



**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
GOVERNANCE MANUAL**

APPROVED BY PRESIDENT'S CABINET 1/14/20, 10/13/20

APPROVED BY BOARD OF GOVERNORS 1/15/20, 10/21/20

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**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**

**GOVERNANCE OVERVIEW**

**1.1 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**

### **1.2 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

### 1.3 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 growth.
- In its teaching and learning and its learner support activities, the College recognizes and promotes student awareness and knowledge of regional, national, and global interdependence.

## **Continuous Improvement**

- The College continuously assesses its policies and practices and scans the external environment to ground its planning and to improve institutional efficiency and effectiveness.
- The College encourages and supports employees' efforts to 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

### 1.4 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:**

- 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.
- 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.
- 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.
- 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**

### **1.4 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:

- Determining and controlling the financial, business, and education policies and affairs of the institution.
- Approving the master plan for the institution.
- Approving budget requests for submission to the West Virginia Council for Community & Technical College Education (Council).
- Reporting to the Chancellor the results of the program reviews conducted each year.
- Soliciting voluntary support.
- Appointing and compensating the President, with Council approval.
- Disciplining or terminating the President.
- Conducting written performance evaluations of the President consistent with state code and rules.
- 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.
- Adopting, amending, or repealing rules, guidelines, or policy statements of the governing board consistent with rules of the Council.
- Fixing tuition and fees, consistent with Council rules.
- Issuing and redeeming revenue bonds.
- Approving capital projects consistent with any guidelines of the council.
- Adopting salary policies for staff employees for Council approval.
- Delegating, with prescribed standards and limitations, its powers to the President when the delegation is deemed necessary and prudent and notifying the Chancellor of the delegation.



# EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE

## GOVERNANCE OVERVIEW

### 1.4 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.
- Granting tuition and fee waivers.
- Other duties as assigned by the Board.

In addition to exercising the above delegated authority, the Board expects that the President:

- Shall continue to bring to the Board all matters required by statute or policy.
- Shall continue to advise the Board of all matters not specifically required by law but which as a matter of sound management practice should be brought to the Board's attention.
- Shall continue to provide appropriate notices of public meetings and provide such other support as may be necessary for planning and for the successful operations of the Board.
- Shall work with the Board in the development of the president's annual goals. The development and review of the president's goals and objectives and other similar presidential personnel matters shall be in addition to those formal performance evaluation processes set in statute or policy.

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**GOVERNANCE OVERVIEW**

**1.5 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 develops and sustains the College's mission. Each member of the President's Cabinet has been assigned responsibility and accountability for specific dimensions of the College's programs and services and their commensurate outcomes. The President has authorized a position description for each Cabinet Member. (Sections 1.5.1.2 through 1.5.1.6)

A profile of the primary functions and responsibilities of each of the teams assigned to the Cabinet Members is provided in Section 1.5.2. An organizational chart that lists the positions and titles of personnel who are committed to implementing the College's mission through their defined responsibilities is provided in Section 1.5.3.

## **Eastern West Virginia Community and Technical College Governance Overview**

### **Administrative Structure**

#### **1.5.1.1. 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 as may be necessary for planning and for the successful operations of the Board.
  - d. Working with the Board in the development of the president's annual goals. The development and review of the president's goals and objectives and other similar presidential personnel matters shall be in addition to those formal performance evaluation processes set in statute or policy.

In implementing these responsibilities, the President delegates to major administrators specific authority for the management of the administrative functions of the College. Each senior administrator serves as the chief advisor to the President in matters of policy for the functions and units.

## **Eastern West Virginia Community and Technical College Governance Overview**

### **Administrative Structure**

#### **1.5.1.2 Position Description: Dean of Student Access and Success**

##### **JOB SUMMARY**

As the chief student development officer, the Dean of Student Access and Success is responsible to the President for the implementation of systems to support student access, student success and the development of students as leaders in their personal lives. In addition, the Dean coordinates institutional reporting and research. Specific duties include:

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise the organization and implementation of systems that support learners, such as orientation, tutoring, academic advising, counseling, career planning and placement, retention, etc.
- Direct programs that develop student leadership.
- Maintain systems that facilitate accurate and timely admissions, registration, student records, and student credit assessment systems.
- Assessment of prior learning.
- Supervise the financial aid program, including programs that recognize student scholarship and leadership.
- Supervise marketing activities of the College.
- Direct the development of publications for students i.e. student handbook, catalog, brochures, etc.
- Oversee the timeliness and accuracy of required institutional reporting, including the internal processes for collection of data and external surveys.
- Supervise preparation of all financial aid reports, compliance reviews, and standards of academic progress evaluations.
- Represent the College on the HEPC Data Advisory Council and state meetings of chief student affairs officers and other state meetings as necessary.
- Work with the Dean of Teaching and Learning and the Dean of Community Engagement and Partnerships to develop, promote, and recruit students/clients for both credit and Non-credit courses, programs and training programs.
- Coordinate all curriculum agreements with other educational providers including articulation, early entrance, and brokered courses/programs.
- 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**

#### **1.5.1.3. Position Description: Dean of Teaching and Learning**

##### **JOB SUMMARY**

As the chief academic officer, the Dean of Teaching and Learning is responsible to the President for the implementation of systems to support teaching and learning and the development of students as leaders in their personal lives. In addition, the Dean serves as the chief officer for institutional reporting and research. Specific duties include:

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Implement and disseminate all student policies and procedures, including judicial and disciplinary processes.
- Formulate and recommend policies and regulations regarding student development, data collection and reporting. Formulate and recommend policies and regulations for college- wide academic services and for attainment of learning outcomes in credit-programs, and by instructional personnel.
- Supervise faculty, curriculum, courses and methods of instruction for the defined leadership areas at all locations, times and academic terms.
- Direct employment processes for all faculty and instructional personnel including recommending to the President specific employment terms and conditions of all faculty.
- Develop and revise all academic credit programs, courses, and coordinate the institutional program of assessment of students.
- Supervise utilization of instructional technologies across the curriculum.
- Provide for a variety of instructional methodologies to accommodate different learning styles.
- Direct the development of publications for students, i.e. catalog, brochures, etc.
- Assist the President with institutional accreditation processes and implementation.
- In conjunction with the Dean of Community Engagement and Partnerships and the Dean of Student Access and Success, represent the College on the HEPC Academic Affairs Advisory Committee and other Academic consortia. Represent the College on the Potomac Highlands District Consortium and the WVCTCS Academic Affairs Advisory Committee.
- Represent the College on the HEPC Data Advisory Council.
- Collaborate with Workforce Education on the delivery of credit and non-credit contracted instruction throughout the District.
- Oversee access to and utilization of learning resources, both materials and services, which are integral to academic success.
- Implement and disseminate all academic policies and regulations.



- Coordinate all curriculum agreements with other educational providers including articulation, early entrance, and brokered courses/programs.
- Accountable for all grant monitoring related to academic programs.
- 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**

**1.5.1.4 Position Description: Dean of Community Engagement and Partnerships**

**JOB SUMMARY**

As the chief workforce education and community partnerships officer, the Dean of Community Engagement and Partnerships is responsible to the President for the development and implementation of instructional systems, credit and non-credit instructional programs, and services in support of employers, economic development professionals and life-long learning, including the following specific duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for overseeing the management and monitoring of grants associated with workforce education.
- Direct employment processes for faculty/staff and instructional personnel including recommending to the President specific employment terms and conditions of faculty/staff.
- Lead the development of credit and non-credit training programs for area employers, labor organizations and community agencies.
- Coordinate and facilitate sector-based strategies.
- Develop and revise workforce courses and services based on assessment of student learning and recommendations for regional employers.
- Facilitates the Potomac Highlands District Consortium, Economic Development Committee, secondary schools, colleges and universities, career and technical centers, area employers, economic development professionals, correctional facilities, and other training providers.
- Develop and implements an institutional plan for delivery of community and continuing education.
- Provide customized support services and training for student and industry partners.
- Work with the Dean of Teaching and Learning, Dean of Student Access and Success, and the Dean of Advancement and Innovation to develop, promote, and recruit students/clients for both credit and non-credit courses, programs and training sessions.
- Provide leadership to promote the college's wellbeing and interests.
- Provide leadership and manage relevant grants from private, corporate, and public sources.

- Communication and coordination with Institute of Rural Entrepreneurship and Economic Development initiatives.
- Represent the College at State and Service District meetings.
- 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**

#### **1.5.1.5 Position Description: 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 and 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.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and implement an institutional plan to support College and district community advancement initiatives.
- Provide college-wide support in researching, planning, budgeting, writing/editing and preparing grant applications.
- Assist with ensuring regulatory compliance.
- Supervise the administration of agricultural innovation
- Leadership, communication, and coordination with Institute of Rural Economic Entrepreneurship and Economic Development initiatives
- Supervise and lead the financial, business and education initiatives of the Advancement and Innovation department.
- Collaborate with Dean of Teaching and Learning and the Dean of Student Access and Success to provide guidance and leadership with the WV Invests grants to eligible Eastern students.
- Represent the College at college and state-wide meetings.
- Develop and communicate the College's case for support of philanthropic funding in support of designated college and student priorities.
- Lead strategy formulation and related operational plans to successfully raise funds through a comprehensive fundraising program for student scholarship programs, professional development activities and other special efforts through the Eastern West

Virginia Community and Technical College Foundation, Inc. (Foundation), a private IRS 501(c)3 organization.

- Oversee the College's relationship with the West Virginia Small Business Development Center.
- Collaborate with Workforce Education and the Dean of Teaching and Learning on the delivery of credit and non-credit instruction throughout the district
- Develop, along with the Foundation and the President, a strategy to directly cultivate and solicit gifts.
- Provide leadership and stewardship of donor and volunteer relationships by creating and implementing stewardship strategies.
- Research sources of funds for individual giving and through gifts from foundation and corporate resources.
- Coordinate the work of the Foundation Board of Trustees and its committees.
- Communicate with the College President, Local Board, President's Cabinet, faculty and staff to identify priorities and initiatives to be enhanced and supported through the Educational Foundation efforts.
- Contribute thoughtful leadership to the formulation of institutional strategies that ensure the successful implementation of College mission, vision, values, and purposes.
- Perform other duties assigned by the President.
- Serves as 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**

#### **1.5.1.6 Position Description: Executive Dean of Administrative Services**

##### **JOB SUMMARY**

As chief financial and facilities officer, the Executive Dean of Administrative Services 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 the Governmental Accounting Standards Board.
- Formulates and recommends policies, procedures and practices in finance, purchasing, facilities, and operations.
- Supervises and administers institutional accounting processes, including the financial accounting program (disbursements and collections) for the College, WORCS, and Foundation. Leads the internal budgeting and auditing process.
- Guides the investment of resources and makes recommendations for cost effectiveness and administrative efficiencies.
- Administers the purchasing program in compliance with all state laws and Board rules. Maintains an accurate inventory of all state and college property.
- Supervises all auxiliary enterprises, including vendor contracts for services.

- Serves as liaison to all state, federal and local financial agencies and represents the college at community and outside organization functions, as appropriate.
- Serves on a variety of standing and adhoc committees and task forces and participates in the development of recommendations related to the college and West Virginia Higher 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**

#### **1.5.1.6. Position Description: Chief Information Officer**

##### **JOB SUMMARY**

Provide support, assistance, and training in the areas of technology, financial aid, student records and administration, curriculum, and general administrative support including:

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide data base administration work with Eastern employees to provide a fully functioning data base to include trouble shooting problem areas.
- Provide reports required to meet State and Federal mandates, including, but not limited to the Integrated Postsecondary Education Data System (IPEDS) reporting; and Applicant, Student, Registration, Course, Workload, Personnel, Financial Aid, Skill Set, and Graduation data file reporting to the Higher Education Policy Commission (HEPC).
- Provide report and software development, modifications, and training for Eastern personnel, to include but not limited to, the areas of student enrollment and financial aid.
- Provide consulting for implementation of BANNER functionality.
- Provide leadership for the planning, implementation and management of communication and information technologies for administrative and learning environments for the college, including computing, network, internet services, instructional technology, telephone services, email, electronic security, user training and support, and other areas of technology.
- Participate in strategic planning efforts to set goals and action plans to achieve the goals set by the State of West Virginia, the Community and Technical College Council, and the college's Board of Governors.
- Develop and maintain a responsive, reliable, and secure Information Technology infrastructure by establishing and enforcing policies and procedures based on industry best practices and statutory and regulatory guidelines. Recommend staffing in supporting of IT functions.
- Supervise IT staff and departmental operations.
- Develop the annual budget and goals for technology for the institution for acquisition and deployment of information technology resources. Develop and implement short and long range plans for IT system infrastructure, capacity, and user support.
- Advise the President's Cabinet as an active participant in planning and decision- making on technology related matters.



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

Student Support Services	Academic Services	Workforce Education	Advancement and Innovation	Administrative Services	Information Systems and Technology
<ul style="list-style-type: none"> <li>• Organize support such as:               <ul style="list-style-type: none"> <li>○ Orientation</li> <li>○ Advising</li> <li>○ Counseling</li> <li>○ Career planning</li> </ul> </li> <li>• Direct programs which develop student leadership</li> <li>• Maintain student systems               <ul style="list-style-type: none"> <li>○ Admissions</li> <li>○ Registration</li> <li>○ Records</li> </ul> </li> <li>• Supervise student financial aid program, reports, and compliance</li> <li>• Develop and implement student data collection and reporting processes</li> <li>• Assist the president with accreditation</li> </ul>	<ul style="list-style-type: none"> <li>• Develop academic programs, courses, and services</li> <li>• Coordinate curriculum agreements with other educational providers</li> <li>• Direct utilization of instructional technologies</li> <li>• Oversee access to and utilization of learning resources</li> <li>• Supervise faculty and instructional personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Lead development of credit and non-credit training programs</li> <li>• Coordinate development of entrepreneurship training and services</li> <li>• Direct services targeted at workforce development</li> <li>• Supervise training delivery personnel</li> <li>• Assess effectiveness of training programs and services</li> <li>• Implement and disseminate workforce education policies</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement an institutional plan to support College and district community advancement initiatives.</li> <li>• Provide college-wide support in researching, planning, budgeting, writing/editing and preparing grant applications.</li> <li>• Assist with ensuring regulatory compliance.</li> <li>• Supervise the administration of</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise internal administrative operations</li> <li>• Coordinate internal monitoring of strategic, compact, and master planning processes</li> <li>• Assist the President with accreditation processes and implementation</li> <li>• Supervise and administer the institutional accounting processes</li> <li>• Lead the internal</li> </ul>	<ul style="list-style-type: none"> <li>• Manage telecommunications infrastructure</li> <li>• Oversee management information systems</li> <li>• Administer purchasing of technical equipment and services</li> <li>• Lead technology planning</li> <li>• Supervise use of distance education equipment</li> <li>• Assist the president with information technology facilities and equipment planning</li> <li>• Liaison with telecommunications companies and partners</li> </ul>

<p>processes and implementation</p> <ul style="list-style-type: none"> <li>• Liaison with learners</li> <li>• Liaison with secondary schools, vocational centers, and other colleges</li> </ul>	<ul style="list-style-type: none"> <li>• Implement and disseminate academic policies</li> <li>• Assist the president with accreditation processes and implementation</li> <li>• Liaison with secondary schools, vocational centers, and other colleges</li> <li>• Lead assessment of students, courses, and programs</li> <li>• Develop and implement data collection and reporting processes</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver continuing and community education</li> <li>• Liaison with employers, area businesses, and economic development professionals</li> <li>• Develop and implement data collecting and reporting processes</li> </ul>	<p>agricultural innovation</p> <ul style="list-style-type: none"> <li>• Leadership, communication, and coordination with Institute of Rural Economic Entrepreneurship and Economic Development initiatives</li> <li>• Collaborate with Dean of Teaching and Learning and the Dean of Student Access and Success to provide guidance and leadership with the WV Invests grants to eligible Eastern students.</li> <li>• Develop and communicate the College's case for support of philanthropic funding in support of designated college and student priorities.</li> </ul>	<p>budgeting and auditing processes</p> <ul style="list-style-type: none"> <li>• Guide the investment of resources</li> <li>• Administer the purchasing program</li> <li>• Maintain inventory of College and State property</li> <li>• Plan for and administer all facilities and facility agreements</li> <li>• Assist the President with human resources administration</li> <li>• Assist the President with non-discrimination, equal opportunity, and legal compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement data collection and reporting processes</li> </ul>
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			<ul style="list-style-type: none"> <li>• Coordinate the work of the Foundation Board of Trustees and its committees.</li> </ul>		
•	•	•	<ul style="list-style-type: none"> <li>• Community Engagement and Partnerships</li> </ul>	•	•

**EASTERN WV COMMUNITY AND TECHNICAL COLLEGE  
ORGANIZATIONAL CHART FY 21**

**Approval Date by Board of Governors  
October 21, 2020**



## **Eastern West Virginia Community and Technical College Governance Overview**

### **1.5.4 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**

### **1.6.1 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 governing boards.
- Approve the compensation from all sources for Presidents.
- Withdrawal of a governing board's powers in certain circumstances.
- Establishment of a uniform classification system for staff employees.
- Establish a retirement plan for all public higher education employees.
- Establish a rule governing purchases by institutions.
- Establishing responsibility districts of community and technical colleges.
- Establish and transfer powers of one or more governing boards to a new West Virginia Community and Technical College if certain circumstances require.
- Promulgate joint rules governing the institutions when deemed necessary.
- Take whatever actions deemed necessary to fulfill the duties of the West Virginia Community & Technical College System.
- Administration of statewide financial aid and scholarship programs.

## Eastern West Virginia Community and Technical College Governance Overview

### 1.6.2 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.



## **Eastern West Virginia Community and Technical College Governance Overview**

### **1.6.3 Governance Teams**

Eastern West Virginia Community and Technical College is committed to an interactive policy system of participatory governance. This policy system provides for active participation by and consultation with constituents or policy stakeholders who comprise the internal community of learners. Internal constituents of the College include students, staff, faculty and administrators.

The College defines participatory governance as a collaborative process that involves constituents or their representatives in policy development, implementation, and adjudication. Constituents are involved in the collection of data and dissemination of information related to significant policy issues confronting the College. Through the interactive policy system, constituents assist in developing recommendations to the Board of Governors on policy issues in accordance with the College's adopted mission, the shared vision, and values. Participatory governance provides for interaction among constituents designed to achieve a balance between stability and change essential to the College's advancement.

There are three basic component structures within the policy system: Administrative; Governance; and Adjudicative. Through the Administrative Structure (Section 1.5), constituents participate primarily in the implementation, execution and monitoring of policy. Policies are administered and monitored through the administrative structure. In general, the administration is responsible for overseeing and executing policy: "what is". Administration also monitors the efficacy of policies. Recommendations for policy changes and policy review are submitted through the appropriate governance team and to the President's Cabinet for final review processes. Function as a unit, speaking with one voice, which recognizes that the power of the Cabinet rests with the whole Cabinet, not individual members. One of the salient policy issues to be answered by the Administrative Structure is how to implement or administer the policy decision.

The internal governance structure is the primary policy development component of the policy system. It is through the governance structure that constituent groups participate in the debate of "what should be" and how the Board of Governors should respond to the policy issues confronting the College in the future.

The governance structure consists of teams focused on student learning outcomes and institutional effectiveness. These interdependent units represent constituents from all departments. The intent is to assure policy analysis and recommendations that examine the College as a whole rather than from the perspective of the various department units. The governance structure exists for primarily review and recommendation of student learning, policy, and college operations to the President for submission to the Board of Governors.

## **Eastern West Virginia Community and Technical College Governance Overview**

### **1.6.3 Governance Teams**

**The following represent Committees of the College whose recommendations are shared with the Institutional Effectiveness Team (IET) and/or the Learner Outcomes Team (LOT). Both IET and LOT review Board Policies and Administrative Regulations on a regular basis and use recommendations provided by the College Committees to suggest changes to Board Policies and Administrative Regulations to the President’s Cabinet and Board of Governors.**

**Board of Governors  
President’s Cabinet  
Learner Outcomes Team  
Institutional Effectiveness Team  
Assessment Committee  
Curriculum Committee  
Textbook Committee  
Academic Services Committee  
Student Success (Retention) Committee  
Graduation (Commencement) Committee  
PTK Advisors  
Eastern Arts Society  
Safety Committee  
Teaching and Learning with Technology Committee  
HLC Committee Assignments  
Technology Committee  
Default Management Committee  
WV Advisory Council of Faculty Representative  
Faculty Assembly  
Advisory Committees:  
    Business/IT  
    Technology  
    Early Childhood/Education  
    Nursing  
    Allied Health  
    Biological and Environmental Technology  
    Wind Energy & Turbine Technology  
    Automotive Technology  
On-line Course Evaluation Workgroup  
Promotion Evaluation Committee**

## Eastern West Virginia Community and Technical College Governance Overview

### 1.6.3 Governance Teams

The third and equally important area of the policy system is the adjudicative structure. Through a system of hearing panels, constituents evaluate, on an individual-case basis, the degree to which the administrative structure has appropriately executed and interpreted the established policies. In general, representatives are selected to serve on these panels and are convened only when a challenge is brought by a constituent regarding the administration of a particular policy.

#### Governance Teams

Two teams are established to function as the primary, first-level policy review and regulation development units. These teams advise the senior administrators who formulate policy and regulations. A senior administrator will serve as chair of the respective teams and provide support for ongoing tasks such as agendas, minutes, actual implementation of team actions, and annual reports. The teams are comprised of representatives of internal constituents.

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:** Dean of Teaching and Learning, Facilitator;  
Staff to LOT, Academic Services Program Coordinator (non-voting members)

- Workforce Department Representative
- Representative from Student Support Services appointed annually by the Dean of Student Access and Success

- 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 Dean of Advancement and Innovation
- One student who must have completed at least 12 semester hours of coursework and have at least 2.5 GPA appointed annually by the Dean of Student Access and Success upon recommendation by the Student Government Association

Selection: Dean of Teaching and Learning serves as a facilitator. Division Chairs are appointed by the Dean of Teaching and Learning. Staff appointed by the President of the Staff Council. Student appointed by the Dean of Student Access and Success by recommendation from student government. The full-time faculty members will be recommended by the Faculty Assembly to the Dean of Teaching and Learning for appointment.

Team Leader(s): Dean of Teaching and Learning will be the facilitator.

Meetings: At least six 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 are as follows:

Team Members

Shared File

## Eastern West Virginia Community and Technical College Governance Overview

### 1.6.3 Governance Teams

Name: Institutional Effectiveness Team (IET)

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

- Establish outcomes for institutional effectiveness, efficiency, and learning.
- Guide development of administrative operations and services.

Membership:

Executive Dean of Administrative Services, Facilitator

- Chief Information Officer
- A representative of the Student Support Services appointed annually by the Dean of Student Access and Success
- A representative of Workforce Education appointed annually by the Dean of Community Engagement and Partnerships.
- A representative of Administrative Services appointed annually by the Executive Dean of Administrative Services.
- 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 Dean of Advancement and Innovation
- One student who must have completed at least 12 semester hours of coursework and have at least a 2.5 GPA appointed by the Dean of Student Access and Success upon recommendation by the Student Government Association

Selection:

Executive Dean of Administrative Services serves as a facilitator. 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): Executive Dean of Administrative Services

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



Chair, Board of Governors

10-22-2020

Effective Date