



Southern

WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE

**Institutional Governance System Handbook
Effective July 1, 2011**

a tradition of learning ... a vision of greatness

TABLE OF CONTENTS

| | |
|--|-------|
| General Responsibilities and Guiding Principles of Governance. | 2 |
| Institutional Board of Governors. | 3-4 |
| Institutional Governance System Procedures. | 5-6 |
| Institutional Governance System Recommendation Form. | 7-8 |
| Institutional Governance Committee Structure. | 9 |
| Standing Committees. | 10-16 |
| Assessment Committee. | 10 |
| Curriculum and Instruction Committee. | 11 |
| Enrollment Management Committee. | 12 |
| Finance and Facilities Committee. | 13 |
| Quality Integrated Services Committee. | 14 |
| Strategic Planning Committee. | 15 |
| Technology Committee. | 16 |
| Councils/Senates. | 17-18 |
| Classified Staff Council. | 17 |
| Faculty Senate. | 18 |
| Advisory Committees. | 19-20 |
| Financial Exigency Committee. | 19 |
| Student Government Associations. | 19 |
| Teaching-Learning Center Committee. | 20 |

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE INSTITUTIONAL GOVERNANCE SYSTEM STRUCTURE

SECTION 1. General Responsibilities and Guiding Principles of Governance

- 1.1 Southern West Virginia Community and Technical College has established a decision-making system based on consultative governance. This system provides for participation by, and consultation with, representative constituents from the College. Constituents of the College include administrators, faculty, classified staff, students, and district residents.
- 1.2 Southern has defined consultative governance as a collaborative process that involves representatives from the College working in a climate of mutual trust and respect. These representatives gather and share information related to significant issues and work toward decisions on those issues in accordance with the mission, vision, purposes, and values of the College. Governance-related interaction among constituent groups provides the balance of stability and change necessary for the advancement of the College.
- 1.3 The following principles guide this governance process:
 - 1.3.1 **Disclosure**
 - 1.3.1.1 Open and constructive participation among constituents.
 - 1.3.1.2 A willingness to actively listen to each other.
 - 1.3.1.3 Early opportunities for discussion, information sharing, and input on any topic.
 - 1.3.1.4 Time for all constituent groups affected by an issue to share information and to state their position(s) on proposed actions.
 - 1.3.2 **Responsiveness**
 - 1.3.2.1 Due consideration and mutual trust of all constituents affected by an issue.
 - 1.3.2.2 Timely action and communication on all issues and proposals.
 - 1.3.2.3 Earnest efforts by all constituencies to understand divergent perspectives.
 - 1.3.3 **Accountability**
 - 1.3.3.1 Shared integrity and responsibility in all adopted governance policies and procedures.
 - 1.3.3.2 Continual monitoring and refinement of governance policies and procedures by representative of the entire College Community.
 - 1.3.3.3 Sincere effort to make the governance process work in a timely and effective manner.
- 1.4 Throughout the process of disclosure, responsiveness, and accountability, the constituents recognize that the College administration is ultimately responsible for making decisions regarding issues and concerns advanced by this system of consultative governance.

INSTITUTIONAL BOARD OF GOVERNORS

SECTION 1. PURPOSE

- 1.1 As prescribed in West Virginia Code, §18B-2A-1, effective the first day of July 2001, the Board of Governors of Southern West Virginia Community and Technical College were officially appointed by the Governor of the State of West Virginia to serve as a representative body of its constituents to set forth policies to govern the best interests of the College in accordance with the statutes of West Virginia.

SECTION 2. BOARD PRINCIPLES

- 2.1 The Board's governance style is intended to encourage diversity of viewpoints and collective rather than individual decision making. Prior to setting policy, the Board will insure that input has been received from a variety of sources to insure representation of constituents and staff and sound decision making principles.
- 2.2 The Board's focus will be on providing strategic leadership and representing the community it serves rather than administrative detail.
- 2.3 The role of the Board of Governors is to:
 - 2.3.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.
 - 2.3.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.
 - 2.3.3 Define standards for college operations which set forth high quality programs, ensure wise and prudent expenditure of funds and fair and equitable treatment of students and employees.
 - 2.3.4 Monitor the performance of the College to insure progress toward defined goals and adherence to policies.
 - 2.3.5 Select, hire and retain the President and to define and monitor the President's performance through periodic evaluations.
 - 2.3.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.
 - 2.3.7 Create a positive leadership environment which fosters learning and focuses on outcomes.
 - 2.3.8 Act with integrity, promoting ethical behavior in all college dealings.
 - 2.3.9 Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.

SECTION 3. GENERAL

- 3.1 The President is the Chief Executive Officer of the College and the Board's single link with operating the institution. The role of the Board is to provide clear policy direction to the President with respect to the College's Master Plan and Institutional Compact. The role of the President is to carry out the Board's direction and administer the day-to-day operations of the College.

SECTION 4. BOARD DELEGATION OF ADMINISTRATIVE AUTHORITY

- 4.1 The Board delegates to the President the function of formulating, implementing, directing and evaluating administrative policies and regulations under which the college will operate. These policies and regulations will govern the College and be consistent with Board policy.

SECTION 5. MEMBERSHIP (12 Voting Members)

- 5.1 Nine lay citizens as appointed by the Governor of the State of West Virginia.
- 5.2 One full-time Faculty Representative
- 5.3 One full-time Classified Employee Representative
- 5.4 One full-time Student Representative

INSTITUTIONAL GOVERNANCE SYSTEM PROCEDURES

1. All recommendations for action presented to a standing committee of the College Governance System (e.g., policy/procedure creation, revision, elimination, etc.) must be submitted using the format outlined in the Institutional Governance System Recommendation Form.
2. Recommendations may be submitted by an individual employee, a committee, or another recognized body (staff council, faculty senate, student government, etc.).
3. A request for an item (recommendation) to be placed on a committee agenda must be made in writing (e-mail request will suffice), and received by the committee chair a minimum of five days prior to the committee's scheduled meeting.
4. The individual making the request is expected to make a presentation of the agenda item to the appropriate committee and to present a signed copy of the completed Institutional Governance System Recommendation Form. If accompanying materials are required, a copy of such materials must be provided for all members of the committee unless the documentation is of such size/quantity that copying is cost prohibitive.
5. The committee receiving the recommendation may choose to approve or reject the recommendation or may suggest modification to the recommendation. All official action of the standing committee must be properly documented in the meeting minutes. Written notice of action taken, accompanied by the official recommendation form and accompanying materials, is to be forwarded to the next appropriate level, depending on the nature of the request, within seven working days of the meeting in which the action is taken.
6. Typically, a request for action will be forwarded as follows:

| Governance Committee | Recommendation Forwarded to: |
|-------------------------------|-------------------------------------|
| 1. Assessment | Academic Affairs Management Council |
| 2. Curriculum and Instruction | Academic Affairs Management Council |
| 3. Enrollment Management | Executive Council |
| 4. Finance and Facilities | Executive Council |
| 5. Quality Integrated Science | Executive Council |
| 6. Strategic Planning Review | Executive Council |
| 7. Technology | Executive Council |

7. Academic Affairs Management Council (AAMC) or Executive Council actions requiring approval of the President shall be presented in writing using the approved Institutional Governance System Recommendation Form and accompanied by any other documentation presented at the lower level(s). The President shall respond in writing to the individual, committee, senate, council, or other recognized group making recommendations within 14 working days of receiving a recommendation.
8. Recommendations by the Faculty Senate and/or Classified Staff Council may be submitted

to a standing committee, administrative unit head, or directly to the President. The President may choose to refer any such recommendations to a standing committee or other appropriate individual(s) for consideration and response.

9. Recommendations requesting and/or requiring policy action (creating new policy, revision or elimination of existing policy) shall be presented to the Board of Governors for approval only after appropriate review and recommendation for action by standing committees, councils and/or administrative units, and upon recommendation by the President.

INSTITUTIONAL GOVERNANCE SYSTEM RECOMMENDATION FORM

RECOMMENDED BY: _____

CHECK ONE: Individual Committee Council/Senate

1. STATEMENT OF RECOMMENDATION:

2. RATIONALE:

3. BENEFITS (List all constituents who would benefit):

4. _____
Signature of Committee Chair or
Individual Submitting the Recommendation

_____ Date

5. PRESIDENT'S RECOMMENDATION:

6. _____
President's Signature Date

7. _____
Board of Governors Chair Signature (if applicable) Date

Copied to:
Submitting Individual, Committee Chairperson, or Council/Senate Chairperson

INSTITUTIONAL GOVERNANCE SYSTEM COMMITTEE STRUCTURE

The College committee structure shall consist of Standing Committees and advisory groups such as Senates/Councils and Employee Advisory Councils. The President will assign other committees as required on an ad hoc basis.

SECTION 1. COMMITTEE ASSIGNMENTS

- 1.1 Committee memberships are for two-year terms with reassignments being made in April of every odd year.
- 1.2 Committee membership, where possible and appropriate, will be comprised of representatives of the following constituencies:
 - 1.2.1 Administration as appointed by the President or designee.
 - 1.2.2 Faculty at-large as elected by the faculty assembly.
 - 1.2.3 Classified Staff at-large as elected by the classified staff assembly.
 - 1.2.4 Membership by virtue of constituent position.
 - 1.2.5 Faculty membership by academic department/division/program area as elected by same.
 - 1.2.6 Staff membership by department as elected by same.
 - 1.2.7 Student membership as appointed by the Vice President, Enrollment Management/Student Development.
 - 1.2.8 Board of Governors membership as recommended by the Board of Governors.
- 1.3 The Classified Staff Council and Faculty Senate's purpose, membership, procedures and meeting schedules shall be in compliance with their Constitutions and West Virginia State Code.
- 1.4 All other seats not specified will be by election from within the committee. Any membership recommendations or appointments are subject to the approval of the President. Appointments and recommendations will be submitted to the Office of President by May 15th of the odd year, and will become effective at the beginning of the next academic year.
- 1.5 Any committee member may request a change in appointment by requesting such in writing to the President.

SECTION 2. FILLING OF COMMITTEE VACANCIES

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

SECTION 3. OFFICERS

- 3.1 Officers will be elected during the first meeting of each academic year. Each committee shall elect a Chair and Vice Chair. A staff person will be assigned to each governance committee for the purpose of taking minutes. This individual will be one who has the training, expertise and/or experience necessary to record minutes. He/she is not a committee member. This will be a two-year assignment.

STANDING COMMITTEES

There shall be seven standing committees:

1. Assessment
2. Curriculum and Instruction
3. Enrollment Management
4. Finance and Facilities
5. Quality Integrated Services
6. Strategic Planning Review
7. Technology

1. ASSESSMENT COMMITTEE

The Assessment Committee will submit recommendations to the Academic Affairs Management Council.

SECTION 1. PURPOSE

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

SECTION 2. OFFICERS

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

SECTION 3. MEMBERSHIP

- 3.1 The committee is comprised of twelve (12) voting members and three (3) ex-officio non-voting members:
 - 3.1.1 Nine (9) faculty members elected by department faculty – one from each academic department: Allied Health, Business, Humanities, Mathematics, Natural Sciences, Nursing, Social Sciences, Technology and Engineering, and Transitional Studies.
 - 3.1.2 Past Assessment Chair
 - 3.1.3 ADA Compliance Officer for Students
 - 3.1.4 Student Representative (Elected by the Student Government Association)
 - 3.1.5 Ex-officio Non-Voting Members:
 - 3.1.5.1 Chief Academic Officer
 - 3.1.5.2 Dean, Career and Technical Division
 - 3.1.5.3 Dean, University Transfer Division

2. CURRICULUM AND INSTRUCTION COMMITTEE

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

SECTION 1. PURPOSE

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

SECTION 2. OFFICERS

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

SECTION 3. MEMBERSHIP

- 3.1 The committee is comprised of eleven (11) voting members and three (3) ex-officio non-voting members:
 - 3.1.1 Nine (9) faculty members elected by department faculty – one from each academic department: Allied Health, Business, Humanities, Mathematics, Natural Sciences, Nursing, Social Sciences, Technology and Engineering, and Transitional Studies.
 - 3.1.2 Registrar
 - 3.1.3 Instructional Technologist
 - 3.1.4 Ex-officio Non-voting Members:
 - 3.1.4.1 Vice President for Academic Affairs
 - 3.1.4.2 Dean, Career and Technical Division
 - 3.1.4.3 Dean, University Transfer Division

3. ENROLLMENT MANAGEMENT COMMITTEE

The Enrollment Management Committee will submit policy recommendations to the Academic Affairs Management Council or Executive Council depending upon specific action requested.

SECTION 1. PURPOSE

- 1.1 To make recommendations on a college wide uniform effort addressing the areas of recruitment, registration, orientation, retention, marketing, college success, and career services. The committee focuses on individuals throughout the service district as potential, current and previously served customers.

SECTION 2. OFFICERS

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

SECTION 3. MEMBERSHIP – To be determined

4. FINANCE AND FACILITIES COMMITTEE

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

SECTION 1. PURPOSE

- 1.1 The committee will be responsible for submitting recommendations to the Executive Council in planning for the acquisition, allocation, maintenance, alterations to and use of physical and financial resources of the College, including but not limited to, buildings, grounds, and equipment for all campuses and other locations owned and/or operated by the College.

SECTION 2. OFFICERS

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

SECTION 3. MEMBERSHIP

- 3.1 The committee is comprised of fourteen (14) voting members and seven (7) ex-officio non-voting members.
 - 3.1.1 Two faculty members elected from each academic division (Career and Technical / University Transfer)
 - 3.1.2 Directors of Campus Operations – Boone/Lincoln, Logan, Williamson, Wyoming/McDowell
 - 3.1.3 Managers of Business and Auxiliary Services – Logan and Williamson
 - 3.1.4 Maintenance Representative
 - 3.1.5 Enrollment Management/Student Development Unit Representative
 - 3.1.6 Associate Controller
 - 3.1.7 ADA Compliance Officer for Students
 - 3.1.8 Ex-officio Non-voting Members:
 - 3.1.8.1 Chief Financial Officer
 - 3.1.8.2 Chief Information Officer
 - 3.1.8.3 Vice President for Academic Affairs
 - 3.1.8.4 Vice President for Communications
 - 3.1.8.5 Vice President for Development
 - 3.1.8.6 Vice President, Economic, Community and Workforce Development
 - 3.1.8.7 Vice President, Enrollment Management / Student Development

5. QUALITY INTEGRATED SERVICES COMMITTEE

The Quality Integrated Services Committee will submit recommendations to the appropriate administrative unit and/or the Executive Council.

SECTION 1. PURPOSE

- 1.1 The committee is charged with continuous review of processes and services to be delivered to students and other customers of the College. The committee provides recommendations to any unit responsible for delivery of such services for the purpose of improving the quality, efficiency and effectiveness of such processes and services. The committee will conduct a regular review and evaluation of services including but not limited to assessment and collection of tuition and fees, refunds, bookstore services, food services, recruitment efforts, admissions, registration processes, financial aid, technology support, and the availability and access to various technologies needed to enhance the delivery, effectiveness and efficiency of these services.

SECTION 2. OFFICERS

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

SECTION 3. MEMBERSHIP

- 3.1 The committee is comprised of eighteen (18) voting members and seven (7) ex-officio non-voting members:
- 3.1.1 Directors of Campus Operations – Boone/Lincoln, Logan, Williamson, and Wyoming/McDowell
 - 3.1.2 Student Program Advisors – Boone/Lincoln, Logan, Williamson, and Wyoming/McDowell
 - 3.1.3 Managers of Business and Auxiliary Services – Logan and Williamson
 - 3.1.4 Dean of Enrollment Services/Registrar
 - 3.1.5 Interim Registrar/Veterans Representative
 - 3.1.6 Dean of Student Development/Special Services
 - 3.1.7 Director, Student Financial Assistance
 - 3.1.8 Student Records Assistant
 - 3.1.9 Technology Services Representative
 - 3.1.10 Workforce Development Representative
 - 3.1.11 Student Services Specialist
 - 3.1.12 Ex-officio Non-voting Members:
 - 3.1.12.1 Chief Financial Officer
 - 3.1.12.2 Chief Information Officer
 - 3.1.12.3 Vice President for Academic Affairs
 - 3.1.12.4 Vice President for Communications
 - 3.1.12.5 Vice President for Development
 - 3.1.12.6 Vice President, Economic, Community and Workforce Development
 - 3.1.12.7 Vice President, Enrollment Management / Student Development

6. STRATEGIC PLANNING REVIEW COMMITTEE

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

SECTION 1. PURPOSE

- 1.1 The strategic planning process at Southern is a comprehensive, integrative and inclusive mechanism to develop a “living” document for addressing institutional strategic development.
- 1.2 The Strategic Planning Review Committee is charged with continuous oversight of the Institutional Strategic Plan and to assure that appropriate communication, feedback, and involvement is shared by the college community.
- 1.3 Any individual or group is encouraged to actively participate in the strategic planning process and to make recommendations for change or modification of the plan by submitting them in writing to the Strategic Planning Review Committee.

SECTION 2. OFFICERS

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

SECTION 3. MEMBERSHIP

- 3.1 The committee is comprised of thirteen (13) voting members:
 - 3.1.1 Two administrators (appointed by the President)
 - 3.1.2 Two faculty members elected from each academic division (Career and Technical / University Transfer)
 - 3.1.3 One staff member elected from each campus (Boone/Lincoln, Logan, Williamson, and Wyoming/McDowell)
 - 3.1.4 Classified Staff Council Chair
 - 3.1.5 Faculty Senate Chair
 - 3.1.6 Student Representative

7. TECHNOLOGY COMMITTEE

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

SECTION 1. PURPOSE

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

SECTION 2. OFFICERS

- 2.1 The Technology Committee shall be chaired by the Chief Information Officer of the College. The Chair shall only vote in case of a tie vote. The Vice Chair shall be elected by the committee members.

SECTION 3. MEMBERSHIP

- 3.1 The Technology Committee is comprised of eleven (11) voting members:
 - 3.1.1 Chief Information Officer
 - 3.1.2 Chief Financial Officer
 - 3.1.3 Vice President for Academic Affairs
 - 3.1.4 Vice President for Communications
 - 3.1.5 Vice President for Development
 - 3.1.6 Vice President, Economic, Community and Workforce Development
 - 3.1.7 Vice President, Enrollment Management / Student Development
 - 3.1.8 Dean University Transfer Division
 - 3.1.9 Dean Career and Technical Division
 - 3.1.10 One Faculty-at-large—elected by the Faculty Assembly
 - 3.1.11 One Staff-at-large—elected by the Classified Staff Assembly
 - 3.1.12 Student Representative (appointed by Dean, Enrollment Mgt./Special Services)
- 3.2 The membership, duties and responsibilities of any sub-committees, advisory committees, and/or ad-hoc committees appointed shall be determined by the standing Technology Committee as needed.

COUNCILS/SENATES

1. CLASSIFIED STAFF COUNCIL

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

SECTION 1. PURPOSE

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

SECTION 2. OFFICERS

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

SECTION 3. MEMBERSHIP

- 3.1 The Council is comprised of seventeen (17) voting members:
- 3.1.1 Two (2) Administrative/Managerial Sector Representatives
 - 3.1.2 Two (2) Professional/non-teaching Sector Representatives
 - 3.1.3 Two (2) Paraprofessional Sector Representatives
 - 3.1.4 Two (2) Secretarial/Clerical Sector Representatives
 - 3.1.5 Two (2) Physical Plant/Maintenance Sector Representatives
 - 3.1.6 Boone/Lincoln Campus Representative
 - 3.1.7 Logan Campus Representative
 - 3.1.8 Williamson Campus Representative
 - 3.1.9 Wyoming/McDowell Campus Representative
 - 3.1.10 Advisory Council of Classified Employees Representative (Ex-officio, voting)
 - 3.1.11 Board of Governors Representative (Ex-officio, voting)
- 3.2 Pursuant to West Virginia Code, §18B-6-4b(1), during the month of April of each odd numbered year, the classified staff assembly elect two classified employees from each of five defined sectors of employment — administrative/managerial; professional/non-teaching; paraprofessional; secretarial/clerical; physical plant/maintenance — to serve on the Classified Staff Council.
- 3.3 On April 2, 2003, the Classified Staff Council of Southern West Virginia Community and Technical College voted to expand its membership to incorporate one classified staff representative from each geographic location — Boone/Lincoln; Logan Campus; Williamson; Wyoming/McDowell.
- 3.4 The Advisory Council of Classified Employees and Board of Governors representatives are elected by the classified staff assembly. Campus representatives are elected by the individual campus staff. Terms are for two years and members of the Council are eligible to succeed themselves.

2. FACULTY SENATE

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

SECTION 1. PURPOSE

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

SECTION 2. OFFICERS

- 2.1 The Chair, Vice Chair and Secretary as elected by the Senate membership.

SECTION 3. MEMBERSHIP

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

ADVISORY COMMITTEES

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

1. FINANCIAL EXIGENCY COMMITTEE

The Financial Exigency Committee makes recommendations to the President.

SECTION 1. PURPOSE

- 1.1 To establish policy and procedures for financial exigency at Southern West Virginia Community and Technical College.

SECTION 2. OFFICER

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

SECTION 3. MEMBERSHIP

- 3.1 The committee is comprised of nine (9) voting members and one (1) non-voting member:
 - 3.1.1 Elected Board of Governors Member (Chair, non-voting)
 - 3.1.2 Elected Student Government Representative
 - 3.1.3 Two (2) Elected Classified Staff Members
 - 3.1.4 Two (2) Elected Faculty Members
 - 3.1.5 Chief Financial Officer
 - 3.1.6 One (1) Appointed Administrator
 - 3.1.7 Advisory Council of Classified Employees Representative
 - 3.1.8 Advisory Council of Faculty Representative

2. STUDENT GOVERNMENT ASSOCIATIONS

SECTION 1. PURPOSE

- 1.1 Each campus shall have a duly elected Student Government Association to represent the students of that campus regarding pertinent issues. Each campus Student Government Association shall also serve in an advisory capacity to the President.

3. TEACHING/LEARNING CENTER COMMITTEE

SECTION 1. PURPOSE

- 1.1 The committee will provide oversight of the Teaching/Learning Centers (TLC) and make recommendations for the Centers. The committee shall also provide input to other institutional governance committees and units regarding policies and procedures that promote teaching and learning. The committee shall serve as the professional development committee for faculty.

SECTION 2. OFFICERS

- 2.1 The Chair and Vice Chair shall be elected by the committee members. Officers shall be faculty members who have been employed by Southern for at least two years. Officers shall serve a term of two years.

SECTION 3. MEMBERSHIP

- 3.1 The committee is comprised of nine (9) voting members and two (2) ex-officio non-voting members:
- 3.1.1 One faculty member elected from each of the eight academic departments Nine (9) faculty members elected by department faculty – one from each academic department: Allied Health, Business, Humanities, Mathematics, Natural Sciences, Nursing, Social Sciences, Technology and Engineering, and Transitional Studies..
 - 3.1.2 Ex-officio Non-voting Members:
 - 3.1.2.1 Vice President for Academic Affairs
 - 3.1.2.2 Instructional Technologist

Originated 11/20/95
Revised 02/22/96
Revised 03/27/96
Revised 06/14/96
Revised 07/22/97
Revised 09/24/97
Revised 12/08/98
Revised 08/20/99
Revised 12/17/99
Revised 07/17/00
Revised 12/28/00
Revised 06/21/01
Revised 10/23/01
Revised 02/15/02
Revised 07/09/02
Revised 02/13/03
Revised 02/19/03
Revised 07/10/03
Revised 07/19/04
Revised 01/18/05
Revised 03/09/05
Revised 07/15/05
Revised 07/17/08
Revised 09/11/09
Revised 07/15/10
Revised 08/31/11

INSTITUTIONAL GOVERNANCE SYSTEM COMMITTEE MEMBERSHIPS
2011-2013

ASSESSMENT COMMITTEE

- | | | |
|-----|----------------------------|-------------------------------------|
| 1. | Kimberly Hensley, Chair | Natural Sciences |
| 2. | Kathryn Krasse, Vice Chair | Social Sciences |
| 3. | Cyndee Lowes | Allied Health |
| 4. | Michael Redd | Business |
| 5. | Mary Hamilton | Humanities |
| 6. | Rodney Scaggs | Mathematics |
| 7. | Sheliah Elkins | Nursing |
| 8. | William 'Bill' Mosley | Technology and Engineering |
| 9. | Beverly Slone | Transitional Studies |
| 10. | Guy Lowes | Past Chair, Assessment Committee |
| 11. | Dianna Toler | ADA Compliance Officer for Students |
| 12. | Vacant | Student Representative |

Ex-officio Members:

- | | | |
|----|-----------------|-------------------------------------|
| 1. | Vacant | Vice President for Academic Affairs |
| 2. | Pamela Alderman | Dean, Career and Technical Division |
| 3. | Cindy McCoy | Dean, University Transfer Division |

Ruby Runyon, Recorder

CURRICULUM AND INSTRUCTION COMMITTEE

- | | | |
|-----|-------------------------------------|----------------------------|
| 1. | Gordon Hensley, Chair | Business |
| 2. | William 'Will' Alderman, Vice Chair | Social Sciences |
| 3. | Candice Bishop | Allied Health |
| 4. | Vicky Evans | Humanities |
| 5. | Sarma Pidaparathi | Mathematics |
| 6. | Anne Cline | Natural Sciences |
| 7. | Dena Barker | Nursing |
| 8. | Erica Farley | Technology and Engineering |
| 9. | Rosemary Farrar | Transitional Studies |
| 10. | Teri Wells | Interim Registrar |
| 11. | Tim Owens | Instructional Technologist |

Ex-officio Members:

- | | | |
|----|-----------------|-------------------------------------|
| 1. | Vacant | Vice President for Academic Affairs |
| 2. | Pamela Alderman | Dean, Career and Technical Division |
| 3. | Cindy McCoy | Dean, University Transfer Division |

Tammy Mays, Recorder

ENROLLMENT MANAGEMENT COMMITTEE — TBA
Membership to be determined.

FINANCE AND FACILITIES COMMITTEE

- | | | |
|-----|-----------------------|--|
| 1. | Randy Skeens, Chair | Director of Logan Campus Operations |
| 2. | Bill Cook, Vice Chair | Director Boone Campus Operations |
| 3. | Karen Evans | Career and Technical Faculty |
| 4. | RosaLea McNeal | Career and Technical Faculty |
| 5. | Lynn Earnest | University Transfer Faculty |
| 6. | Susan Baldwin | University Transfer Faculty |
| 7. | John Vance | Maintenance Representative |
| 8. | Karen Preece | Enrollment Management / Student Development Unit Representative |
| 9. | David Lord | Director Wyoming Campus Operations |
| 10. | Rita Roberson | Director Williamson Campus Operations |
| 11. | Dianna Toler | ADA Compliance Officer for Students |
| 12. | Kimberly Lusk | Associate Controller |
| 13. | Patricia Miller | Business Manger, Williamson |
| 14. | Chris Gray | Business Manager, Logan |

Ex-officio Members:

- | | | |
|----|------------------|--|
| 1. | Sam Litteral | Chief Financial Officer |
| 2. | Susan Askew | Chief Technology Officer |
| 3. | Vacant | Vice President for Academic Affairs |
| 4. | Vacant | Vice President for Communications |
| 5. | Ron Lemon | Vice President for Development |
| 6. | Allyn Sue Barker | Vice President for Economic Workforce and Community Development |
| 7. | Vacant | Vice President, Enrollment Management/ Student Development |

Velva Pennington, Recorder

QUALITY INTEGRATED SERVICES COMMITTEE

- | | | |
|-----|----------------------------|--|
| 1. | Chris Gray, Chair | Manager, Business and Auxiliary Services |
| 2. | Darrell Taylor, Vice Chair | Dean, Enrollment Mgt. /Student Development |
| 3. | David Lord | Director, Wyoming Campus Operations |
| 4. | Rita Roberson | Director, Williamson Campus Operations |
| 5. | Randy Skeens | Director, Logan Campus Operations |
| 6. | Bill Cook | Director, Boone Campus Operations |
| 7. | Brian Carter | Student Advisor, Boone Campus |
| 8. | Linda Workman | Student Advisor, Logan Campus |
| 9. | Greta Bevins | Student Advisor, Williamson Campus |
| 10. | Jo Lynn Lacek | Student Advisor, Wyoming Campus |
| 11. | Patricia Miller | Manager, Business and Auxiliary Services |
| 12. | Vacant | Dean, Enrollment Services/Registrar |
| 13. | Teri Wells | Interim Registrar/Veterans Representative |
| 14. | Cindy Powers | Director, Financial Assistance |
| 15. | Paula Maynard | Student Records Assistant |
| 16. | Tim Owens | Technology Services Representative |
| 17. | Jackie Whitley | Workforce Development Representative |
| 18. | Sheila Combs | Student Services Specialist |

Ex-officio Members:

- | | | |
|----|------------------|--|
| 1. | Sam Litteral | Chief Financial Officer |
| 2. | Susan Askew | Chief Information Officer |
| 3. | Vacant | Vice President for Academic Affairs |
| 4. | Vacant | Vice President for Communications |
| 5. | Ron Lemon | Vice President for Development |
| 6. | Allyn Sue Barker | Vice President for Economic Workforce and Community Development |
| 7. | Vacant | Vice President, Enrollment Management/ Student Development |

Rhonda Collins, Recorder

STRATEGIC PLANNING REVIEW COMMITTEE

- | | | |
|-----|----------------------------|---|
| 1. | Allyn Sue Barker, Chair | Administration Representative |
| 2. | Martha Maynard, Vice Chair | Chair, Faculty Senate |
| 3. | Bill Cook | Administration Representative |
| 4. | Alyce Patterson-Diaz | Career and Technical Division Representative |
| 5. | Thad Stupi | Career and Technical Division Representative |
| 6. | Mary Hamilton | University Transfer Division Representative |
| 7. | Charles Puckett | University Transfer Division Representative |
| 8. | Sarah Brown | Boone/Lincoln Classified Staff Representative |
| 9. | Carol Jobe | Logan Classified Staff Representative |
| 10. | Martha Paige | Williamson Classified Staff Representative |
| 11. | Rhonda Lester | Wyoming/McDowell Classified Staff Rep. |
| 12. | Virginia Stepp | Chair, Classified Staff Council |
| 13. | Adam Bradford | Student Representative, Board of Governors |

Cheryl Hicks, Recorder

TECHNOLOGY COMMITTEE

- | | | |
|-----|----------------------|---|
| 1. | Susan Askew, Chair | Chief Information Officer |
| 2. | Sam Litteral | Chief Finance Officer |
| 3. | Vacant | Vice President for Academic Affairs |
| 4. | Vacant | Vice President for Communications |
| 5. | Ron Lemon | Vice President for Development |
| 6. | Allyn Sue Barker | Vice President, Economic Workforce and Community Development |
| 7. | Vacant | Vice President, Enroll Mgt./Student Development |
| 8. | Cindy McCoy | Dean, University Transfer Division |
| 9. | Pam Alderman | Dean, Career and Technical Division |
| 10. | Carol Howerton | Faculty at-large |
| 11. | Charles 'Chad' Scott | Staff at-large |
| 12. | Vacant | Student Representative |

Tracy Wolford, Recorder

COUNCIL/SENATE MEMBERSHIPS

CLASSIFIED STAFF COUNCIL

- | | | |
|-----|--------------------------|---|
| 1. | Virginia Stepp, Chair | |
| 13. | Tim Ooten, Vice Chair | Logan Classified Staff Representative |
| 14. | Jennifer Dove, Secretary | Office Support/Secretarial Representative |
| 15. | Debbie Dingess | Board of Governors Representative |
| 16. | Teri Wells | Advisory Council for Classified Employees Rep. |
| 17. | Patricia Miller | Administrative/Managerial Representative |
| 18. | Kim Maynard | Administrative/Managerial Representative |
| 19. | Linda Workman | Professional/non-faculty Representative |
| 20. | Juanita Topping | Professional/non-faculty Representative |
| 21. | Beverly Farley | Technical/Paraprofessional Representative |
| 22. | Ruby Runyon | Office Support/Secretarial Representative |
| 23. | Garnet Bolen | Service/Skilled Crafts Maintenance Representative |
| 24. | Scott Pritchard | Service/Skilled Crafts Maintenance Representative |
| 25. | Pete Parsons | Boone/Lincoln Classified Staff Representative |
| 26. | Carol Jobe | Technical/Paraprofessional Representative |
| 27. | Ireda Pruitt | Williamson Classified Staff Representative |
| 28. | Patty Brooks | Wyoming/McDowell Classified Staff Representative |

FACULTY SENATE

- | | | |
|-----|--------------------------|--|
| 1. | Martha Maynard, Chair | Williamson Campus Senator |
| 2. | Shelba Long, Vice Chair | Logan Campus Senator |
| 3. | Larry D'Angelo | Boone/Lincoln Campus Senator |
| 4. | Tehseen Irfan, Secretary | Logan Campus Senator |
| 5. | Melissa Kirk | Logan Campus Senator |
| 6. | Kathryn Krasse | Williamson Campus Senator |
| 7. | Anne Cline | Williamson Campus Senator |
| 8. | Timothy Weaver | Wyoming/McDowell Campus Senator |
| 9. | George Morrison | Board of Governors Representative |
| 10. | Charles Puckett | Advisory Council of Faculty Representative |

ADVISORY COMMITTEES

FINANCIAL EXIGENCY

- | | | |
|-----|-----------------------|--|
| 1. | Terry Sammons, Chair | Board of Governors Representative |
| 2. | Russell Saunders | Faculty Representative |
| 3. | Glenna Hatfield | Faculty Representative |
| 4. | Joanne Jaeger Tomblin | Administration Representative |
| 5. | Sam Litteral | Chief Financial Officer |
| 6. | Chris Gray | Classified Staff Representative |
| 7. | Patricia Miller | Classified Staff Representative |
| 8. | Vacant | Elected SGA Representative |
| 9. | Teri Wells | Advisory Council of Classified Employees |
| 10. | Charles Puckett | Advisory Council of Faculty |

STUDENT GOVERNMENT ASSOCIATION PRESIDENTS

- | | | |
|----|-----------------|-------------------------|
| 1. | Tammy Kirk | Boone/Lincoln Campus |
| 2. | Dianna Harris | Logan Campus |
| 3. | Jonathan Pauley | Williamson Campus |
| 4. | Adam Bradford | Wyoming/McDowell Campus |

PROMOTION COMMITTEE

- | | | |
|----|-------------------|---|
| 1. | Mary Nemeth-Pyles | Career and Technical Faculty Representative |
| 2. | Vinnie Kudva | Career and Technical Faculty Representative |
| 3. | Kim Hensley | University Transfer Faculty Representative |
| 4. | Sarma Pidaparathi | University Transfer Faculty Representative |

TENURE COMMITTEE

- | | | |
|----|----------------|---|
| 1. | Shawn Riggins | Career and Technical Faculty Representative |
| 2. | Vinnie Kudva | Career and Technical Faculty Representative |
| 3. | Kathryn Krasse | University Transfer Faculty Representative |
| 4. | Rodney Scaggs | University Transfer Faculty Representative |

TEACHING-LEARNING CENTER COMMITTEE

- | | | |
|----|--------------------------|---------------------------------|
| 1. | Shirley Spriggs, Chair | Allied Health Department |
| 2. | David Ermold, Vice Chair | Humanities Department |
| 3. | Patricia Poole | Business Department |
| 4. | Verna Schwalb | Mathematics Department |
| 5. | Roger Stollings | Natural Sciences Department |
| 6. | Shawn Cline-Riggins | Nursing Department |
| 7. | Charles Keeney | Social Sciences Department |
| 8. | Rick Thompson | Technology Department |
| 9. | Anna James | Transitional Studies Department |

Ex-officio Members:

- | | | |
|----|---------------|-------------------------------------|
| 1. | Vacant | Vice President for Academic Affairs |
| 2. | Timothy Owens | Instructional Technologist |

Beverly White, Recorder

Administrative and Governance System Committee
Recorder Assignments
2011-2013

Academic Divisions/Departments

Career and Technical Division

- Business Department
- Allied Health Department
- Nursing Department
- Technology Department

University Transfer Division

- Humanities Department
- Natural Sciences Department
- Mathematics Department
- Social Sciences Department
- Transitional Studies Department

Recorder

Susan Wolford
Rhonda Collins
Kristi Hensley
Tracy Wolford
Carol Howerton

Rita Pruitt
Jennifer Dove
Ruby Runyon
Melinda Saunders
Retha Marcum
Beverly White

Administrative Units/Management Groups

Academic Affairs Management Council
Communications Unit
Development Unit
Economic, Workforce and Community Development
Enrollment Services / Registrar
Executive Council
Finance Unit
Enrollment Management / Student Development
Information Technology Unit

Recorder

Rita Pruitt/Susan Wolford
Cindy Crigger
Tammy Mays
Sandra Podunavac
Vicki Damron
Nancy Fala
Velva Pennington
Nancy Blackburn
Vacant

Boards

Board of Governors

Recorder

Emma Baisden

Councils/Senate

Classified Staff Council
Faculty Senate

Recorder

Jennifer Dove
As Elected by Senate

Governance System Committees

Assessment Committee
Curriculum and Instruction Committee
Enrollment Management Committee
Finance and Facilities Committee
Quality Integrated Services Committee
Strategic Planning Committee
Technology Committee
Teaching-Learning Center Committee

Recorder

Ruby Runyon
Tammy Mays
Vicki Damron
Velva Pennington
Rhonda Collins
Cheryl Hicks
Tracy Wolford
Beverly White

NOTE: Official minutes are due in the President's Office within 7 business days of approval.
Official minutes are those which have been approved by the committee and signed by the committee chair and recorder. Official minutes containing original signatures must be sent to the President's Office. Emailed versions are for informational purposes only.