

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**POLICY B-3**

**CHANGE IN THE ORGANIZATION OF THE COLLEGE DIVISIONS,  
DEPARTMENTS OR OTHER ADMINISTRATIVE UNITS**

**Section 1. General**

- 1.1. Scope — This rule establishes BridgeValley Community and Technical College (BridgeValley) Board of Governors procedures to change administrative organization within the institution.
- 1.2. Authority — W. Va. Code § 18B-1-6, West Virginia Council for Community and Technical College Education Procedural Rule Series 13
- 1.3. Effective Date — July 12, 2013

**Section 2. Policy**

- 2.1. The BridgeValley Board of Governors (Board) may implement changes without approval of the West Virginia Council for Community and Technical College Education (Council), in the organization of the College or divisions, departments, or other administrative units within the institution which are at or above the departmental level for purposes of organizational efficiency or administrative purposes, but not to implement a major new program, service, or structure. The President of the College shall inform the Chancellor of any such change prior to its implementation. Changes at the College level and any proposals for major new programs, services or structures shall be submitted to the Chancellor of the Council at least thirty (30) days prior to implementation. The Council has reserved the right to consider and take action, up to and including disapproval, on any change that affects the mission of the institution or otherwise has statewide impact.
- 2.2. The President's written notification to the Board of Governors and the Chancellor shall confirm that appropriately elected faculty, classified staff, student representatives and/or organizations were consulted prior to implementing any organizational change to which this provision applies.
- 2.3. The organizational changes to which this provision applies do not include staff changes for existing positions within the institution or organizational changes below the departmental level.

