



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

APPROVED BY PRESIDENT’S CABINET 1/14/20, 10/13/20, 10/14/24

APPROVED BY BOARD OF GOVERNORS 1/15/20, 10/21/20, 11/20/24

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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 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 **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 guidelines of the council.

14. Adopting salary policies for staff employees for Council approval.
15. 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
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

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.

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.

A profile of the primary functions and responsibilities of each of the teams assigned to the Cabinet Members is provided on page ?? . 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 on page ?? .

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 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

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 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 Vice President coordinates institutional reporting and research. Specific duties include:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise systems supporting learners, including orientation, tutoring, advising, counseling, career planning, and retention.
- Develop student leadership programs.
- Maintain accurate admissions, registration, student records, and credit assessment systems.
- Oversee financial aid programs recognizing student scholarship and leadership.
- Manage college marketing and student publication development.
- Ensure accuracy in institutional reporting and data collection.
- Represent the College in various councils and state meetings.
- Collaborate with academic deans to recruit students for credit and non-credit courses.
- Coordinate curriculum agreements with other educational providers.
- Formulate policies for student development, data collection, and learning outcomes.
- Supervise faculty, curriculum, instructional methodologies, and technology use.
- Direct employment processes for faculty and instructional personnel.
- Develop and revise academic credit programs and courses, oversee student assessment.
- Assist with institutional accreditation and grant monitoring for academic programs.
- Oversee learning resources utilization and ensure compliance with academic policies.
- Serve as a valued member of the President's Cabinet, performing additional duties as assigned by the President while practicing an Entrepreneurial Mindset.

Eastern West Virginia Community and Technical College Governance Overview

Administrative Structure

Chief Financial Officer

JOB SUMMARY

The Chief Financial Officer advises the President on all matters pertaining to the management and operation of accounting, accounts receivable, accounts payable, payroll, budget preparation, management and control, student aid disbursement, financial information systems, credit management, collections, fiscal planning, financial statement preparation, contracts, and investing. This position reports to the President. Specific duties include:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops the financial well-being of the College by providing financial projections and accounting services, preparing growth plans, and advising staff.
- Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction and establishing functional objectives in line with institutional objectives.
- Develops financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; and developing action plans. Guides the investment of resources and makes recommendations for cost effectiveness and administrative efficiencies.
- 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.
- Develops, implements, and administers comprehensive policies, programs and procedures necessary to monitor and maintain the financial stability of the College in compliance with local, state and federal laws, regulations and statutes.
- Supervises and administers institutional accounting processes, including the financial accounting program (disbursements and collections) for the College. Leads the internal budgeting and auditing process.
- Administers the purchasing program in compliance with all state laws and Board rules.
- Responsible for the physical safeguard of all College assets; coordinates and supervises annual physical inventory of assets to ensure accuracy and reasonableness of inventory records.
- Coordinates all College contracts with vendors, suppliers, and performers, in compliance with state and federal procurement policies and procedures.
- Serves as liaison to all state, federal and local financial agencies and represents the college at community and outside organization functions, as appropriate.
- Represents the President and the institution in internal and external affairs.
- Attends Cabinet and Board of Governor's meetings.
- Provides leadership to promote the college's wellbeing and interests.
- Performs other duties as assigned by the President.
- Serves at the "Will and Pleasure" of the President.

Eastern West Virginia Community and Technical College Governance Overview

Administrative Structure

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.
- 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

Associate Dean of Academics and Assessment

JOB SUMMARY

The Associate Dean of Academics & Assessment is responsible for supporting the Vice President of Academics and Student Services in various aspects of academic administration such as, but not limited to, academic program planning, accreditation and assessment, faculty evaluations and development, curriculum development and implementation, policy and regulation review and managing departmental budgets.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Supervise faculty and academic staff within general education departments.
- Supervise Division Chair, faculty and academic staff over assessment.
- Serve as HLC liaison to coordinate the accreditation processes.
- Coordinate and assist Division Chair and faculty in HLC Substantive Change Applications and on-line programs approval process.
- Provide support for academic program planning, accreditation and assessment.
- Serve on the Learner Outcomes Team (LOT) and Assessment Committee.
- Assist the Vice President of Academics and Student Services, Division Chair, Program Coordinators, faculty and staff with obtaining resources and support needed.
- Assist faculty with curriculum development and revisions.
- Provide input, conduct research and assist academic services in policy and regulation development and review pertaining to academic issues.
- Assist in identifying training needed for professional development activities.
- Collaborate and assist with grant writing and submission of academic grants and reports with the Vice President of Academics and Student Services, Division Chair and faculty. (i.e. Perkins Funding, Advance Grant and TANF).
- Assist, provide input and guidance to the Director of Nursing, faculty and staff in preparation for ACEN accreditation visit.
- Assist with development and updating of articulation agreements and partnership agreements for Academic Services.
- Assist with Preparing the academic contents for the College Catalog.
- Travel to HLC annual conferences and any other job-related events as needed
- Teach 3 credits per semester ENL 101 and ENL 102 (fall and spring).

Eastern West Virginia Community and Technical College Governance Overview

Administrative Structure

Director of Institutional Effectiveness

JOB SUMMARY

The Director provides leadership for college-wide strategic planning initiatives, data acquisition that supports reporting requirements, and administrative unit review processes. The Director works with administrators, faculty, and the executive leadership team to ensure institutional compliance with all state and federal reporting standards. This position is responsible for applying advanced knowledge of planning principles, institutional research methodologies, complex statistical analyses, survey design and administration, and best practices of outcome assessment to monitor institutional effectiveness and continuous improvement.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Provides oversight and supervision for institutional planning, assessment, evaluation, and planning activities of the College
- Selects, supervises, trains, motivates and evaluates a team of professionals to support the mission, goals and objectives of the College
- Serves to help support the College's accreditation liaison to Higher Learning Commission.
- Ensures that meaningful, appropriate/accurate data and supporting documentation is available to meet the decision-making needs of the College; provides technical and analytical guidance to College departments, committees, faculty, staff and administration with respect to data needs, key performance indicators and statistical analysis
- Provides guidance and oversight for institutional strategic planning processes.
- Develops, implements, maintains and evaluates a comprehensive system for assessing effectiveness of College programs and services including surveys; national benchmarking; data reports; qualitative and quantitative analyses; and research designs in order to support institutional decision making and mission attainment
- Assists with the completion and dissemination of federal and state reports, such as the Integrated Postsecondary Education Data System (IPEDS) and internal reports
- Conducts institutional research and benchmarking studies that support the College's academic programs, total quality management initiatives and institutional decision-making using appropriate research methodologies and analytical techniques
- Supervises the design, preparation and completion of institutional and national surveys to support research and performance evaluation, provides summary analyses and disseminates results
- Manages internal and external data requests; continuously reviews factors affecting data reliability, procedural integrity, coding accuracy, data security, and related issues; researches and recommends changes to ensure data integrity
- Participates in appropriate committees and task forces as assigned
- Performs other job-related duties and projects as assigned in support of the College's mission, core values and goals

Eastern West Virginia Community and Technical College Governance Overview

Administrative Structure

Director of Non-Profits & Grant Management

JOB SUMMARY

The Director of Non-Profits and Grants Management is responsible for the coordination and continued development of internal and external stakeholders, fundraising efforts, and grant opportunities to benefit the Eastern WVCTC, the Eastern Foundation and Eastern Workforce Opportunity Regional Center and Services, Inc. (WORCS). The Director of Non-Profits and Grants Management is responsible for the day-to-day business office administration of Eastern's Foundation and WORCS. The Director facilitates tabulation and provides regular reporting of accounts to leadership such that reports can be provided to the Foundation, WORCS Board, and the college President. This position reports to the President.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Development/Oversight

- Manage all aspects of grants for the college, the foundation, and WORCS.
- Work with outside grant consultants to identify, manage, and provide follow up grant reporting as required by each grant.
- Develop and nurture a positive public presence with the external community through volunteer service on committees and boards; participation in community events; and one-on-one/small group interaction with community leaders, citizens, donors and prospects, as appropriate and aligned with non-profit determined initiatives.
- Responsible for leading the Foundation and communicating effectively with the Board of Trustees and WORCS Board by providing, timely and accurate information necessary for the Boards to function properly and make informed decisions.
- Formulate strategies and related operational plans to successfully raise funds through a comprehensive fundraising program for student scholarship programs, innovation grants, professional development activities and other special efforts through the President's Office, Eastern's Foundation Inc. and WORCS, which are both private IRS 501(c)3 organizations.
- Collaborate with the President on special initiatives by contributing thoughtful leadership to the formulation of institutional strategies, strategic planning, and ensure the successful implementation of the College's mission, vision, and values.
- Prepare a variety of written reports including letters and other grant-related documents, and communicate effectively with the Public Relations Manager for promotion of non-profit efforts.
- Foster a collaborative working environment and culture, encourage professional development and champion accountability.
- Perform other duties as assigned.

Business Office Support

- Provide WORCS and Foundation day-to-day business office support.
- Oversee and tabulate account balances for WORCS and Foundation for monthly review by the Chief Financial Officer and provide accurate account balances to team members.
- Oversee WORCS and Foundation accounts payable, receivable, and oversee indirect funding resources from generated grant income.
- Assist with gathering and summation of WORCS and Foundation survey data from conducted efforts among contractors and staff.
- Perform other duties as assigned.

Eastern West Virginia Community and Technical College Governance Overview

Administrative Structure

Human Resource/Payroll Representative

JOB SUMMARY

The Human Resources/Payroll Representative provides specialized administrative human resources program support such as employment, classification, employee relations, benefit management, records, and communications as well as maintaining and processing employee payroll, records, and reports for salary/wages due, accruals, deductions and other payroll functions. This position serves as the Title IX Coordinator and reports to the President.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Human Resources

- Serves as the point of contact for the Human Resource Office for all departments in the College
- Verifies human resources documents and forms to ensure completeness, accuracy and compliance with human resource policies and procedures; follows up with departments to ensure resolution.
- Provides general information and informs employees and the public of federal, state and institutional policies and procedures as well as labor and employment laws.
- Provides answers to routine questions, assists in resolving policy or procedure-related problems and refers more complex questions and requests to the President for guidance.
- Maintains records related to grievances, performance reviews, and disciplinary actions
- Performs file audits to ensure that all required employee documentation is collected and maintained
- Completes termination paperwork and assists with exist interviews
- Provides assistance to supervisors in creating and maintaining position descriptions that accurately reflect duties and responsibilities of all positions.
- Responsible for recruitment and posting of job vacancies and organizing resumes and job applications.
- Schedules job interviews and assists in the interview process
- Ensures reference checks and/or background checks are completed.
- Orients new employees to the organization and introduction to the College.
- Other job-related duties as assigned.

Payroll

- Enters and maintains employee data into the state payroll system, QuickBooks, and Benefit Management systems and maintains manual filing procedure.
- Responsible for maintaining timecards including making sure annual and sick leave are tracked in the system and verifying accuracy and resolving issues that may arise. Responsible for signing off on timecards every payroll week.
- Responsible for viewing preliminary payroll reports for errors and making corrections.
- Responsible for creating biweekly payroll reports and quarterly leave reports and assisting with year-end close out and audits. Reports are to be sent to BOA.
- Maintains and updates employee payroll and benefit information packets and prepares new employee files.
- Other job-related duties as assigned.

Title IX Coordinator

- Serves as the college's liaison on requirements of and compliance with Title IX, Title VII (as it applies to sex discrimination), VAWA, and related federal and state laws.
- Ensures timely investigation and resolution of all reports of sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking involving members of the Eastern community on all locations.
- Coordinates the college's Title IX efforts, including the development, implementation, and monitoring of appropriate disclosures, policies, procedures and practices designed to comply with applicable law.
- Monitors compliance with all procedures, requirements, and time frames outlined in the college's policies and procedures regarding Title IX.
- Meets with complainants and respondents to provide information regarding the college complaint process, available resources, interim measures, and reporting and resolution options.
- Oversees the provision of training sessions to College faculty, staff, and students on all campuses regarding prevention of and response to sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking.
- Develops and implements a comprehensive case management system that includes each reported complaint involving sex discrimination, sexual misconduct, sexual harassment, domestic violence, dating violence, and stalking.
- Maintains and updates content for the College's Title IX Resources webpage.
- Collaborates with the College's Safety Committee and Student Services to ensure accuracy in reporting annual crime statistics, as required by the Jeanne Clery Act.
- Participates in self-directed professional reading, develops professional contacts with colleagues, and attends professional development courses and trainings to ensure a full understanding of the legal requirements and best practices related to compliance with Title IX, Title VII, VAWA, the Pregnancy Discrimination Act, and other related federal and state laws.
- Other job related duties as assigned.

Eastern West Virginia Community and Technical College Governance Overview

Administrative Structure

Assistant to the President's Office

JOB SUMMARY

This position provides administrative and executive support to the President's Office with frequent exposure to confidential issues and utilizing independent judgment and freedom of action. The position manages the day-to-day operations including work assignments of the President's Office.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

President:

- Manages the daily operations of the President's Office.
- Provides administrative support to the President.
- Serves as a partner to the President in daily operations of the college.
- Manages President's travel arrangements, requests and reimbursements.
- Prepares departmental purchase requisitions on behalf of the President's Office.
- Maintain a WV State Purchasing Card account ensuring accurate records are kept and reconciliation reports are completed on a monthly basis.
- Handles complaints and disputes brought to the President's Office.
- Coordinates with Financial Aid director and the President to track tuition waivers and scholarships for presentation to the Board of Governors.
- Other reports and duties as needed.

President's Cabinet:

- Maintains President's file on matters presented to the Cabinet.
- Gathers information required for Cabinet meetings.
- Schedules and coordinates meeting for President's Cabinet.
- Takes minutes of action items for Cabinet meetings.
- Posts meeting agendas to the internal shared file.
- Maintains files and policies for governance structure.
- Serves as a member of the Strategic Planning Team.

Board of Governor's:

- With the President's approval, prepares all meeting agendas, develops, duplicates and emails all Board packets prior to each meeting.
- In consultation with the President, prepares annual schedule of Board meetings and activities.
- Plans and manages all aspects of the full Board meetings, its committees, and retreats initiating follow-up actions required following each meeting.
- Transmit notice of Board actions to appropriate constituencies.
- Prepares official minutes in cooperation with the Board Chair.
- Maintains official permanent meeting records and other documents pertinent to the Board of Governors in both hard copy and electronic form.
- Coordinates mailings from the President and Board Chair.
- Assists Board members with travel plans, accommodations and expense reimbursements when necessary.
- Provides individual notification and publication of open meeting agenda to the Board, the campus community, public and the Secretary of State's Office.

- Prepares and edits correspondence for the President pertaining to the Board of Governors.
- Maintains the Board members contact information and publishes to the website.
- Tracks educational hours for Board members completed educational paperwork submitted to the Chancellor's Office.

Special Events:

- Plans and coordinates details for a variety of special events and projects both internal and external such as conferences, dinners, receptions, luncheons and meetings which may include community leaders, distinguished visitors, faculty, staff, students, administrators and governmental officials. Examples of such events include Annual Commencement Ceremony; WV Community & Technical scheduling and hosting Local Chambers of Commerce; Entrepreneurship outreaches, District Consortiums; and Economic Summit partnership meetings and events.
- Researches and gathers material and data, the majority of which is confidential, and arranges such information as requested.

Eastern West Virginia Community and Technical College Governance Overview

Administrative Structure

Director of Workforce and Continuing Education

JOB SUMMARY

This position is responsible for overseeing and ensuring quality programming and services to students, staff, and instructors in the Workforce and Continuing Educational Department, and the Ag Innovation Department. Training students for needs in business, industry, municipalities, and general public, as well as researching, developing, coordinating and implementing certification training programs that may meet industry standards is essential. Work collaboratively with the Director of Non-Profits, and Grants Management, and the Coordinator of Ag Innovation on strategic initiatives for Ag Innovation and Ag related programs and services to the Potomac Highlands Region.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Develop and maintain business, industry, and community relationships in the six-county service area in order to foster and support existing and new business partner and training program needs that ultimately benefit the public workforce and impact of Eastern on the local economy
- Oversee the Workforce and Continuing Education Department's success with BANNER student enrollment and financial data entry; certification delivery and career support
- Supervise and support Workforce Education and Continuing Education Staff including the Workforce Student Services Coordinator, CDL Training Program Instructors, and Ag Innovation Coordinator.
- Ensure CDL Training Program compliance, oversee scheduling support and coordinate with the CDL Training Program Instructor and Contractual CDL Support Staff to ensure serving students efficiently while following Eastern's guidelines
- Recruit and contract qualified trainers to provide successful training programs at Eastern and partner training centers.
- Oversee the production of the Department's marketing schedule, webpage, and promotion in the Potomac Highlands Region in collaboration with the Marketing Specialist
- Oversee or support awarded grants related to existing or new Workforce and Continuing Education Training programs.
- Oversees the development of informational materials for the general public and promotional materials
- Oversees implementation of outreach activities and adaptation of program messages and materials to meet the needs of a diverse regional target audience
- Ensures that the design, development, implementation and evaluation of the program meets the needs/objectives.
- Collaborate with Director of Non-Profits and Grants Management on grant projects and programs impacting Ag Innovation and Workforce and Continuing Education Programs.
- Assess regional and national area to evaluate and implement in-demand community service programs.
- Maintain quality programs and student experience including oversight for the Workforce and Continuing Education Department Suite's ability to best serve students
- Prepares program reports, feasibility, and progress reports for management, client and others
- Other reports and duties as needed.

Eastern West Virginia Community and Technical College Governance Overview

Administrative Structure

Title III Project Director/Career Counselor

JOB SUMMARY

The Director is responsible for overall project management, including personnel and budget management, evaluation, and compliance. Working collaboratively with the President, Student Services, and the Title III Steering Committee, the Project Director will facilitate the planning and implementation of all grant-supported activities. This position also serves as the lead Career Services Counselor for the college, working with faculty on student internships, student assistantships, career placement, including student graduation employment surveys. The Project Director reports to the President.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Project Management

- Provide overall project leadership and supervision; ensure accomplishment of project objectives; lead implementation of effective project evaluation.
- Manage budget; maintain budget control; approve expenditures; ensure appropriate use of federal funds.
- Oversee preparation of project fiscal and technical reports for the U.S. Department of Education and Eastern WV Community and Technical College.
- Maintain effective communication to ensure project congruence with institutional goals.
- Develop and implement communication plan to inform the campus community of the Title III project.
- Remain current regarding Title III and U.S. Department of Education policies, grant terms, and conditions; ensure project compliance throughout grant period.
- Participate in professional development appropriate to the functions of the position, including national Title III meetings/conferences and Department of Education sponsored trainings.
- Represent the college, serves as the primary point of contact for the Title III project and performs other duties appropriate to the position.
- Other duties as assigned

Career Counseling

- Provide career assessment/career planning opportunities for new and potential student including services of interest inventory instruments to help students choose careers.
- Serve as primary liaison for Career and Technical Education students with the Dean of Teaching and Learning, Workforce Education department, the division chairs, and faculty, to build relationships and provide information on internships, co-op, and assistantships opportunities and maintain current information for students on placement.
- Serve as main student Job Recruiter for the College. Develop relationships and communicate regularly, with area businesses on full-time and part-time openings that could be made available to Eastern students.
- Coordinate workshops and give group presentations on resume writing, cover letter writing, interview skills, job search and other related areas having monthly workshops during the fall/spring semester on all campuses.
- Represent Eastern's programs and services at job fairs and employment fairs throughout the district, including providing written material and displays, attend events and follow up with event participants.

- Coordinate on site campus visits for employer recruiters, including career fairs, interviews, information sessions for students, joint sessions with faculty as needed.
- Work with the college webmaster to maintain a Career Planning website with up-to-date listings of all employment opportunities and contact information.
- Other duties as assigned.

Eastern West Virginia Community and Technical College Governance Overview

Administrative Structure

Graphic Designer/Marketing

JOB SUMMARY

This position is responsible for web page management, social media posts including print media such as newspaper ads, assisting departments with developing marketing campaigns, and brochure design. Experience with logo design and branding is highly desired. This position reports to the President.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Work with the President and cabinet to develop a Strategic Enrollment Management Plan (SEMP).
 - Assist with maintenance and updates of the college website.
 - Create print/web brochures for departments and academic programs.
 - Work with newspapers, television, and radio stations for placing college advertisements.
 - Work as a team member across departments and programs to support college enrollment and retention.
 - Manage all social media established by the college and work with academic areas and departments in supporting social media advertising and posting.
- Performs other job-related duties as assigned.

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

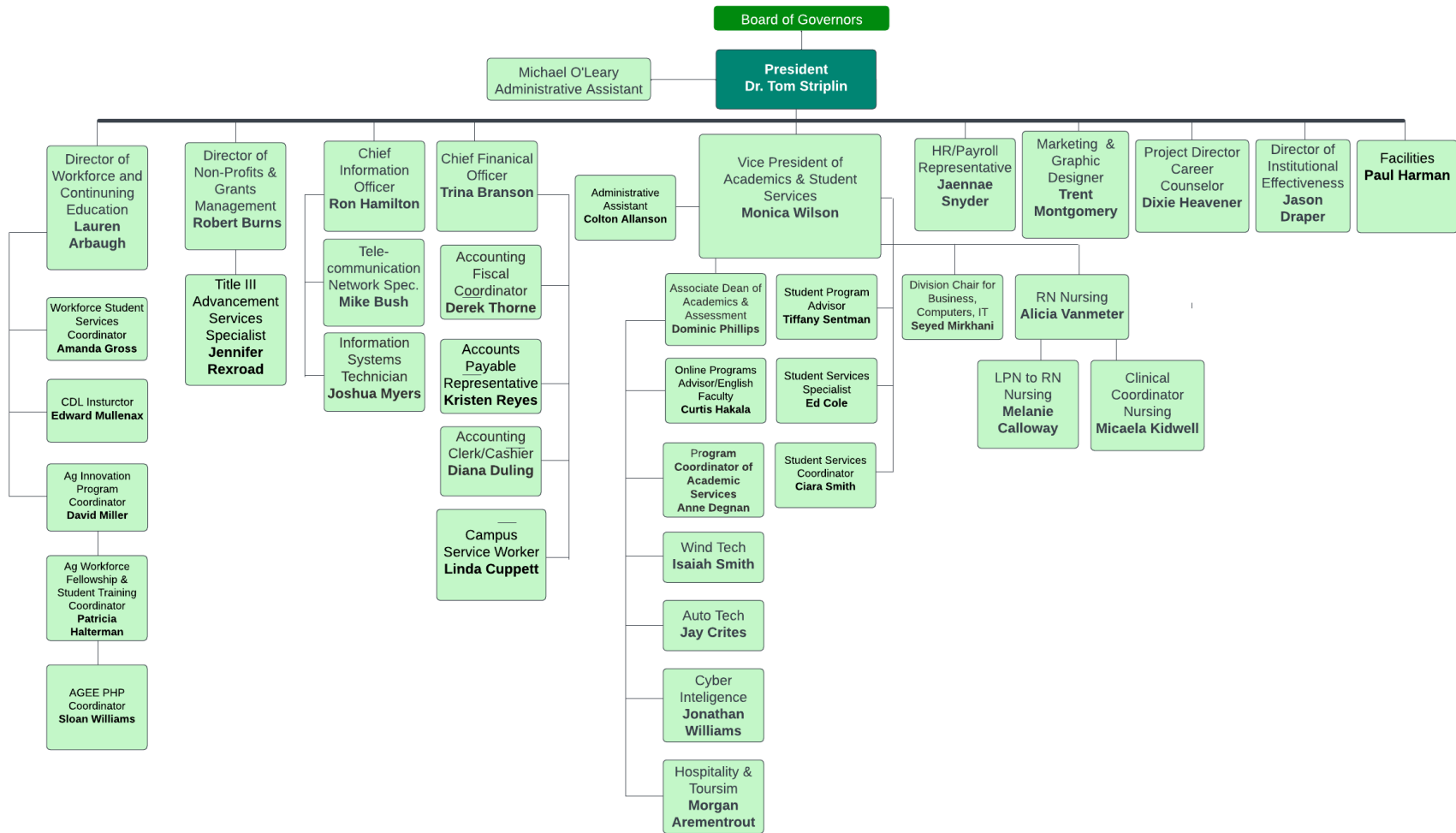
Organizational Chart of Administrative Functions

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

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

Eastern West Virginia Community and Technical College

Organizational Chart of Budgeted Positions



Approved by Board of Governors- September 2024

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 Strategic 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: student 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 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

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

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, 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 primarily to review and provide recommendations related to student learning, policy, and college operations to the President for submission to the Board of Governors.

Learner Outcomes Team (LOT)

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 & Student 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
Budget Committee

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

- Workforce Department Representative
- Representative from Student Services appointed annually by the Vice President of Academic & Student Services
- Associate Dean of Academics and Assessment
- Division Chair
- One staff employee appointed annually by the Staff Council
- One full time faculty member appointed annually by the Faculty Assembly
- 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 Academic & Student Services upon recommendation by the Student Government Association

Selection: Vice President of Academic & Student Services serves as a facilitator. Division Chair are appointed by the Vice President of Academic & Student Services. Student appointed by the Vice President of Academic & Student Services by recommendation from student government. The full-time faculty member will be recommended by the Faculty Senate to the Vice President of Academic & Student Services for appointment.

Team Leader(s): Vice President of Academic & Student Services 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

Name: [Institutional Effectiveness Team \(IET\)](#)

Purpose: The IET is a permanent and tangible institutional commitment to a stable, sustainable, and formal collaborative process of institutional effectiveness assessment and policy review to inform institutional decision making and practice. This is accomplished through several annual processes aligned to the Institutional Effectiveness Plan and includes:

- Review of assessment data from administrative units across the institution;
- Review of institution wide survey data;
- Review the fidelity of implementation of student learning assessment;
- Review or development of strategic priorities (depending on strategic planning cycle);
- Review or development of HLC self-study evidence and alignment to Standards;
- Review of relevant university committee output related to institutional effectiveness.
- Review and recommend adoption of policy to alter institutional practice;
- Maintain and update governance manual
- Develop KPIs and benchmarks in service to Institutional Effectiveness;
- Other actions as necessary to ensure IE Strategic Objectives are being met.

Membership: Director of Institutional Effectiveness and Chief Financial Officer,
Co- Facilitators

- Chief Information Officer
- Director of Workforce and Continuing Education.
- Director of Non-Profits & Grants Management
- HR Representative
- A representative of the Student Services appointed annually by the Vice President of Academic & Student Services
- Associate Dean of Academics and Assessment
- One full-time faculty member selected annually by the Faculty Assembly
- One employee selected annually by the Staff Council
- Title III Director
- 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 Services upon recommendation by the Student Government Association

Selection: Director of Institutional Effectiveness and Chief Financial Officer serves as facilitators.

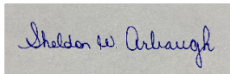
Team Leader(s): Director of Institutional Effectiveness and Chief Financial Officer

Meetings: As needed with minimum of two times per semester and once per summer for an intensive assessment and planning session

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

Team Members

Shared File



12/02/2024

Chair, Board of Governors

Effective Date