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EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
GOVERNANCE OVERVIEW
MISSION STATEMENT

MISSION

Eastern provides accessible and affordable educational opportunities for academic, technical, workforce training, and life-long learning for the Potomac Highlands regional community.

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
GOVERNANCE OVERVIEW
VISION STATEMENT

VISION

Eastern West Virginia Community and Technical College enriches the Potomac Highlands regional community through a range of innovative programs and services that exemplify community college values and achieve the community college mission.

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
GOVERNANCE OVERVIEW
STATEMENT OF VALUES

VALUES

In its institutional attitudes, policies, practices, and activities, Eastern West Virginia Community and Technical College is committed to student success through:

Opportunity

- Education is accessible, by geographic location or delivery through technology, and affordable to residents throughout the College's region of responsibility.
- The College maintains an open door admission policy.
- All learners are accepted and valued; diverse students are sought, welcomed, and provided a nurturing environment.
- Student support services assure opportunity through student-friendly intake and orientation activities, timely provision of financial aid, and positive interaction from initial contact with students through achievement of their goals.

Quality Teaching and Lifelong Learning

- Academic offerings meet the needs of students for learning skills, for career related education and training, and for personal growth.
- The College celebrates and promotes lifelong learning by providing learning opportunities that are relevant to all students.
- Learner-centered instruction recognizes different learning styles and is supported by use of appropriate technology.
- The results of continuous learning outcomes assessment improve instruction,

focus and drive faculty development, and ensure that teaching and learning is relevant and of high quality.

Integrity

- The College is open and honest in its relations with students, employees, and its partners.
- The College confirms the community college mission as its central purpose.
- The College affirms that all employees contribute to institutional mission accomplishment, either by teaching or by supporting teaching and learning.
- The College rewards initiative, creativity, and teamwork in the positive resolution of institutional problems and advancement of a common organizational agenda.
- The College models its commitment to diversity in all areas of its institutional life- students, employees, governance, and supportive entities and relationships.
- In its operations and activities, the College demonstrates financial responsibility and accountability.

Partnerships

- The College promotes a broad sense of community that breaks down barriers and encourages collaborative attitudes and action.
- The College collaborates and partners with public schools, other educational providers, business and industry, labor, government, and arts and cultural organizations to serve students, support economic and community development, and enhance opportunities for cultural

improve job skills, to maintain technological currency, and to develop professionally.

- The College procures and effectively applies technology to its operations and processes

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

GOVERNANCE OVERVIEW **BOARD OF GOVERNORS**

Purpose and Authority:

The Board of Governors of Eastern West Virginia Community and Technical College is appointed by the Governor of the State of West Virginia and serves as a representative body of its constituents to set forth policies that govern the College in the best interests of the community as a whole and in accordance with the State and Federal statutes.

Membership:

The membership of the Board of Governors will consist of twelve persons including the following:

Nine lay members appointed by the Governor with the advice and consent of the Senate, with no more than five from the same political party.

A full-time member of the faculty, with the rank of instructor or above duly elected by the faculty.

A member of the student body in good academic standing, enrolled for college credit and duly elected by the student body.

A member from the institutional employees duly elected by the employees.

Terms of Office:

1. The lay members of the Board will serve a term of four years each and are eligible to succeed themselves for no more than one additional term. The initial terms of office for lay members of the Board, appointed by the Governor, will be staggered.
2. The faculty member will serve for a term of two (2) years beginning in July and may succeed himself or herself for three terms, not to exceed a total of eight (8) consecutive years.
3. The student member will serve a term of one (1) year beginning in July and ending on the thirteenth day of June of each year.
4. The staff member will serve for a term of two (2) years beginning in July and may succeed himself or herself for three terms, not to exceed a total of eight (8) consecutive years.

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

GOVERNANCE OVERVIEW

BOARD OF GOVERNORS

Delegation and Retention of Powers Official Statement:

West Virginia Code §18B-2A-4 sets forth powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state. This document enumerates those powers, duties, and responsibilities that the Board of Governors of Eastern West Virginia Community and Technical College wishes to retain for itself and those that it chooses to delegate to the President of the College. Given its legal responsibility for the institution, the Board of Governors maintains control of all broad institutional policy. The powers, duties, and responsibilities that are delegated to the President represent the day-to-day operation of the institution and reflect the implementation of policy.

Powers and Duties Retained:

The Board of Governors of Eastern West Virginia Community and Technical College retains the following powers and duties:

1. Determining and controlling the financial, business, and education policies and affairs of the institution.
2. Approving the master plan for the institution.
3. Approving budget requests for submission to the West Virginia Council for Community & Technical College Education (Council).
4. Reporting to the Chancellor the results of the program reviews conducted each year.
5. Soliciting voluntary support.
6. Appointing and compensating the President, with Council approval.
7. Disciplining or terminating the President.
8. Conducting written performance evaluations of the President consistent with state code and rules.
9. Submitting to the Council by November 1 of each year an annual report on the institution's performance in relation to the master plan and compact.
10. Adopting, amending, or repealing rules, guidelines, or policy statements of the governing board consistent with rules of the Council.
11. Fixing tuition and fees, consistent with Council rules.

12. Issuing and redeeming revenue bonds.

13. Approving capital projects consistent with any

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
GOVERNANCE OVERVIEW
BOARD OF GOVERNORS

Duties and Responsibilities Delegated to the President:

The Board of Governors (Board) chooses to delegate the following duties and responsibilities to the President of the College. The duties and responsibilities enumerated below are delegated to the President until further notice unless revoked by official action of the Board of Governors.

- Supervising and managing the financial, business, and education policies and affairs of the institution.
- Developing a master plan for the institution.
- Updating and meeting goals of the institutional compact.
- Directing the preparation of budget requests for submission to the West Virginia Council for Community & Technical College Education (Council).
- Periodically reviewing, at least every five years, all academic programs at the institution and addressing the viability, adequacy, and necessity of each program in relation to the master plan and compact.
- Conducting periodic studies of the College's graduates and their employers to determine placement patterns and effectiveness of the education experience.
- Ensuring that the sequence and availability of academic programs and courses are such that students may complete programs in a normal time frame.
- Utilizing faculty, students, and staff employees in planning and decision-making when those groups are affected.
- Administering management of a personnel system, consistent with Council rules, including classification, compensation, and discipline.
- Soliciting and utilizing or expending voluntary support. Entering into contracts on behalf of the institution.
- Purchasing or acquiring all materials, supplies, equipment, and printing required.
- Preparing an annual report on the institution's performance in relation to the master plan and compact.
- Maintaining and updating a consistent method of conducting personnel transactions, in consultation with the Chancellor.
- Acquiring legal services as needed, in consultation with the Board.
- Granting tenure, promotion, and sabbatical leaves (except when requested by the President).

- Hearing student appeals when appropriate.
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EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
GOVERNANCE OVERVIEW

THE ADMINISTRATIVE STRUCTURE

In order to fulfill the College's mission, the Board has authorized the President to create an administrative structure that promotes leadership throughout the organization and establishes accountability for learning outcomes and institutional effectiveness. The Board delegated to the President specific powers and duties that enable the President to implement the mission of the College. As the cornerstone of the College's Administrative Structure, the Board has promulgated a position description outlining the delegated responsibilities. (Section 1.5.1.1)

Likewise, the President has assembled a President's Cabinet to create a learning environment that

Eastern West Virginia Community and Technical College Governance Overview

Administrative Structure

Position Description: President

As chief executive officer of the College, the President is empowered by and accountable to the Board of Governors (Board) with ultimate responsibility for supervising and managing the financial, business, and education affairs and policies of the College, including the following specific duties:

Policy Implementation and Execution

1. Implement all Board policies, as well as all West Virginia Council for Community & Technical College (Council) rules, State and Federal laws.

2. Codify and publish Board policies and institutional regulations.

Planning and Decision-Making

3. Lead the strategic, long-range planning and development of the College to meet future needs, including:
 - a. Development of the institutional master plan as required by the Council.
 - b. Updating and attainment of institutional goals as profiled in the compact required by the Council.
 - c. Preparation and submission to the Council by November 1 each year an annual report on the College's performance in relation to the master plan and compact.
 - d. Utilization of faculty, students, and staff employees in planning and decision- making when these groups are affected.
 - e. Conducting periodic studies of the College's graduates and their employers to determine placement patterns and effectiveness of the education experience.
 - f. Compilation and distribution of institutional reports to the Board, Council, accreditation agencies, governmental entities, and the College's constituencies, both internal and external.
 - g. Acquisition of legal services as needed, in consultation with the Board.

Academic and Student Leadership

4. Promote curricular development and change, including academic degree programs, workforce development, and noncredit community and continuing education, as well as essential learner support services, in response to the needs and interests of students, employers, the District citizens, and the State by:
 - a. Leading the College to achieve the standards of quality recognized through institutional accreditation by The Higher Learning Commission.
 - b. Reviewing, at least every five years, all academic programs.
 - c. Assessing the viability, adequacy, and necessity of each academic program, in its development and continuation, as it relates to the Compact and Master Plan.
 - d. Ensuring that the sequence and availability of academic programs and courses are such that students may complete programs in a normal time frame.
 - e. Hearing student appeals when appropriate.

Financial Management

5. Regulate and oversee the financial management and stewardship of the College by:
 - a. Directing the preparation of budget requests for submission to the Council.
 - b. Administering the annual operating and capital budgets of the College.
 - c. Entering into contracts on behalf of the College.
 - d. Purchasing or acquiring all materials, supplies, equipment and printing.
 - e. Granting tuition and fee waivers.
 - f. Developing and maintaining facilities and related services in support of institutional functions.
 - g. Soliciting and utilizing or expending voluntary support.

Personnel Management

6. Administer a lawful, equitable, and efficient personnel system, consistent with Council

rules, including classification, compensation, and discipline, including:

- a. Providing leadership in the recruiting, hiring, and supporting highly qualified personnel.
- b. Determining the employment, promotion, demotion, and dismissal of all employees, regardless of employment status, including stipulation of salary and other personnel consideration.
- c. Maintaining and updating a consistent method of conducting personnel transactions in consultation with the Chancellor.
- d. Granting sabbatical leaves (except when requested by the President).
- e. Guiding and supporting the professional development of employees.
- f. Reviewing, at least every five years, all academic programs.
- g. Assessing the viability, adequacy, and necessity of each academic program, in its development and continuation, as it relates to the Compact and Master Plan.
- h. Ensuring that the sequence and availability of academic programs and courses are such that students may complete programs in a normal time frame.
- i. Hearing student appeals when appropriate.

Community and College Relations

7. Represent the College to its constituencies, to the general public and to its external communities:
 - a. Advocating the needs of the College to appropriate local, state and federal agencies.
 - b. Directing the marketing and public relations programs of the College.
 - c. Encourage amity and unity of purpose among members of the administration, faculty, staff, students, alumni, and other internal constituencies.

Board Relations

8. Support the Board in achieving its statutory responsibilities and institutional goals by:
 - a. Bringing to the Board all matters required by statute or policy.
 - b. Advising the Board on all matters not specifically required by law but

which as a matter of sound management practice should be brought to the Board's attention.

- c. Providing appropriate notices of public meetings and such other support

Eastern West Virginia Community and Technical College Governance Overview

Administrative Structure

Position Description:

Vice President of Academics and Student Services

JOB SUMMARY

As the chief student development officer, the Vice President of Academics and Student Services

Eastern West Virginia Community and Technical College Governance Overview
Administrative Structure

Dean of Advancement and Innovation

JOB SUMMARY

The Dean of Advancement and Innovation provides thoughtful insight and lead strategy formulation for fundraising and grant writing that results in the College, Eastern West Virginia Community and Technical College Foundation and Workforce Opportunity Regional Center Services being positioned to secure progressively higher levels of philanthropic and grant resources for the successfully accomplishment of College strategic priorities to support student success and community advancement. The Dean will lead and coordinate strategies aligned with the College's Strategic Plan to support and sustain a culture of innovation including the following specific duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES

Workforce, Agriculture Innovation and Continuing and Community Education

- Lead strategy formulation and related operational plans to successfully raise funds through a comprehensive fundraising program for student scholarships and other special efforts through the Eastern West Virginia Community College Foundation, Inc. (Foundation).
- Coordinate and communicate the work of the Foundation Board of Trustees and its committees.
- Develop and communicate the College case for support of philanthropic funding in support of designated college and student priorities.
- Develop, along with the Foundation, Director of Non-Profits and President, a strategy to directly cultivate and solicit gifts.
- Supervise and lead donor and volunteer relationships by creating and implementing stewardship strategies.
- Coordinate and communicate the work of the Workforce Opportunity Resources Center and Services (WORCS).
- Develop and implement an institutional plan to support College and district community advancement initiatives.
- Formulate and recommend policies relating to advancement initiatives and community education.
- Lead sector-based strategies identified by the College, district, and State of West Virginia.
- Collaborate with various departments to promote and recruit students/clients for courses and training sessions.
- Provide college-wide support in collaboration with Institutional Research in researching, planning, budgeting, writing/editing and preparing grant application internally or with contracted writers.
- Responsible for overseeing departmental related grant funded initiatives at the Institution.
- Provide leadership to identify grants from relevant private, corporate, and public sources.

- Complete and submit WV Advance, Learn and Earn and HB 3009 forms to the Community & Technical College System Office.
- Accountable for all grant monitoring related to departmental initiatives, training and programs.
- Practice an entrepreneurial mindset.
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Eastern West Virginia Community and Technical College Governance Overview
Administrative Structure

Chief Financial Officer

JOB SUMMARY

As chief financial and facilities officer, the Chief Financial Officer is responsible to the President to advance the mission and vision of Eastern West Virginia Community and Technical College and provides leadership, collaborative support and functional expertise to the President, faculty, staff and students.

The incumbent serves as the chief administrative officer with oversight and direction of finance, facilities, and human resources. Specific duties include:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for administration and supervision of payroll functions, including legal compliance and reporting, and adhering to West Virginia code.
- Plans and administers all facilities and facilities agreements, including space utilization studies; collaborates and consults with facilities maintenance staff on issues regarding buildings, grounds, and parking; design and construction; and liaison with all external facilities agents and/or service providers.
- Supervises the human resources functions of the College.
- Prepares reports and analyses that detail the financial status of the College and ensures policies and practices are consistent with Generally Accepted Accounting Principles by

Education.

- Represents the President and the institution in internal and external affairs.
- Provide leadership to promote the college's wellbeing and interests.
- Perform other duties as assigned by the President.
- Serves at the "Will and Pleasure" of the President.
- Practices an Entrepreneurial Mindset.
- Serves as a valued member of the President's Cabinet.

Eastern West Virginia Community and Technical College Governance Overview
Administrative Structure

- Practices an Entrepreneurial Mindset.
- Serves as a valued member of the President's Cabinet.

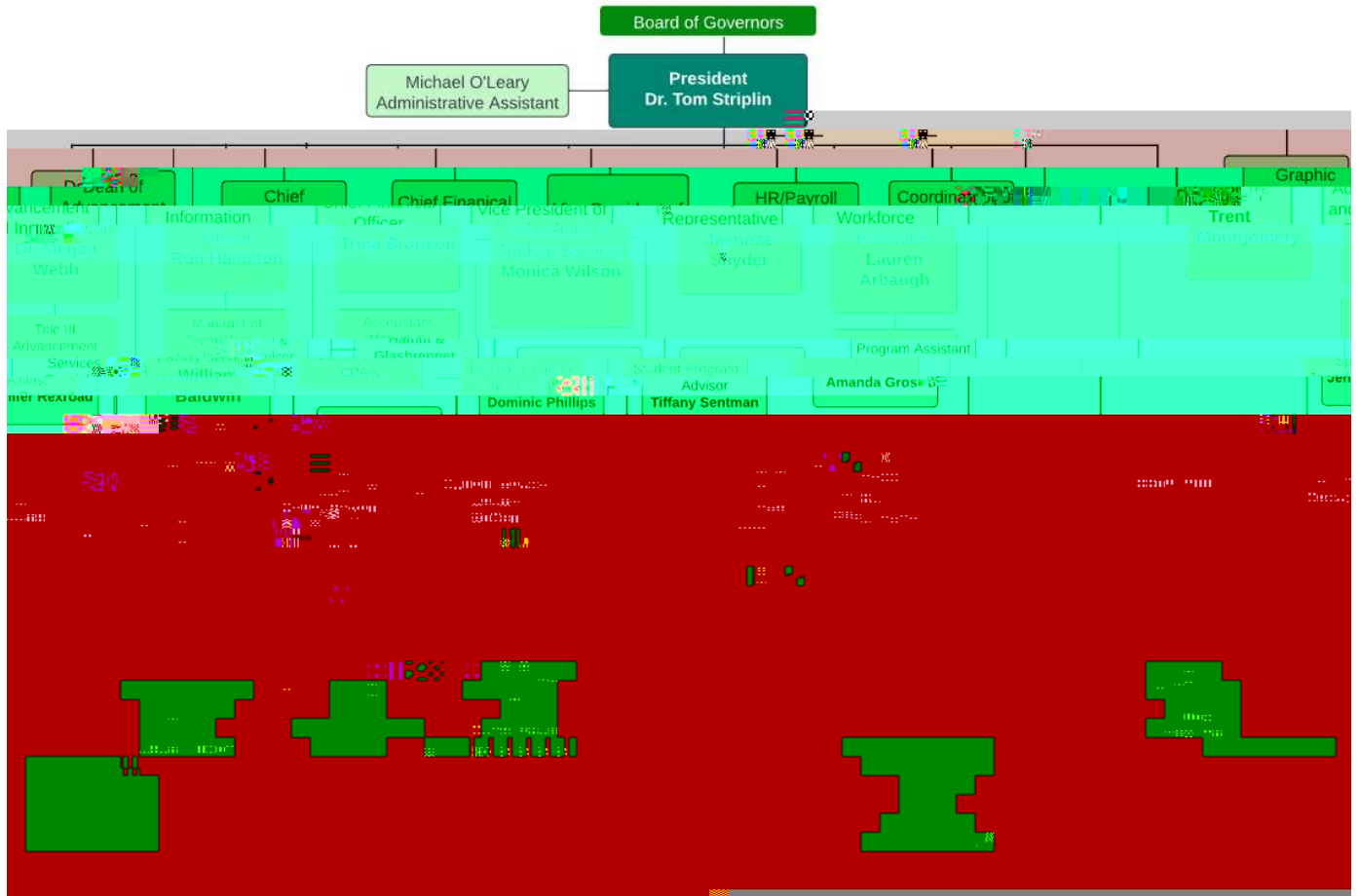
Eastern West Virginia Community and Technical College
Governance Overview
Organizational Chart of Administrative Functions

- Organize support such as:
 - Orientation
 - Advising
 - Counseling
 - Career planning
- Direct programs which develop student leadership
- Maintain student systems

- processes and implementation
- Liaison with learners
 - Liaison with secondary schools, vocational centers, and other colleges
- Assist the president with accreditation processes and implementation
 - Liaison with secondary schools, vocational centers, and other colleges
 - Lead assessment of students, courses, and programs
 - Develop and implement data collection and reporting processes
- Deliver continuing and community education
 - Liaison with employers, area businesses, and economic development professionals
 - Develop and implement data collecting and reporting processes
- agricultural innovation
 - Leadership, communication, and coordination with Institute of Rural Economic Entrepreneurship and Economic Development initiatives
 - Collaborate with Vice President of Academics and Student Services to provide guidance and leadership with the WV Invests grants to eligible Eastern students.
 - Develop and communicate the College's case for support of philanthropic funding in support of designated college and student priorities.
 - Coordinate the work of the
- budgeting and auditing processes
 - Guide the investment of resources
 - Administer the purchasing program
 - Maintain inventory of College and State property
 - Plan for and administer all facilities and facility agreements
 - Assist the
- es an06.759987

			Foundation Board of Trustees and its committees.		
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Eastern West Virginia Community and Technical College Organizational Chart of Budgeted Positions



Eastern West Virginia Community and Technical College Governance Overview

Operational Teams

The administrative structure is comprised of operational teams responsible for implementing the mission of the College. These teams are accountable for the attainment of strategic priorities and institutional goals. The operational teams are focused on developing specific dimensions of the College Mission and/or on the administrative systems that enable and support mission attainment.

The President's Cabinet advises and assists the President in institutional decision making, especially planning, budgeting and implementation of the College's action agenda. The members of the Cabinet are the executive officers who lead each of the functional areas of the College: administrative services; student support services; academic services; human resources; workforce education; information systems and technology; and finance and operations. The Cabinet meets regularly with the President to report, review and revise action plans that direct the College's resources to achieve the College's goals and the Community and Technical College System of West Virginia's Master Plan.

The governance teams (Learner Outcomes Team [LOT] and Institutional Effectiveness Team [IET]) are cross functional and interdepartmental teams which provide the venue for discussion and recommendations regarding student learning, policy and college operations.

Within each of the functional areas of the administrative structure, operational teams carry out their responsibilities for respective dimensions of the College's mission. Those areas are: administrative services; student support services; academic services; human resources; workforce education; information systems and technology; and finance and operations. These teams are accountable for established institutional goals and outcomes that are monitored through planning and reporting.

Eastern West Virginia Community and Technical College Governance Overview

State Coordination

(West Virginia Council for Community & Technical College Education)

The West Virginia Council for Community & Technical College Education (Council) is responsible for developing, establishing, and overseeing the implementation of West Virginia's public policy agenda for public higher education. It is charged to ensure that resources are allocated in a manner consistent with the public policy agenda of the state and that the institutions are accomplishing their respective missions. Though the institutional governing boards are charged with the governance of their institutions, the Council has been tasked with assuring a certain uniformity of actions in particular areas where a statewide approach is considered necessary or desirable.

The Chancellor of the Council has been directed by statute to supervise the governing boards and is dedicated to conveying the Council's agenda to the governing boards for their action and communicating the governing boards' concerns and ideas in crafting that agenda. Specific powers, duties, and responsibilities of the Council set out in statute include:

- Development of a long-range policy agenda for higher education consistent with legislative goals and objectives.
- Report annually to the Legislature on the performance of higher education.
- Adopt a statewide master plan for higher education.
- Develop and implement a capital policy to establish statewide priorities for building projects.
- Issue and redeem capital revenue bonds.
- Review tuition and fee policies and adopt tuition and fee guidelines for institutions.
- Establish benchmarks and performance indicators for institutions to meet to receive additional appropriations.
- Make an annual unified budget request on behalf of the institutions.
- Establish and periodically review peer groups for each institution to provide a basis for equitable distribution of appropriated funds and the evaluation of institutional competence.
- Allocate appropriations provided by the Legislature.
- Approval and periodic review of institutional compacts.
- Determine institutional compliance with compacts and eligibility for newly appropriated funds.

- Review and approve institutional projects with a potential to exceed \$1 million dollars in cost.
- Establish procedural rules for governing boards to follow in adopting institutional rules, guidelines, or other policy statements.
- Implement a uniform standard for the requirement of remedial or developmental courses.
- Expand distance learning and technology.
- Assure maximum transferability of credits from one institution to another.
- Review and approve academic programs offered by institutions.
- Assess institutions for the payment of statewide services, obligations, or initiatives.
- Approve the hiring of Presidents selected by governi12 12 Tf .

Eastern West Virginia Community and Technical College Governance Overview

The Board of Governors

The governance role of the Board of Governors is to:

- Establish the Mission, Vision and Master Plan of the College and set clear written policy direction that is focused on community needs.
- Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting college policy.
- 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.
- Monitor the performance of the College to insure progress towards defined goals and adherence to policies.
- Select, hire and retain the President and to define and monitor the President's performance through periodic evaluations.
- Promote the College in the community and advocate for its interests with government officials and in its fundraising efforts.
- Create a positive leadership environment, which fosters learning and focuses on outcomes.
- Act with integrity, promoting ethical behavior in all college dealings.
- Comply with the Standards of Good Practice as promulgated with relevant state and national organizations.
- Function as a unit, speaking with one voice, which recognizes that the power of the Board rests with the whole Board, not individual members.
- Review and approve monthly cash-basis financial reports comparing financial results with budgetary estimates and comparing the current-year profit vs. loss report against the previous-year financials.
- Preview and approve quarterly accrual-basis financial reports, including the Statement of Net Assets and Statement of Revenues, Expenses, and Changes in Net Assets
- Review and approve the annual budget.

recommendations provided by the College Committees to suggest changes to Board Policies and

The name, purposes, membership, terms of office, convener, as well as information about meetings, agendas, minutes, and the annual report, are outlined as follows:

Name: **LEARNER OUTCOMES TEAM (LOT)**

Purpose: To review proposed policies and regulations and advise the senior administrator on recommended drafts that:

- Establish learner outcomes for students, and
- Guide learner development from matriculation to achievement of outcomes.

Membership: Vice President of Academics & Student Services, Facilitator; Staff to LOT, Academic Services Program Coordinator (non-voting members)

- Workforce Department Representative
- Representative from Student Services appointed annually by the Vice President of Academic & Student Services
- Division Chairs (representing at least two different functional units)
- One staff employee appointed annually by the Staff Council
- One full time faculty member appointed annually by the Faculty Assembly
- A representative of Advancement and Innovation appointed by the President.
- One student who must have completed at least 12 semester hours of coursework and have at least 2.5 GPA appointed annually by the Vice President of Academics & Student Services upon recommendation by the Student Government Association

Selection:

annually by the President.

- A representative of Administrative Services appointed annually by the Chief Financial Officer.
- One employee selected annually by the Staff Council
- One full-time faculty member selected annually by the Faculty Assembly
- A representative of Advancement and Innovation appointed by the President.
- One student who must have completed at least 12 semester hours of coursework and have at least a 2.5 GPA appointed by the Vice President of Academics and Student Services upon recommendation by the Student Government Association

Selection: Director of Institutional Effectiveness and Chief Financial Officer serves as facilitators. Representatives of Educational Management Team appointed by the Programming Deans. Staff appointed by the Programming Deans. Staff appointed by the President of the Staff Council.

Team Leader(s): Director of Institutional Effectiveness and Chief Financial Officer

Meetings: As needed with minimum of two times per year

Agendas and Minuets: Agendas will be distributed a minimum of one (1) week prior to each meeting. Minuets will be distributed no later than one (1) week after the meeting. Distribution for agendas and minuets is as follows:

Team Members

Shared File

Gregory A Greenwald

Chair, Board of Governors

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Date