon application in writing and upon written approval by the President or her/his designee, may be granted a continuous leave of absence without pay for a period of time not to exceed twelve (12) consecutive months provided all accrued annual leave has been exhausted.
- 6.10.2 The President or the President's designee, at her/his discretion, may require the written approval of the supervisor before accepting the written application of an employee for a leave of absence without pay.
- 6.10.3 The President or the President's designee, at her/his discretion, will determine if the purpose for which such a leave is requested is proper and within sound administrative policy.
- 6.10.4 At the expiration of leave of absence without pay, the employee will be reinstated without loss of any rights, unless the position is no longer available due to a reduction in staff caused by curtailment of

funds or a reduced workload. Failure of the employee to report promptly at the expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance, will be cause for termination of employment by the institution.

- 6.10.5 During a personal leave, the institution will continue group health insurance coverage provided that the employee pays the employer the full premium costs of such group health plan.

6.11 **Military Leave**

- 6.11.1 Job protection and benefit rights for employees participating in military services of the United States are provided under federal and state law.
- 6.11.2 An employee who is a member of the National Guard or any reserve component of the armed forces of the United States will be entitled to and will receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of thirty (30) working days ordered or authorized under provisions of state law in any one (1) calendar year. The term "without loss of pay" will mean that the employee will continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, such leave of absence will be considered as time worked in computing seniority, eligibility for salary increases, and experience with the institution. An employee will be required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave.
- 6.11.3 Benefits of this section will accrue to individuals ordered or called to active duty by the President of the United States for thirty (30) working days after they report for active service.
- 6.11.4 In addition to job protection and rights of reinstatement provided under the Uniformed Services Employment and Reemployment Rights Act (USERRA), the FMLA and the federal National Defense Authorization Act for 2010 provides a military family leave entitlement to eligible employees for certain qualifying exigencies and also a special military caregiver leave entitlement for an eligible employee to care for a covered service member.
- 6.11.5 Employees seeking leave for reasons related to military services for themselves or family members are to contact the Human Resources Office.

6.12 **Special Emergency Leave With Pay**

- 6.12.1 Special emergency leave with pay may be granted by the President or her/his designee to full-time employees in the event of extreme misfortune to the employee or the immediate family. The leave should be the minimum necessary, and in no case may it exceed five (5) days within any twelve (12) consecutive month period. Typical events which may qualify an employee for such leave are fire, flood, or other events (other than personal illness or injury or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

6.13 **Disaster Service Volunteer Leave**

- 6.13.1 Any state employee who is a certified disaster service volunteer of the American Red Cross may be granted leave with pay for not more than fifteen (15) work days in each year to participate in specialized disaster relief services for the American Red Cross.
- 6.13.2 Leave may be granted upon the written request of the American Red Cross for the services of the employee and approval by the supervisor, unit administrator, and the President or President's designee.

6.13.3 The Human Resources department is responsible for reporting disaster service volunteer leave statistics to the governor's office in compliance with West Virginia Code.

6.14 **Witness and Jury Leave**

6.14.1 Upon application in writing, an employee may be granted leave as indicated hereinafter in this section provided the employee is not a party to the action. Annual leave will not be charged under the provisions of this section.

6.14.2 When, in obedience to a subpoena or direction by proper authority, an employee appears as a witness for the Federal Government, the State of West Virginia, or a political subdivision thereof, the employee will be entitled to leave with pay for such duty and for such period of required absence.

6.14.3 When attendance in a court is in connection with an employee's usual official duties, time required in going and returning will not be considered as absence from duty.

6.14.4 When an employee serves upon a jury, or is subpoenaed in litigation, the employee will be entitled to leave with pay for such duty and for such period of required absence.

6.14.5 The employee will report to work if he/she is excused by the court before the end of her/his regular work day. Provisions for employees who work a shift other than day shift will be made.

6.15 **Managing Work Time in Areas Affected by Interruption to Utility Services or Similar Situations**

6.15.1 Utility Service Interruptions - When extended power and utility service interruptions occur, administrators should make arrangements for employees' usual work routine to be accomplished at alternate work locations, or make affected employees available to other administrators for work in other areas. Also, if an administrator deems it advisable and the employee agrees, time off during the utility service interruption may be granted and charged against an employee's accumulated annual leave. Combinations of the above alternatives may be necessary, but in all cases interruptions of work schedules must be dealt with in accordance with applicable laws, including West Virginia Code 12-3-13. This law is interpreted to mean that if pay is associated with the absence from work, the absence must be charged to accumulated annual leave.

6.15.2 Emergency Situations - In the event that an emergency exists, the President or her/his designee, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close the institution. Such a declaration will be transmitted to the Chancellor of the Council for Community and Technical College Education. The President, working with public safety officials, will determine when the emergency condition no longer exists. Should an employee be required to work by the President or her/his designee during a declared emergency, the time worked will be compensated according to the provisions of the West Virginia Council for Community and Technical College Education, Title 133, Procedural Rule Series 8, "Personnel Administration." Work time lost by any employee during a declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to annual leave nor will there be a requirement that the time be made up.

6.15.3 Absences from work due to weather conditions other than during a declared emergency must be charged against accumulated annual leave, accumulated compensatory time, or the employee must be removed from the payroll for the time in question. Sick leave may not be charged for absence due to weather. Time lost from work may be made up in the same work week at the discretion of the employee's supervisor.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 **Employee:**

- 7.1.1 All employees of the College are responsible for knowing the terms and requirements of this policy and subsequent procedures related thereto. The employee must complete time report forms, leave request forms, and submit supporting documentation to his/her supervisor for approval. Whenever possible, all requests for leave are to be submitted for approval in advance.
- 7.1.2 To ensure privacy of personal medical information, employees must send medical records supporting requests for leave directly to Human Resources, rather than to his/her supervisor.
- 7.1.3 Employees are encouraged to seek advice and clarification from the Human Resources Office regarding specific criteria and interpretation of state and federal rules governing leave programs provided by the College.

7.2 **Supervisor:**

- 7.2.1 All supervisor's are responsible for consistent application of this policy and any subsequent procedures related thereto. Supervisors are responsible for monitoring employee absences and ensuring the appropriate time reports, requests for leave, and supporting documentation forms are completed in a timely manner for employees reporting to them. To ensure employee privacy, federal law prohibits supervisors from having access to personal medical information and from contacting an employee's health care providers.
- 7.2.2 Supervisor must forward all completed time records, leave requests and supporting forms to the Human Resources Office immediately upon receipt from the employee.

7.3 **Human Resources:**

- 7.3.1 The Human Resources Administrator is responsible for developing procedures and making all forms pertaining to leave available to employees of the College.
- 7.3.2 The Human Resources Administrator or his/her designee will review incoming leave request(s) for completion and calculate remainder of leave balances (where applicable).
- 7.3.3 The Human Resources Administrator will review pending requests for leave for compliance with applicable rules and make recommendation to the President or President's designee for approval or denial of leave. In accordance with federal law, only specific employer representatives may contact an employee's health care provider. For the College, the specified representative is the Human Resources Administrator or his/her designee in Human Resources.
- 7.3.4 After final decision of the President or President's designee, Human Resources will communicate approval/denial of leave request(s) to the employee and supervisor. The affected employee will be provided appropriate insurance/disability claim forms and notified regarding continuation of benefits, insurance premiums, premium due dates, pending expiration of leave balances, potential/pending disability claims, and other issues as necessary.
- 7.3.5 Human Resources will monitor the approved employee leave period to ensure continued compliance, appropriate benefit administration, and return to work provisions are met. Human Resources will provide advice and assistance to the employee and supervisor during the approved absence period.

SECTION 8. CANCELLATION

- 8.1 The following policies are rescinded and will become institutional procedures:

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF March 2, 2010**

ITEM: SCP-2875, *Workload Requirements for Full-time Faculty*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for SCP-2875, *Workload Requirements for Full-time Faculty*, following the 30-day public comment period.

STAFF MEMBER: Cathy L. Smith-Cox

BACKGROUND:

Academic Affairs has been charged with the review of several academic policies for the 2009-2010 academic year. SCP-2875, *Workload Requirements for Full-time Faculty*, was reviewed by the Academic Affairs Management Council and the Executive Council. Changes have been made to reflect current practice and state code.

Based on the deliberations and recommendations of the aforementioned bodies, Academic Affairs asked that SCP-2875, *Workload Requirements for Full-time Faculty*, be advanced to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

Southern's Board of Governors approved the issuance of SCP-2875, *Workload Requirements for Full-time Faculty*, for a 30-day public comment at its December 8, 2009 meeting. The comment period expired on January 11, 2010 and no comments were received. Therefore, it is recommended that the Board of Governors grant final approval for the policy as presented.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2875**

SUBJECT: Workload Requirements for Full-time Faculty

REFERENCE: West Virginia Community and Technical College Council Title 133, Procedural Rule, Higher Education Policy Commission, Series 45 *Community and Technical College Faculty Instructional Load*

ORIGINATION: April 15, 1985

EFFECTIVE: January 28, 1991

REVIEWED: November 2009

SECTION 1. PURPOSE

1.1 To establish class sizes, the work week and class loads for full-time faculty members of ~~the~~ Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

2.1 The issuance applies to all full-time faculty members of Southern West Virginia Community and Technical College who are classroom instructors.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

- 4.1 Class Load - A required course load shall be 15 credit hours or their equivalent per semester, a maximum of 30 credits per academic year.
- 4.2 Work Week - Full-time faculty shall post a minimum of 22 ½ hours per week indicating lecture, lab and office hours. Additional time will be required to fulfill committee and other college responsibilities as identified in this policy. Work week may include a combination of any of the following: weekdays, evenings, and weekends.

4.3 Class Size - Classes will have a minimum of 10 students. The following consideration may be justification for approving classes with less than minimum enrollments:

4.3.1 Room size

4.3.2 Availability of equipment

4.3.3 Upper level courses required for graduation

4.3.4 Faculty/student ratios as mandated by accreditation standards

4.3.5 Any reason deemed necessary by Chief Academic Officer

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 Office Hours - Each full-time faculty member shall maintain posted office hours of not less than seven and one-half (7 ½) hours per week.

6.2 Overloads - Full-time faculty members may be offered the opportunity to assume additional teaching workloads for extra compensation under a contractual agreement. In making such an agreement, the Department Chair shall consider the employee's ability to perform both his or her regular and supplemental duties.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Full-time faculty members are expected to participate in College non-teaching functions as part of their faculty duties. These activities include, but are not limited to, the following:

7.1.1 Registration and Student Advisement

7.1.2 Committee Assignments

7.1.3 Faculty Meetings

7.1.4 Commencement Exercises

7.1.5 Governance Day Activities

7.2 Department Chairs will ensure:

7.2.1 Each full-time faculty member is assigned a full class load or equivalent.

7.2.2 Criteria for minimum class sizes are adhered to or justifications for exceptions are submitted.

7.2.3 Non-teaching College responsibilities are equitably assigned to faculty members.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair Date

President Date

Attachments: None

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

Revision Notes: November 2009 — Revisions provide clarity and reflect changes in management responsibilities. The policy was placed into the new format.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF March 2, 2010**

ITEM: SCP-3479, *Mid-term Grade Reports* and SCP-3479.A, *Mid-term Grade Report Form*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval of SCP-3479, *Mid-term Grade Reports* and SCP-3479.A, *Mid-term Grade Report Form*, for rescission and conversion to unit procedures following the 30-day public comment period.

STAFF MEMBER: Cathy L. Smith-Cox

BACKGROUND:

Academic Affairs has been charged with the review of several academic policies for the 2009-2010 academic year. SCP-3479, *Mid-term Grade Reports*, and SCP-3479.A, *Mid-term Grade Report Form*, have been reviewed by the Academic Affairs Management Council and the Executive Council. The reviewers determined that the policy and was, in fact, a procedure. In light of that fact, the bodies recommend that the policy be rescinded, made a procedure, and placed in the Academic Affairs Procedures Manual.

Based on the deliberations and recommendations of the aforementioned bodies, Academic Affairs asked that the cancellation of SCP-3479, *Mid-term Grade Reports* and SCP-3479.A, *Mid-term Grade Report Form*, be advanced to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

Southern's Board of Governors approved the issuance of SCP-3479, *Mid-term Grade Reports*, and SCP-3479.A, *Mid-term Grade Report Form*, for a 30-day public comment at its December 8, 2009 meeting. The comment period expired on January 11, 2010 and no comments were received. Therefore, it is recommended that the Board of Governors grant final approval of SCP-3479, *Mid-term Grade Reports* and SCP-3479.A, *Mid-term Grade Report Form*, for rescission and conversion to unit procedures following the 30-day public comment period.



SUBJECT: Mid-term Grade Reports

REFERENCE:

1. PURPOSE

To establish procedures for the reporting of mid-term grades and the notification to students who have mid-term grades of “D” or “F”.

2. SCOPE AND APPLICABILITY

This issuance applies to all full-time and adjunct faculty members of Southern West Virginia Community and Technical College.

3. DEFINITIONS

4. POLICY

Students will be notified when their grade, at mid-term, is at or below a “D”. Notification of academic standing will allow the student to seek the assistance necessary to enable successful completion of his/her coursework.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. Each faculty member is required to complete a mid-term grade report form for each section of every course taught each semester.

B. Mid-term grade report forms will indicate the name and social security number of each student whose current grade status at mid-term in that course is “D” grade or below. (Those not listed on the mid-term report form will be considered as having minimum grade of “C” or above.)



- C. Each faculty member will submit a signed copy of the mid-term grade report to their respective Division Chair by the mid-term date indicated on the Academic Calendar.
- D. Each faculty member will mail or deliver proper notice of mid-term grade to each student listed on the mid-term grade report form no later than one week following the mid-term date indicated on the academic calendar.

8. CANCELLATION

9. SIGNATURE

President

Date

Attachments:

- A - Midterm grade report form, SCP 3479.A
- B - Student notification form, SCP 3479.B

Distribution

Revision Date

September 1, 2000



MID-TERM GRADE REPORT

INSTRUCTOR _____ CAMPUS _____

COURSE _____ TERM/SEMESTER _____

FACULTY SIGNATURE _____ DATE SUBMITTED _____

The following students have received written notice of unsatisfactory grades in the course listed. (Those not listed on this report are considered to have a grade of "C" or above at the time of this report.)

Table with 3 columns: Student Name, Social Security Number, Grade. Multiple rows for data entry.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF March 2, 2010**

ITEM: SCP-3780, *Textbook Selection Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant final approval for the cancellation of SCP-3780, *Textbook Selection Policy*, following the 30-day public comment period.

STAFF MEMBER: Cathy L. Smith-Cox

BACKGROUND:

At its December 8, 2009 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-3780, *Textbook Selection Policy*, for a 30-day public comment period that expired January 11, 2010.

One comment was received at the end of the comment period:

COMMENT: “I recommend you not immediately rescind SCP-5075 and SCP-3780 regarding textbooks and bookstore because Series 51 will not replace those, but merely set a framework for institutional rules.”

RESPONSE: The institution understands that the Council’s proposed Series 51 is not intended to replace institutional policies. However, Southern has drafted a new policy dealing with the operation of campus bookstores, textbook adoption, and sales that will replace the two policies recommended for rescission. In the near future, the new policy will be presented to the Board with the recommendation that it be advanced to Southern’s constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

The staff recommends that the Board of Governors grant final approval for the cancellation of SCP-3780, *Textbook Selection Policy*, following the 30-day public comment period.



SUBJECT: Textbook Selection Policy

REFERENCE: SCP-5075, *Bookstore Textbook Procedures*

1. PURPOSE

To establish policy and procedures for selection of texts at Southern West Virginia Community and Technical College (Southern).

2. SCOPE AND APPLICABILITY

This issuance applies to all full-time and adjunct faculty members of Southern, and to all courses taught by the College.

3. DEFINITIONS

- A. **Primary Text**— The primary text for a course shall be the text that is required for all sections of that course and must be utilized by the faculty teaching the course.
- B. **Secondary Text**— A secondary text for a course is that text required only for specific sections of a course as determined by the individual instructor of that section.
- C. **Supplemental Text**— A supplemental text shall be optional for a course and may include materials such as study guides, CD-ROMs, or other materials made available for by a publisher but may not be required by all instructors teaching the course.

4. POLICY

- A. The selection of texts shall be carried out in a manner which provides maximum academic benefit to students and maintains consistency among multiple sections of the same course.
- B. Although price alone shall not be a factor in textbook selection, minimizing cost to students shall be considered when it can be accomplished without compromising academic standards.

5. BACKGROUND OR EXCLUSIONS

All previous policies and/or procedures regarding selection of textbooks are superseded by this policy (SCP-3780, *Selection of Textbooks*, Effective July 1, 1984, Revised September 1, 2000).

6. GENERAL PROVISIONS



7. **RESPONSIBILITIES AND PROCEDURES**

- A. The primary text shall be selected by the full-time faculty who teach the course. If the course is not taught by any full-time faculty, the primary text shall be selected by the appropriate Division Chair after consultation with any adjunct faculty who teach the course and with full-time faculty who teach similar courses.
- B. Secondary texts shall be selected by faculty who teach sections in which those texts will be required.
- C. Supplemental texts may be selected by faculty and/or bookstores as deemed appropriate.
- D. All primary and secondary texts shall be approved by the academic divisions.
- E. Following division approval, the textbook request shall be forwarded to the office of the Chief Academic Officer.
- F. Primary texts shall be used for at least three years, although exceptions may be considered by the Chief Academic Officer. These exceptions would include, but are not limited to, the following:
 - 1. The publisher releases a new edition of the text.
 - 2. Significant developments in the subject matter necessitate an updated text.
 - 3. Significant changes in course content warrant a new text.
- G. Procedures for procuring selected primary, secondary, and supplemental texts shall be determined by the Chief Financial Officer or a designated representative thereof.
- H. The Chief Academic Officer shall be responsible for maintaining the official textbook list.

8. **CANCELLATION**

Replaces SCP-3780, *Selection of Textbooks*, Effective July 1, 1986, Revised September 1, 2000.

9. **SIGNATURES**

Board Chairman **Date**

President **Date**



Attachments:

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President and Chief Academic Officer
Officer of the Vice President of Finance
Office of the Vice President of Economic and Community Development
Office of the Vice President of Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Division Chairpersons (6 members)
Faculty Senate Chair
Harless Library (Logan Campus)
Williamson Campus Library
Office of the Boone/Lincoln Campus Director
Office of the Wyoming/McDowell Campus Director
www.southern.wvnet.edu

Revision Date: November 16, 2001

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF March 2, 2010**

ITEM: SCP-5075, Bookstore Textbook Procedures

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern WV Community and Technical College Board of Governors approve cancellation of aforementioned policy, SCP-5075, Bookstore Textbook Procedures, following the 30-day public comment period.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

West Virginia Code § 18B-10-14 states that each governing board may establish and operate a bookstore at the institutions under its jurisdiction to sell books, stationery, and other school and office supplies generally carried in college bookstores.

At its December 8, 2009 meeting, the Southern West Virginia Community and Technical College Board of Governors approved advancement of SCP-5075, *Bookstore Textbook Procedures*, for a 30-day comment period that expired January 11, 2010.

One comment was received at the end of the comment period:

COMMENT: “I recommend you not immediately rescind SCO-5075 and 3780 regarding textbooks and bookstore because Series 51 will not replace those, but merely set a framework for institutional rules.”

RESPONSE: We understand that the Council’s proposed Series 51 is not intended to replace institutional policies. However, we have drafted a new draft policy dealing with the operation of campus bookstores, textbook adoption and sales that will replace the two policies recommended for rescission. The new policy will be presented to the Board and recommended for a 30 day comment period in the near future.

The staff recommends that the Board of Governors grant final approval for the rescission of SCP-5075, *Bookstore Textbook Procedures*, following the 30-day public comment period.



SUBJECT: Bookstore Textbook Procedures

REFERENCE: “Selection of Textbooks” SCP 3780

1. **PURPOSE**

To establish procedure for purchasing and selling of textbooks by Southern West Virginia Community and Technical College Bookstores.

2. **SCOPE AND APPLICABILITY**

This policy is applicable to all departments and employees of the institution.

3. **DEFINITIONS**

4. **POLICY**

5. **BACKGROUND OR EXCLUSIONS**

6. **GENERAL PROVISIONS**

The bookstores operated by Southern West Virginia Community and Technical College are auxiliary enterprises whose purpose is to furnish textbooks, educational supplies, dry goods, and sundry items to the students, faculty, and staff of the College.

7. **RESPONSIBILITIES AND PROCEDURES**

WV Code §18B-10-14 provides authority for operating campus bookstores.

“The appropriate governing board of each state institution of higher education shall have the authority to establish and operate a bookstore at the institution. The bookstore shall be operated for the use of the institution itself, including each of its school and departments, in making purchases of books, stationery and other school and office supplies generally carried in college stores, and for the benefit of students and faculty members in purchasing such products for their own use, but no sales shall be made to the general public. The prices to be charged the institution, the students and faculty for such products shall be fixed by the governing board, shall not be less than the prices fixed by any fair trade agreements, and shall in all cases include in addition to the purchase price paid by the bookstore a sufficient handling charge to cover all expenses incurred for personal and other services, supplies and equipment, storage, and other operating expenses, to the end that the prices charged shall be commensurate with the total cost to the state of operating the bookstore.”

“Each governing board shall also ensure that bookstores operating at institutions under its jurisdiction meet the



additional objective of minimizing the costs to the students of purchasing textbooks by adopting policies which may require the repurchase and resale of textbooks on an institutional or statewide basis and provide for the use of certain basic textbooks for a reasonable number of years.”

“All moneys derived from the operation of the store shall be paid into a special revenue fund as provided in section two, article two, chapter twelve of this code. Each governing board shall, subject to the approval of the governor, fix, and from time to time, change the amount of the revolving fund necessary for the proper and efficient operation of each bookstore.”

“§12-2-2. Itemized record of moneys received for deposit; regulations governing deposits; credit to state funds; exceptions.”

“(8) All funds derived from bookstores and sales of blank paper and stationery, and collection by the chief inspector of public offices;”

A. Ordering Procedures-New Books/Changing a Current Text

1. The Vice President for Academic Affairs, in conjunction with the Division Chairpersons, shall compile a Master List of textbooks to be utilized for all courses on a college wide basis. This list shall be reviewed and updated annually.
2. Copies of the Master List shall be made available to the faculty and the bookstores by each Division Chairperson. This list shall include title, author, publisher, and ISBN numbers. No one shall have the authority to change the Master Booklist except the Vice President Academic Affairs.
3. Each Division Chairperson shall be responsible for meeting with faculty in his/her divisions.
4. Faculty teaching in the discipline shall meet with the appropriate Chairperson for his/her division and select a textbook for specific courses.
5. The “Request for a New Textbook” must be signed by the faculty making the request and should be reviewed by the entire faculty in the academic division and a recommendation for textbook adoption should be forwarded to the Division Chairperson. If a consensus among the faculty cannot be reached, and after considering the faculty comments, the Division Chairperson will select the textbook(s). The Division Chairperson shall submit the Master List to the Academic Affairs Committee for review and approval. All faculty affected by the change will then be notified by the appropriate Division Chairperson for inclusion in course syllabi.
4. All faculty-teaching sections of courses shall be required to use the textbooks(s) selected.

B. Textbook Edition Change

If the bookstore is notified by the publisher that an edition change has occurred the appropriate Division Chairperson will be apprized. He/she will then be responsible for notifying all affected faculty in the division(s) by E-mail.



C. Desk Copies

Each Division Chairperson will provide upon request an order form for desk copies to all faculty (college wide) in the academic division of his/her responsibility. The bookstore is unable to order desk copies from publisher. (Desk copies are the property of the division, campus, and/or college.) No one except the bookstore has the authority to order textbooks for resale.

D. Inventory

At the end of each academic year, the bookstore will provide each Division Chairperson and Vice President of Finance a detailed inventory of textbooks (By Campus, Quantity, Course).

E. Refunds

1. Textbook purchases will be fully refunded within 21 working days from the start of classes or within 2 days if purchased thereafter. During summer school refunds will be given the first 7 days from the start of class. Within these time periods, new textbooks are fully refundable when returned in the same condition as purchased.
2. Textbooks will not be accepted if they are soiled, have marks or writing in them, removed shrinkwrap or opened computer disk.
3. Any book purchased during the last week of classes or during exam week is not fully refundable, but may be sold back at the end of the term during buyback period.
4. The bookstore encourages all students to attend the first class before purchasing textbooks.
5. Returns or exchanges of any non-textbook, non-embroidered or engraved items will be accepted at any time with original receipt.

8. CANCELLATION

This policy replaces the "Textbook Policy Procedures" dated January 17, 1997.

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF March 2, 2010**

ITEM: SCP-1215, Use of Institutional Facilities

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

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Finance Unit was charged by Vice President Merle Dempsey and members of the Executive Council to consider revision of SCP-1215, *Use of Institutional Facilities*. The policy was reviewed by Executive Council in January 2010.

The Finance Unit made the recommended revisions which address changes made to the procedures and management of institutional facilities. It is recommended that the Board of Governors advance this policy to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1215**

SUBJECT: Use of Institutional Facilities

REFERENCE: None.

ORIGINATION: January 1, 1985.

EFFECTIVE: May 1, 1985.

REVIEWED: January 5, 2010.

SECTION 1. PURPOSE

1.1 To identify the procedures and requirements for using the institutional facilities.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy governs the use of institutional facilities by persons or groups.

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 ~~The following policy statements are taken from Title 13 Legislative Rule State College System of WV Board of Directors Series 55:~~

4.2 ~~Facilities of institutions in the State College System of WV are~~ of Southern West Virginia Community and Technical College are intended for use in the conduct of educational programs. As such, first priority for the use of facilities will be given to the academic, administrative and student functions at each ~~institution~~ campus.

4.3 In its many aspects of service to the public, the board also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. ~~Consideration of request from campus and off-campus will be guided by the following policy statements. Each campus will be responsible to set procedures governing the community use of the facilities.~~

4.4 ~~Use by Off-Campus Groups or Individuals (Non-State Employee)~~ Southern West Virginia Community and Technical College declares it's commitment to providing equal opportunities and equal access to college facilities.

4.4.1 ~~It is the policy of the State College System Board to permit the use of facilities by the general community in a manner which does not compete with the ongoing programs of the colleges. The community use of a college facility must have an educational or cultural purpose and must have a college sponsor. The facilities that will be made available to non-campus groups will tend to be of a nature which is unique in the community. Use of~~

~~facilities by non-campus groups or organizations will be permitted within the following guidelines:~~

- ~~4.4.1.1 Facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the institution.~~
- ~~4.4.1.2 The nature of the activities of the non-campus users shall not be potentially physically disruptive of the campus. For instance, local noise ordinances must be obeyed. While this policy may not be construed to preclude the use of facilities based on political philosophy, race, religion, or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the Senate of WV or the USA.~~
- ~~4.4.1.3 A standard rental/lease agreement accompanied by evidence of such insurance protection as may be required to adequately protect the institution shall be executed by the campus sponsor and also be signed by a responsible officer of the non-campus organization desiring to use a campus facility.~~
- ~~4.4.1.4 All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived at the discretion of the institution for non-profit organizations and/or public bodies for the State of WV, such as county school systems, etc. All charges must be reasonable, charged equally to all similar groups, and be published in advance. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. All surplus revenue derived from the conduct of an event will accrue to the benefit of the institution, except for public or non-profit groups for which this provision may be waived. An exception to the surplus revenue provision may be granted for certain programs offered during the summer months where the activity generates significant revenues to the housing and dining accounts of the institutions.~~

4.5 ~~Use by Campus groups for Non-traditional Programs (State Employee)~~ It is the responsibility of Director(s) of Campus Operations to develop a agreement for all participants to sign before using the college facilities to help adequately protect the institution.

4.5.1 ~~To encourage the various colleges to extend their offerings, it shall be the board's policy to permit its facilities to be made available for use by the recognized campus units to conduct educational or cultural programs, including youth camps, for which fees are charged and from which staff members may be paid beyond their regular annual salary. The following guidelines will apply for these activities:~~

4.5.1.1 ~~Faculty and staff members who conduct non-traditional programs may be compensated on the basis of the number of attendees, hours worked, or percentage of net revenue. The conditions for such payments are that: extra compensation for the activity be paid from funds other than state appropriations allocated by the board; and the amount of combined non-traditional and consulting activity for which additional compensation is received is consistent with institutional policy and, where twelve month employees are involved, annual leave is taken. Institutional officials will be responsible for approval of employees² participating in programs covered by this policy and for maintenance of employee²s~~

~~records of annual leave and/or consulting time.~~

- ~~4.5.1.2 All revenues and expenditures shall be handled by the business office of the institution or business office of the campus unit involved. All revenues from these programs shall be deposited into the appropriate state special revenue account. Charges for special services provided by the institution may be deducted from revenues; however, the institution may require that a deposit be made in advance for such services.~~
- ~~4.5.1.3 A formal agreement shall be developed and signed by an authorized representative of the group or unit responsible for the program and the president of the institution or his designee. Said agreement shall establish the responsibilities of the institution and the sponsor, including detailed financial obligations to the institution from revenues. All agreements must ensure that the institution will receive reimbursement for all identifiable direct and indirect costs.~~
- ~~4.5.1.4 Programs must be sponsored by the institution. The name to be used for the program is left to the discretion of the institution.~~
- ~~4.5.1.5 All personnel receiving compensation for the involvement in the programs must be paid on a regular state payroll or a standard WV - 48 service agreement, as prescribed by the original contract agreement.~~
- ~~4.5.1.6 All publicity must indicate that checks for payment of fees are to be made payable to the institution and not to an individual or outside organization.~~
- ~~4.5.1.7 Adequate insurance must be underwritten by the sponsors of the program.~~

4.6 ~~Selling of Articles on College Campuses~~

- ~~4.6.1 All solicitation and selling of products and articles upon property under the jurisdiction of the State College System of WV is prohibited except by organizations and groups directly connected with the institutions and upon written approval of the respective president or his designee.~~

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 ~~Each institutional president shall designate the administrator(s) of this policy. The Vice President of Finance for Southern West Virginia Community and Technical College is responsible for administration of this policy. A standard rental/lease agreement approved by the board or its representative shall be used by each institution, along with any other forms needed to execute this rule. The Chief Financial Officer for Southern West Virginia Community & Technical College is responsible for administration of this policy.~~

7.2 ~~It is not the intent of this rule to cover non-credit instruction offerings, as identified by Series 50.~~

SECTION 8. CANCELLATION

8.1 None

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: January 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF March 2, 2010**

ITEM: SCP-3625, *General Studies (University Parallel) Program Evaluation Model* and SCP-3625.A, *General Studies (University Parallel) Program Evaluation Model Guidelines*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3625, *General Studies (University Parallel) Program Evaluation Model*, and SCP-3625.A, *General Studies (University Parallel) Program Evaluation Model Guidelines*, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Cathy L. Smith-Cox

BACKGROUND:

Academic Affairs has been charged with the review of several academic policies for the 2009-2010 academic year. SCP-3625 and SCP-3625.A have been reviewed and minor changes have been proposed. Changes reflect current titles and assignments of disciplines to departments. The policy was reviewed by the Academic Affairs Management Council.

Based on the deliberations and recommendations of the aforementioned body, Academic Affairs requests that SCP-3625, *General Studies (University Parallel) Program Evaluation Model*, and SCP-3625.A, *General Studies (University Parallel) Program Evaluation Model Guidelines*, be distributed to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3625**

SUBJECT: ~~General Studies (University Parallel)~~ University Transfer Program Evaluation Model

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 10, Policy Regarding Program Review

ORIGINATION: September 1, 1985

EFFECTIVE: September 1, 2000

REVIEWED: January 27, 2010

SECTION 1. PURPOSE

1.1 To identify and communicate the ~~University Parallel (General Studies)~~ University Transfer Program Evaluation Model.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All locations and employees of Southern.

SECTION 3. DEFINITIONS

3.1 The term "~~General Studies Program~~" and "~~University Parallel Program~~" have the same meaning and University Transfer refers to a program of study designed to enable a student to obtain approximately two years of general study courses for a transfer to a four year baccalaureate program.

SECTION 4. POLICY

4.1 The ~~General Studies (University Parallel)~~ University Transfer Program will be regularly reviewed, evaluated, and revised as needed by ~~Division~~ Department Chairpersons and the Division Dean named herein in accordance with governing board policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The ~~General Studies (University Parallel)~~ University Transfer Program shall include all disciplines clustered under the ~~Humanities, Natural Sciences and Social Sciences~~ University Transfer divisions and the Humanities, Social Sciences, Mathematics, Natural Science and Transitional Studies departments.

6.2 The ~~General Studies (University Parallel)~~ University Transfer Program shall be staffed by members of the faculty whose major teaching assignments are generic to the ~~Divisions~~ departments/disciplines as follows:

Divisions	<u>Department</u>	<u>Disciplines</u>
----------------------	-------------------	--------------------

Humanities	<u>Fine Arts</u> English <u>Communications</u> Languages Journalism Music Philosophy <u>Education</u> <u>Theatre</u> <u>Religion</u>
Natural Science	Biological Sciences Chemistry <u>Geology</u> Math/Math Education Health Occupations Physical & Health Education Physical Science Physics
Social Science	Education Foundations Geography History Political Science Psychology <u>Philosophy</u> Religion Social Studies Sociology
Mathematics	Math Math Education
Transitional Studies	<u>Developmental Math</u> <u>Developmental Writing</u> <u>Developmental Reading</u>

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 ~~The Division Chairperson of Humanities/Social Sciences and Natural Sciences/Math~~ Dean of University Transfer Division, in conjunction with the Department Chairs shall collectively administer the ~~General Studies (University Parallel)~~ University Transfer Program and shall be responsible for the program’s periodic review and evaluation.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the

President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

10.1

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-3625.A ~~General Studies (University Parallel)~~ University Transfer Program Evaluation Model

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

Revision Notes: January 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in academic responsibilities. Form was streamlined.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
GENERAL STUDIES (UNIVERSITY PARALLEL) UNIVERSITY TRANSFER PROGRAM
EVALUATION MODEL
SCP-3625.A**

PHILOSOPHY

SECTION 1. PURPOSE

- 1.1 The ~~General Studies Program~~ University Transfer Program is designed to serve a wide variety of people. Following are listed some examples:
- 1.1.1 That person not seeking a bachelor's degree, but wanting to broaden and deepen his/her knowledge and skills.
 - 1.1.2 That person who plans to transfer to another college or university and complete a professional or pre-professional program of studies leading to a Bachelor of Arts or a Bachelor of Science Degree.

SECTION 2. ~~DIVISIONS~~ DEPARTMENTS

- 2.1 Core curriculum offerings cut across ~~four divisions~~ five departments – Social Science, Natural Science, Humanities, ~~Business~~, Mathematics, Transitional Studies.

Elective course offerings cut across all divisions.

CLUSTERS

~~Course offerings are clustered into six major areas, handled by various divisions.~~

SECTION 3. DISCIPLINES

~~General Studies disciplines are assigned to division Departments in the following manner:~~

Divisions	Social Science	Natural Science	Humanities	Business
Clusters	Social Science	Science/Math	Communications	Data Processing
		Physical Education	Fine Arts	
Disciplines	Educ. Foundations	Biological Science	Art	
	Geography	Chemistry	English	
	History	Health Occupations	Language	DP 100/101
	Political Science	Mathematics	Humanities	
	Psychology	Physical & Health Ed.	Journalism	
	Religion	Physical Science	Music	
	Social Studies	Physics	Philosophy	
	Sociology		Speech/Theater	

~~*Only one specific course relates to the General Studies program (core requirements).~~

- 3.1 University Transfer disciplines are assigned to departments as follows:

Department	Disciplines
Humanities	<u>Fine Arts</u> <u>English</u> <u>Communications</u> <u>Languages</u> <u>Journalism</u> <u>Music</u> <u>Education</u> <u>Theater</u> <u>Religion</u>
Natural Science	<u>Biological Sciences</u> <u>Chemistry</u> <u>Physical and Health Education</u> <u>Physical Sciences</u> <u>Geology and Earth Sciences</u> <u>Physics</u>
Social Science	<u>Geography</u> <u>History</u> <u>Philosophy</u> <u>Political Science</u> <u>Psychology</u> <u>Social Studies</u> <u>Sociology</u>
Mathematics	<u>Math</u> <u>Math Education</u>
Transitional Studies	<u>Developmental Math</u> <u>Developmental Writing</u> <u>Developmental Reading</u>

SECTION 4. PROGRAM REVIEW FACTORS

- 4.1 Course Evaluation
 - 4.1.1 Philosophy/Objectives
 - 4.1.2 Content
 - 4.1.3 Transferability
 - 4.1.4 Need
 - 4.1.4.1 Enrollment pattern (historical pattern)
 - 4.1.4.2 Frequency of offering
 - 4.1.4.3 Average class size - theory (general rule of thumb)
 - 4.1.4.4 Average class size - practice
 - 4.1.5 Cost
 - 4.1.5.1 Per Student (by program)
 - 4.1.5.2 Per course

4.2 Discipline Evaluation

4.2.1 Philosophy/Objectives

4.2.2 Courses

4.2.2.1 Placement within discipline

4.2.2.2 Sequence

4.2.2.3 Duplication

4.2.2.4 Essential /Non-essential (to discipline to program)

4.2.3 Cost Analysis

~~III. Cluster Evaluation~~

~~A. Philosophy/Objectives~~

~~B. Disciplines~~

~~1. Placement within cluster~~

~~2. Sequence~~

~~3. Duplication~~

~~C. Cost Analysis~~

4.3 Program Evaluation

4.3.1 Course/Discipline/Cluster Review

4.3.1.1 Additions

4.3.1.2 Deletions

4.3.1.3 Modifications

4.3.2 Cost Analysis

4.3.3 Rationale

4.3.3.1 Divisions

4.3.3.2 Advisory Councils

4.3.3.3 BOG

4.3.3.4 In-House

4.3.3.5 Other Institutions

4.3.4 Process

4.3.4.1 Divisions/Department Management

4.3.4.2 Academic Affairs Management Council

4.3.4.3 President

4.4 Staffing Evaluation

4.4.1 Evaluation

4.4.1.1 Need determines staffing

4.4.1.2 Staffing per discipline should be determined based upon the following:

4.4.1.2.1 Class size

4.4.1.2.2 Frequency of offerings – historical pattern

4.4.1.2.3 CHP

4.4.1.2.4 FTE

4.4.1.2.5 Cost per CHP

4.4.1.2.6 Cost per FTE

4.4.1.3 The attached Staffing Ratio Scale is to be used as an objective base for determining number of faculty positions needed per discipline.

- 4.4.2 Recommendations
 - 4.4.2.1 Additions
 - 4.4.2.2 Overstaffing – BOEG guidelines/Institutional Policy
- 4.4.3 Process
 - 4.4.3.1 Department Chair/Dean
 - 4.4.3.2 Vice President for Academic Affairs
 - 4.4.3.3 President

SECTION 5. STAFFING RATIO SCALE

5.1 The Staffing Ratio Scale is as follows and will be reviewed periodically:

	<u>Foundation Level</u>	100-200 Level
SOCIAL SCIENCE		
Education Foundations	-	25
Geography	-	30
History	-	30
<u>Philosophy</u>	-	<u>30</u>
Political Science	-	30
Psychology	-	30
<u>Religion</u>	-	30
Social Studies	-	30
Sociology	-	30
 NATURAL SCIENCE		
Biological Science	-	24 <u>22</u>
Chemistry	-	24 <u>22</u>
<u>Health Occupations</u>	-	24
<u>Math</u>	17	25
Physical Education	-	25 <u>20</u>
Physical Science	-	15 <u>20</u>
<u>Physics</u>	-	<u>20</u>
 HUMANITIES		
Art	-	28
Art Studio	-	18
English	17	25
Language	-	25
Humanities	-	30
Journalism	-	25
Music	-	30
<u>Philosophy</u>	-	30
Speech	-	25
Theater	-	20
<u>Education Foundations</u>	-	<u>25</u>
<u>Religion</u>	-	<u>30</u>
 <u>MATHEMATICS</u>		
<u>Math</u>	-	<u>24</u>
<u>Math Education</u>	-	<u>20</u>
Staffing Ratio Scale (cont'd)		

<u>TRANSITIONAL STUDIES</u>	<u>Foundation Level</u>	<u>100-200 Level</u>
<u>English</u>	-	<u>15</u>
<u>Math</u>	-	<u>15</u>
<u>Reading</u>	-	<u>15</u>

- 5.2 Average class size (ACS) per discipline (as noted on Staffing Ratio Scale) is to be determined by Division ~~Chair~~ Dean (using “rule of thumb” figure set by division experience).
- 5.3 This figure (ACS) is established as a base norm to objectively establish a faculty position formula per discipline. The figure itself does not represent one particular course, but rather is a discipline average.
- 5.4 The Faculty Positions Formula is as follows:
- ~~ASC~~ ACS x Full Load = CHP = one faculty position
- Example: Religion
 $30 \times 15 = 450 \text{ CHP}$
450 CHP determines one faculty position
- 5.5 This formula, establishing ~~an objective~~ a scale to identify one faculty position, is then used as the base norm for faculty staffing decisions per discipline.
- 5.6 ~~CHP per discipline is to be reviewed each semester in relation to the base formula.~~ As trends emerge, division recommendations are to be made. Division recommendations regarding faculty positions are to be based on a two year period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF March 2, 2010**

ITEM: SCP-3736, *Student Standards of Academic Progress*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-3736, *Student Standards of Academic Progress*, to Southern's constituents and the Chancellor for Community and Technical College Education for a 30-day public comment period.

STAFF MEMBER: Cathy L. Smith-Cox

BACKGROUND:

Academic Affairs has been charged with the review of several academic policies for the 2009-2010 academic year. SCP-3736, has been reviewed and no substantive changes made. The policy was reviewed by the Academic Affairs Management Council and the Executive Council.

Based on the deliberations and recommendations of the aforementioned bodies, Academic Affairs asks that SCP-3736, *Student Standards of Academic Progress*, be distributed to Southern's constituents and the Chancellor for Community and Technical College Education for 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3736**

SUBJECT: Student Standards of Academic Progress

REFERENCE: None.

ORIGINATION: November 1, 1984

EFFECTIVE: November 1, 1984

REVIEWED: November 9, 2009

SECTION 1. PURPOSE

1.1 To establish and communicate criteria for student standards of academic progress.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All Students

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. POLICY

4.1 A student at Southern West Virginia Community and Technical College must earn a cumulative grade point average of 2.00 or better to complete certificate or degree requirements. Failure to maintain this average during any semester involving credit hours attempted could jeopardize his/her progress toward meeting these requirements.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 ~~Grade Point Average as Determined Through Credit Hours Attempted.~~

Listed below is the cumulative grade point average which must be maintained, as determined through credit hours attempted:

<u>Credit Hours Attempted</u>	<u>Cumulative GPA</u>
0-11	Not considered
12-30	1.5
31-60	1.75
61 or more	2.00

- 6.2 If a student’s cumulative GPA falls below this scale, the Vice President of Academic Affairs shall place the student on academic probation for the next semester and shall so notify the student by letter. ~~A copy~~ Copies will be forwarded to the Student Record’s Office and to the students’s faculty advisor to be placed in the student’s permanent file.
- 6.3 A student receiving financial aid or veterans benefits, having failed to maintain satisfactory academic progress, will be referred to the respective campus office responsible for administering these student service programs.
- 6.4 Conditions for ~~R~~repeating a ~~C~~class:
 - 6.4.1 If a student earns a grade of “D” or “F” in any course taken no later than the semester term when he/she has attempted no more than 60 hours, and if she/he repeats this course one time only, the first grade shall be disregarded for the purpose of determining the student’s GPA, and the grade earned the second time this course is taken shall be used in determining his/her GPA.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 The college’s veteran’s representative will complete Form 1999B for any student receiving veterans benefits who fails to meet standards outlined in this policy.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

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

SECTION 10. SIGNATURES

- 10.1

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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

Revision Notes: November 2009 — Revisions reflect no substantial changes in procedure or documentation requirements.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF March 2, 2010**

ITEM: SCP-5620, *Parking Regulations Policy*

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical College Board of Governors grant approval for the distribution of SCP-5620, *Parking Regulations Policy* and the associated form, to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with a recommendation for rescission.

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Finance Unit was charged by Executive Vice President, Merle Dempsey, and members of the Executive Council to consider SCP-5620, *Parking Regulations Policy*, regarding its appropriateness as policy. The policy was reviewed by Executive Council in January 2010. After this review it is recommended by the Finance Unit that this policy and its associated form be rescinded. Therefore, the Finance Unit recommends the Board of Governors advance this policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period with the recommendation for rescission.



SUBJECT: PARKING REGULATIONS POLICY

REFERENCE:

1. PURPOSE

Parking regulations are designed to provide safe and convenient parking, open and accessible fire and delivery lanes for emergency and delivery vehicles, and a smooth, unimpeded flow of traffic on parking lots and through college facilities.

2. SCOPE AND APPLICABILITY

All persons regularly parking vehicles on college property.

3. DEFINITIONS

4. POLICY

- A. Student parking decals will be purchased from funds designated as student fees from each campuses' Student Government Association (SGA).
B. Registered students are eligible for one free parking decal. A fee will be charged for each additional parking decal issued to students.
C. Employees of Southern will purchase a parking decal or decals at their own expense.
D. Southern parking decal will be displayed in a visible location on all vehicles parked on college parking lots. This will assist college personnel when vehicles are parked improperly, blocking others or in a restricted area.
E. Whenever a vehicle is parked at any college location in a manner that constitutes a violation of this policy, the institution will have the authority to issue parking fines. Parking fines will be assessed as follows:

Table with 2 columns: Offense Type and Fine/Action. Rows include First Offense (Warning Ticket), Second Offense (\$5.00 fine), Third Offense (\$10.00 fine and/or disciplinary action), ADA Violation (Fines as established by current law), and Fire Lane Violation (Fines by WV Fire Marshall's Office).

- F. Parking fines can be paid at any campus business office, and must be paid within fifteen days of issuance. Fines not paid by students will result in the holding of grades and/or transcripts. Fines not paid may be



reported to collection agencies or magistrates if not paid within ninety days. Revenue derived from the fees and fines collected will be used for improving and maintaining parking areas, traffic flow, security equipment and other equipment and supplies related to operation of parking areas.

5. **BACKGROUND OR EXCLUSIONS**

6. **GENERAL PROVISIONS**

- A. Parking spaces for the disabled, which shall conform to ADA requirements, will be designated at all college locations and shall be reserved for authorized users twenty four hours daily throughout the calendar year. Violators of the designated ADA or Handicap Access parking spaces are subject to a \$100.00 fine, or an amount as set forth by the American's with Disabilities Act.
- B. All vehicles parked in designated handicap spaces in addition to Southern's parking decal, will have displayed in a visible manner a current handicap permit issued by the proper regulatory authority. The handicap permit must be registered in the name of the person using a designated handicap parking space.
- C. Vehicles parked in designated fire lanes are in violation of this policy and are subject to a fine of \$75.00 or any amount as set forth by the West Virginia State Fire Marshall's Office.
- D. Individuals will park their vehicles within the lines of marked parking spaces, and will not park vehicles in fire lanes, non parking and delivery zones. All vehicles will be parked in a manner that will not impede the regular flow of traffic or immobilize any parked vehicle.
- E. Southern will not be held liable for theft, vandalism, or accidents involving vehicles being driven on, or parked in, campus parking lots.
- F. Southern does not control or have jurisdiction over properties adjacent to its facilities and owned or controlled by the West Virginia Department of Highways or private landowners. Anyone infringing upon such properties will be subject to the rules and/or actions taken by those agencies or individuals.
- G. Parking on all college lots will be observed on a first come, first served basis.
- H. Continued or repeated violation of parking regulations will result in the loss of parking privileges.

7. **RESPONSIBILITIES AND PROCEDURES**

- A. Southern students and employees are to observe and abide by the rules set forth in the parking policy and



to obtain a parking decal distributed by the campuses' bookstores.

- B. All students and employees are required to display a visible parking decal on their parked vehicle.
- C. All persons using college parking facilities will observe all normal courtesies, refrain from parking vehicles in any area not authorized, and not contribute to any act with vehicles that may cause injury, endanger or otherwise cause hardship for anyone.
- D. The Campus Manager will monitor the parking lots of their campus to observe that users of parking facilities are obeying the parking policy regulations. The campus manager will maintain a database of information provided from the bookstore parking decal log.
- E. The Campus Manager will be responsible for selling and/or distributing parking decals. The Campus Manager will also keep and maintain an information log on parking decal registration.

8. CANCELLATION

Parking Policy dated February 1, 1989 and Parking Policy dated September 2, 1997.

9. SIGNATURE

President

Date

Attachments

Decal Log SCP 5620.A

Distribution

Revision Date

September 1, 2000



DECAL LOG

Decal Number	Date	Name	Social Security #

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF March 2, 2010**

ITEM: SCP-5830, *Use of Southern West Virginia Community and Technical College Vehicles*

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

STAFF MEMBER: Samuel Litteral

BACKGROUND:

The Finance Unit was charged by Vice President Merle Dempsey and members of the Executive Council to consider revision of SCP-5830, *Use of Southern West Virginia Community and Technical College Vehicles*. This policy regulates the use of college owned, leased, or rented vehicles and the reimbursement of travel expenses. The policy was reviewed by Executive Council in January 2010.

Revisions made to the policy reflect no substantial changes in procedure or documentation requirements, but provide clarity and reflect changes in management responsibilities. The staff recommends that the Board of Governors grant approval for the advancement of this policy to Southern's constituencies and the Chancellor for Community and Technical College Education for a 30-day public comment period.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5830**

SUBJECT: Use of Southern West Virginia Community and Technical College Vehicles

REFERENCE: None.

ORIGINATION: January 28, 1991.

EFFECTIVE: January 28, 1991.

REVIEWED: January 5, 2010.

SECTION 1. PURPOSE

- 1.1 To promulgate the ~~procedures and~~ regulations governing the assignment of college owned, leased, or rented vehicles and the reimbursement of travel and expenses.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This issuance applies to all employees of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Authorized Driver- An employee who has a proper driver's license and have passed or successfully completed the required safe driver's test .Newly hired employees are required to pass mandatory tests when available, but can drive with a valid driver's license until the driver's test is made available to them.
- 3.2 Employees- Everyone that is on Southern's payroll except for those whose primary role is a student at the institution.

SECTION 4. POLICY

- 4.1 Any Southern employee using a college vehicle must be authorized to drive and must possess a valid driver's license at the time the vehicle is assigned.
- 4.2 Employees are prohibited from using college vehicles for personal use and transporting unauthorized passengers.
- 4.3 Permission to transport passengers who are not college employees or students must be obtained from the ~~Vice President of Finance or the Director of Purchasing~~ Director of Campus Operations or Chief Financial Officer.
- 4.4 The operation of college vehicles is under the jurisdiction of the Director(s) of ~~Purchasing~~ Campus Operations.
- 4.5 Requests for travel reimbursements ~~will~~ may be denied to employees who use their personal vehicles for

travel when a college vehicle is available. ~~this provision does not apply if the vehicles is in need of repair of maintenance.~~

4.6 The vehicle log sheet must be completed prior to and at the conclusion of the use of the vehicle.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 It shall be unlawful for any employee to drive a college owned vehicle while under the influence of alcohol or illegal drugs. Driving while taking prescription drugs or any other substance that results in impairment of an individual's judgement and ability to safely operate a vehicle is also prohibited. Employees must also follow all other state laws.

6.2 Use of any tobacco, smokeless or otherwise, is strictly prohibited. This applies to both drivers and passengers in college vehicles.

6.3 All college owned or leased vehicles shall be maintained and serviced routinely with the goal of providing safe and functional vehicles for users. All vehicles are required to have an annual inspection.

6.4 ~~If an operating department is funded from a state or Federal grant, and the budget includes grant funds for travel, those employees shall be exempt from the requirement of using college vehicles.~~

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Responsibilities

7.1.1 Each employee is responsible for all fines and penalties incurred while operating a college vehicle. Fines and penalties are not reimbursable expenses.

7.1.2 In case of an accident, the driver must complete an Accident Report Form (RMI-1) immediately. A copy of the form is placed in the glove compartment of each vehicle. Specifically, the driver will:

7.1.2.1 Call the police.

7.1.2.2 Not assume responsibility for the accident.

7.1.2.3 Protect his/her person.

7.1.2.4 Protect the vehicle from further damage.

7.1.2.5 Request medical assistance if needed.

7.1.2.6 Identify other persons, including witnesses, involved in the accident.

7.1.2.7 Record details of the accident, including the extent of injuries and property damage, and how the accident occurred.

7.1.2.8 Upon return to work, provide the ~~Director of Purchasing and Facilities~~ Director of Campus Operations with the completed RMI-1 within two calendar days.

7.1.3 Each employee is responsible for reporting to the Director of Campus Operations, any problems, malfunctions, or mechanical issues experienced while using the vehicle.

7.2 Procedure

7.2.1 ~~All vehicles must be requested from the designated employee at each location via e-mail. If a vehicle is not available, the employee is to attach a printed copy of the e-mail to his/her Travel Expense Form. A Request for vehicle Form will be available for use on the Wyoming and Boone campuses instead of r-mail request, and the form will be available at other college locations for use in emergency situations.~~

7.2.2 ~~To prevent serious scheduling problems, vehicles must be returned by the date and time agreed upon.~~

7.2.3 ~~When departure or return times differ from regular operating hours, arrangements must be made by the traveler to pick up or return the keys from the designated individual between the hours of 8:00 a.m. and 4:30p.m. Monday through Friday.~~

7.2.4 ~~Unless prior authorization is obtained from the individual responsible for assigning vehicles, no employee is to give keys to a college vehicle to another individual for his/her use.~~

7.2.5 ~~The vehicle log sheet must be completed immediately upon return and left in the vehicle.~~

7.2.6 ~~Any problem, accidents, and/or unsafe conditions should be reported immediately.~~

7.2.7 ~~As a courtesy to the next user, every attempt should be made to fill the vehicle with gasoline.~~

7.2.8 ~~The credit card must be returned with the keys.~~

7.2.9 ~~A credit card may be used for purchase of items incidental to the operation of the vehicle only when the driver is conducting college business. When a credit card is used:~~

7.2.9.1 ~~All purchases must be signed by the employee making the purchase.~~

7.2.9.2 ~~Ensuring that the license number is recorded on the credit card receipt is the responsibility of the driver.~~

7.2.10 ~~Southern employees using college vehicles will be reimbursed for storage and parking fees and road and bridge tolls.~~

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the

President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments:

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

Revision Notes: January 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
MEETING OF MARCH 2, 2010**

ITEM: Approval of Health and Wellness Fee for All Full and Part-time Students

RECOMMENDED RESOLUTION: *RESOLVED*, That the Southern West Virginia Community and Technical Board of Governors grant approval of a ten(10) dollar Health and Wellness fee, to be assessed to all full and part-time students per semester.

BE IT FURTHER RESOLVED that the Health and Wellness fee become effective with the fall 2010 semester.

STAFF MEMBER: President Tomblin

BACKGROUND:

As a state, West Virginia has significantly higher rates of chronic diseases and obesity than the rest of the nation, and the statistics become more significant in the district that Southern West Virginia Community and Technical College serves.

In 2007, Governor Manchin released a strategic vision and action plan relating to the improvement of the state's health, establishing principles to guide health care reform. These efforts drew attention to wellness and prevention programs which he believes should be the responsibility of all West Virginians.

As an institution, Southern believes that good health and wellness for its students are a critical element in producing future employees and leaders for the state, however, the College has never been able to acquire the facilities or resources to establish the prevention and exercise programs so desperately needed for its students and to assist in the promotion of these efforts.

In its service district, Southern is very fortunate to have the Larry Joe Harless Center, a fully equipped, state-of-the-art recreational facility located in Gilbert, West Virginia, and a new state-of-the-art recreational facility at Chief Logan State Park to be completed in April 2010. These facilities are accessible to students within Southern's district, but memberships may be cost prohibitive to students already struggling to pay for college.

In recent discussions with both these entities, both have agreed to partner with the Southern to provide enrolled students with membership to their facilities at a minimal cost

to the student. To accomplish this, Southern will assess a ten (10) dollar health and wellness fee to each full and part-time students per semester. This will permit students to utilize the services and programs of both facilities during each semester they are enrolled at the College. The College will pay each entity an equal proportion of the fees collected, which will vary from year to year based on enrollment numbers. A payment process and schedule will be established and agreed upon by all parties prior to initiating the fee for the fall 2010 semester.

The staff requests that the Southern West Virginia Community and Technical Board of Governors grant approval of a ten(10) dollar Health and Wellness fee, to be assessed to all full and part-time students per semester, effective with the fall 2010 semester.