

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**FEBRUARY 6, 2013  
AGENDA**

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## Members

Cindy Bullock  
Joe Campbell  
Steve Chancey  
Cheryl Donohoe  
Gerard El Chaar  
Curtis Miller

Gregory K. Smith  
Rock Wilson  
Jamie Six  
Violet Mosser  
Loren Bell  
Matthew Santer

Marie Foster Gnage  
President



## SCHEDULE

### **West Virginia University at Parkersburg Board of Governors**

**Wednesday, February 6, 2013**

2:30 p.m. – 3:30 p.m.	Campus Development Committee • Readiness Center Liaison Committee • Committees to Review Property Possibilities	Community Room
3:30 p.m. – 4:30 p.m.	Administrative Services Committee  Academic and Student Services Committee	Community Room  President's Conference Room
4:30 p.m. – 5:00 p.m.	Tour Student Success Center (Learning Center)	
5:00 p.m.	Dinner	Community Room
5:45 p.m.	Board Meeting	Auditorium
	Possible Executive Session	Community Room

**WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS**  
**Meeting of February 6, 2013**  
**College Theatre**  
**5:45 P.M.**

- |    |  |   |
|----|--|---|
| 1. | Call to Order  | Board Chair, Jamie Six  |
| 2. | Roll Call  | Patsy Bee<br>Executive Assistant to the President                             |
| 3. | Board Chair Report<br>• Spring Retreat (April 10 next meeting or May 15 at JCC)  | Chairman Six  |
| 4. | Approval of Minutes .....5<br>• Regular Meeting – December 5, 2012   |   |
| 5. | President’s Report   | Dr. Marie Foster Gnage, President   |
|    | Dynamic Campus Implementation of Banner Student<br>Anthony Underwood, Vice President for Student Services  |   |
|    | Alumni magazine<br>Torie Jackson, Faculty Senate Chair   |   |
|    | Update from SGA<br>Loren Bell, SGA President   |   |
| 6. | Committee Reports<br>• Executive Committee<br>• Audit Review Committee<br>• Administrative Services Committee<br>• Academic and Student Services Committee<br>• Campus Development Committee<br>o Readiness Center Liaison Committee<br>o Review Property Possibilities Committees | Chairman Six<br>Greg Smith<br>Curtis Miller<br>Cindy Bullock<br>Curtis Miller |
| 7. | Possible Executive Session under the authority of WV Code §6-9A-4-2A<br>• Student Correspondence<br>• Property Acquisition<br>• Personnel Matters  |   |

**MISSION STATEMENT**

*West Virginia University at Parkersburg provides accessible, life-changing educational opportunities in a safe and supportive environment.*

Opportunities include:

- Career Pathways from Certificate to Baccalaureate
- Global Studies
- Workplace Experience
- Civic Engagement
- Leadership Studies

8. Action Items	
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11. Board Comments/Announcements	
12. Next Meeting – Wednesday, April 10, 2013	
13. Adjournment	

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
December 5, 2012

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, December 5, 2012 in the College Theatre at the WVU Parkersburg campus beginning at 5:15 p.m. Board members present were: Joe Campbell, Jamie Six, Curtis Miller, Steve Chancey, Loren Bell, Cheryl Donohoe, Cindy Bullock, Violet Mosser, Rock Wilson, Matt Santer, and Gerard El Chaar. Absent were Greg Smith, and Curtis Miller. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, and staff.

**1. Call to Order**

Mr. Six, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order.

**2. Roll Call**

Roll Call was taken by Patsy Bee, Executive Assistant to the President, noting that a quorum was present.

**3. Board Chair Report**

Chairman Six announced that due to several conflicts, the next scheduled Board meeting will be held on Wednesday, February 6, 2013.

**4. President's Report**

President Gnage introduced several new employees and employees that have taken on new positions at the college. Those recognized were:

Katie Thaxton, Editorial Assistant  
Joseph Dinnin, Campus Service Worker  
Jaimie Olf, Accounting Assistant  
Amy Epling, Graphic Arts Designer  
Amy Dennis, moved to the position of Admissions Counselor  
Tess Martin, moved to the President's Office as Program Assistant, I

Next, President Gnage introduced a WVU Parkersburg Education Student, Ms. Alyssa Scarbrough who has been selected as the student representative on the National Association of Community College Teacher Education Programs (ACCTEP) Board of Directors.

**5. Approval of Minutes**

Mr. Campbell moved to approve the minutes of the October 3, 2012 Board meeting. Ms. Bell seconded the motion. Motion passed.

## **6. Committee Reports**

### Executive Committee:

Chairman Six provided a report to the Board on the Executive Committee meeting that met to discuss updates on property, National Guard project and construction challenges. Chairman Six appointed two committees to review property possibilities. Mr. Campbell, Mr. ElChaar, and Ms. Donohoe will review property possibilities for the Jackson County Center, and Mr. Miller, Ms. Bullock and Mr. ElChaar will review property possibilities for Parkersburg.

### Audit Review Committee:

Mr. ElChaar reported that the Audit Committee met with a representative from Deloitte and Touche that joined by conference call and provided a very good report on WVU Parkersburg. Mr. ElChaar thanked Dr. Mensah and his team for all their hard work. The Committee also received an update on Legislative audits and the WVCTC grant audits.

### Campus Development Committee:

No meeting was held.

### Administrative Services Committee:

No meeting was held.

### Academic and Student Services Committee:

No meeting was held.

### Parkersburg Readiness Center Liaison Committee:

Mr. Campbell reported that the Committee has not met but he wanted to update the Board based on information he has received from stakeholders. He noted the need to start finding resources to complete the facility which will be approximately 58000 sq. ft. and have a seating capacity of 3500.

## **7. Executive Session under the authority of WV Code §6-9A-4-2A**

Chairman Six entertained a motion to move into Executive Session to review and select Honorary Degrees for December Commencement. At approximately 5:40 p.m., Ms. Mosser moved to adjourn to Executive Session. Ms. Bell seconded the motion. The motion passed and the Board moved into Executive Session.

At approximately 5:50 p.m. Chairman Six announced that the Board would return to the regular meeting.

## **8. Action Items**

### Approval of Honorary Degree Candidates

Mr. Wilson moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the granting of Honorary Degrees from West Virginia University at Parkersburg, as named by President Gnage and to be announced publicly at the December 14 Commencement.

Mr. Santer seconded the motion. Motion passed.

Audit for 2011-2012

Mr. Campbell moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Audit report for 2011-2012 as submitted.

Matt Santer seconded the motion. After some questions and discussion, the motion passed.

**9. Consent Agenda**

There were no consent agenda items presented.

**10. Information Items**

There were no information items presented.

**11. Board Comments/Announcements**

Annual Holiday Brunch will be held December 10, 2012 at 10:00 a.m. in the Multi-Purpose Room

Commencement will be held December 14, 2012 at 7:00 p.m.

Ms. Bell and Mr. ElChar provided an update on the ACCT Congress that they attended in October.

**12. Adjournment**

With no further business to be discussed, Mr. Wilson moved that the meeting adjourn. Mr. ElChar seconded the motion. Motion passed. The next meeting will be held on Wednesday, February 6, 2013.

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

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Jamie Six, Chairman

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Cheryl Donohoe, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2012**

**ITEM:** Naming Opportunities

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Naming Opportunities as presented.

**STAFF MEMBER:** Marie Foster Gnage, President

**BACKGROUND:**

Michael Miller, a local entrepreneur, business neighbor to the college, and WVU at Parkersburg Foundation Board of Directors, has made a donation for a naming opportunity. When it was learned that the new Early Learning Center would need a sun shelter, Mr. Miller was approached for a donation. The result was that he designed, built and donated a 1030 sq ft. state-of-the-art pavilion in honor of his grandson, Seth Miller. The pavilion is cedar with concrete flooring. The interior contains cabinetry to hold toys, a flat screen TV, dry erase boards, three flat screen computers, lights and ceiling fans. The name of the shelter would be the "Seth Miller Pavilion."

Linda and David Dickirson of Jackson County have been advocates for WVU Parkersburg for many years. Mr. Dickirson is a successful businessman in Jackson County who continues to support the college. Ms. Dickirson served on the WVU Parkersburg Board of Advisors and currently serves on the WVU at Parkersburg Foundation Board of Directors. She is a retired teacher; she taught children ages 3 – 5 who had special needs. Because of Linda's love of teaching young children and education in general, the Dickirson's have made a commitment for a naming opportunity: the 4-6 year-old classroom.



**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2013**

**ITEM:** Tuition and Fees

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves tuition and fees recommendations for 2013-2014 academic year.

**STAFF MEMBER:** Dr. Vincent Mensah, CFO

**BACKGROUND:**

The Tuition and Fees recommendations for FY 2013-14 will be presented to the Board of Governors for review and approval.



# Request for Approval of Tuition Increase February 6, 2013

## State of the College: Needs

The following will require increase in funding:

- Mitigating the impact of the 7.5% cut in State appropriations for FY2013-14
- General Operations for Main Campus—Parkersburg (126 acres); Jackson County Center (6 acres); Downtown Parkersburg Center
- Rising Faculty and Staff (numbers)—position reviews; annual increment; longevity; promotions
- Sustaining Faculty Salary Benchmark Equity, Promotions, Retention and Development
- Sustaining the Fully Funded Classified Staff Salary Mercer Schedule
- Administrative and Academic Support Services Agreement with WVU re:HB3215
- Technology—infrastructure upgrades; instructional technology AU/AV, computers and computer software for academic programs and student support services; Banner Finance and HR module implementation.
- Capital Improvement needs—Renovation of science labs; roofs for main classroom building; renovation of W.T. Grant Building for Downtown Center; renovation of science lab space for Health Services expansion; safety Infrastructure; parking lot renovations; elevator replacement; roof replacement
- General Deferred Maintenance
- Contingency

# Tuition Increase Justification

- WVUP's tuition rates remain one of the lowest in the State, and the lowest for baccalaureate programs in the State
- Effort is made to keep student fees to a minimal
- The proposed 7.5% reduction of \$818,714 will significantly impact the staffing of the college's operations and programs as well as lead to involuntary employee turnover, bumping chains, poor morale and productivity, and other related undesirable operational issues.
- New Mandates & Decoupling –If the proposed cut is not made up, the College's ability to comply with new mandates will be significantly affected, and the continuing activities to achieve past mandates will be curtailed or slowed down significantly, e.g., decoupling projects (HB3215) and SB330 compliance.
- Sustaining the Faculty Salary Schedule (Benchmark, Equity, Promotion, Retention and Development)
- Sustaining the fully funded classified staff salary schedule
- Providing support for student support services and co-curricular activities to improve graduation rates and achieve the college completion agenda.
- Necessary technology infrastructure upgrades and software/hardware purchases
- Banner Implementation Project
- Increase in maintenance costs due to increase in facilities

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2013**

**ITEM:** Dynamic Campus Contract

**RECOMMENDED RESOLUTION:** Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a contractual arrangement with Dynamic Campus to provide IT Services for the implementation of Banner and related applications.

**STAFF MEMBER:** Dr. Vincent Mensah, CFO

**BACKGROUND:**

Dynamic Campus has been contracted for the past year to provide Information Technology Services for the implementation of Banner and related applications; provide technology leadership, management of technology services and related on-demand services. This engagement is within the context of multi-year technology upgrade project. The initial contract for the first year – May 2012 – April 2013 is about to end. WVUP proposes to continue to engage Dynamic Campus for the second year of this multi-year technology project during which the technology services provided will include:

- Leadership and Management of WVUP's IT services
- Banner Finance Implementation
- Continued Student Banner System Re-Implementation
- Continued Financial Aid Re-Implementation

WVU at Parkersburg will decide the breakdown for each year's activities. Costs are expected to exceed \$250,000 annually.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2012**

**ITEM:** Access Control for Main Campus

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the purchase of the Access Control for the Main Campus.

**STAFF MEMBER:** Dave White, Director Facilities and Grounds

**BACKGROUND:**

To provide a more secure facility, WVU Parkersburg has made the decision to install card access to our main campus building. The Facilities Department budgeted \$200,000 in the 2013 budget for this project. The State of West Virginia allocated \$180,000 to WVUP for this project for a total of \$380,000. The amount of \$30,000 was paid for the contract specs and installation oversight. The total project exceeds the \$250,000 bid limit: approval by the Board is required.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2012**

**ITEM:** Property Acquisition

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Request by the President to make appropriate offer on available property.

**STAFF MEMBER:** Dr. Marie Foster Gnage, President

**BACKGROUND:**

WVU Parkersburg has the opportunity to make offers on property that will enable the college to expand its programs present and future. The President requests permission for the college to make an appropriate and/or reasonable offer on the property.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2012**

**ITEM:** HVAC/Exhaust System for Science Wing

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the purchase of the HVAC/Exhaust System for the Science Wing.

**STAFF MEMBER:** Dave White, Director of Facilities and Grounds

**BACKGROUND:**

WVU Parkersburg will need to purchase a new Heating and Air Conditioning unit and ventilation for the science lab renovation project. The total project will exceed the \$250,000 bid limit: approval by the Board is required.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2012**

**ITEM:** Approval of Contract for Phase I of the  
New Science Labs

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at  
Parkersburg Board of Governors approve  
proceeding to Phase I of the new science labs.

**STAFF MEMBER:** Dave White, Director of Facilities and Grounds

**BACKGROUND:**

Phase I of the new science labs in the old Technology Wing is ready to begin. Completion of Phase I will prepare the area for the addition of 2 chemistry, 2 biology and one earth science/multi use lab. This will support enough spaces to replace the 40 year old labs currently located on the 3rd floor of the main building.



**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2013**

**ITEM:** Policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the revision and re-numbering of Policy B-34, to A-34, Equal Opportunity, Affirmative Action and Nondiscrimination, as presented.*

**STAFF MEMBER:** Debbie Richards  
Special Assistant to the President for Policy and Social Justice

**BACKGROUND:**

This proposal seeks to revise Policy B-34, Affirmative Action and Equal Opportunity, to re-number the policy "A-34" and retile it, "Equal Opportunity, Affirmative Action and Nondiscrimination." The proposal expands the policy to address not only equal opportunity in employment, but also equal opportunity and nondiscrimination with respect to employment, admission, and the administration of all educational programs and activities.

A notice of proposed rulemaking announced a public comment period from December 6, 2012, to January 7, 2013. No comments were received.

Approval of the proposal as presented (attached) is recommended.

West Virginia University at Parkersburg Board of Governors

**POLICY B-34 A-34**  
**AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT**  
**EQUAL OPPORTUNITY, AFFIRMATIVE ACTION AND NONDISCRIMINATION**

**Section 1: General**

- 1.1 This rule sets forth the West Virginia University at Parkersburg Board of Governors' policy on affirmative action in employment and on equal employment opportunity and nondiscrimination policy with respect to employment, admission and the administration of all educational programs and activities.
- 1.2 Authority. – WV Code §18B-1-6, §18B-2A-4. See also HEPC & CTCS Series 40, Section 2.3 [W.Va. C.S.R. § 135-40-2.3](#)
- 1.3 Effective Date. –  
(Replaces version dated June 2, 2006 as transferred from WVU Board of Governors on July 1, 2008.)

**Section 2: ~~Policy Statement~~ Equal Employment Opportunity and Affirmative Action**

- 2.1 The West Virginia University at Parkersburg Board of Governors (BOG) ~~reaffirms its commitment~~ is committed to the full realization of affirmative action and equal employment opportunity in its employment practices.
- ~~2.2~~ It is the policy of the West Virginia University at Parkersburg Board of Governors to will:
- ~~2.2.1.~~ 2.1.1. Recruit, hire, train, promote, retain, tenure, and compensate persons in all applicable administrative, classified, faculty, unclassified, and student job titles without regard to age, ~~ethnicity, disability status, national origin, color, ancestry, race, religion, sex, gender, marital status, sexual orientation, or veteran status, or genetic information~~ unless otherwise prohibited by applicable law.
- ~~2.2.2.~~ 2.1.2. Base decisions of employment to further the principles of affirmative action and equal employment opportunity;
- ~~2.2.3.~~ 2.1.3. Ensure that promotion, reappointment and tenure decisions are in accordance with the principles of affirmative action and equal employment opportunity by imposing only valid requirements for promotional, reappointment and tenure opportunities;
- ~~2.2.4.~~ 2.1.4. Ensure that all personnel actions including compensation, benefits, lay off, return from lay off, training, education/tuition assistance, social and recreational programs will be administered without regard to age, ~~ethnicity, disability status, national origin, color, ancestry, race, religion, sex, gender, marital status, sexual orientation, or veteran status, or genetic information~~ unless otherwise prohibited by applicable law.

**Section 3: ~~Affirmative Action Plan~~**

- ~~3.1.2.2~~ The institution shall submit its affirmative action plan to the Chancellors of the ~~Higher Education Policy Commission and the Community and Technical College System~~ by July 1 of each ~~calendar~~ year.

**Section 3: Equal Opportunity in Educational Programs and Activities**

- 3.1 The WVU at Parkersburg Board of Governors is committed to providing equal opportunity in the delivery of its

educational programs and activities. WVU at Parkersburg will:

3.1.2. Recruit, admit, assist, advise, test, place, enroll, teach, assess grades and award degrees to all students without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender, marital status, sexual orientation, or veteran status, unless otherwise prohibited by applicable law.

3.1.3. Ensure that all extra-curricular and recreational programs will be administered without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender, marital status, sexual orientation, or veteran status, unless otherwise prohibited by applicable law.

#### **Section 4. Retaliation**

4.1 The WVU at Parkersburg Board of Governors prohibits retaliation against any faculty, staff, student or applicant for filing complaints or assisting in an investigation of discrimination.

#### **Section 5. Discrimination Complaint Procedures**

5.1 WVU at Parkersburg shall designate the person(s) responsible for handling inquiries and complaints regarding equal opportunity, affirmative action, and discrimination. The institution shall identify by name and/or title, address, and telephone number the person(s) responsible for coordinating the institution's compliance efforts in a statement of nondiscrimination that shall be published in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees, as required by the U.S. Department of Education's Office for Civil Rights.

5.2 WVU at Parkersburg shall establish and publish procedures to be followed by students, applicants or employees for filing complaints that allege a violation of this policy.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2013**

**ITEM:** Adoption of Policy F-60, Tobacco- and Smoke-Free Environment

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy F-60, Tobacco- and Smoke-Free Environment, without revision.

**STAFF MEMBER:** Dave White  
Director of Facilities and Grounds

**BACKGROUND:**

The adoption of this policy formalizes expectations previously observed and published in the college's Answer Book in compliance with the Mid-Ohio Valley Health Department's Clean Indoor Air Regulation.

A notice of proposed rulemaking announced a public comment period from December 6, 2012, to January 7, 2013. A compilation of comments received and the institution's responses to them is attached. The attached copy of the proposed policy is recommended for approval without revision.

**COMMENTS RECEIVED**  
**Proposed Policy F-60, Tobacco- and Smoke-Free Environment**  
Public Comment Period: December 6, 2012– January 7, 2013

<b>Date Received</b>	<b>Comments</b>	<b>Revisions to policy proposal</b>
12/9/12	<p>First and foremost, I find it extremely interesting that the Smoke-Free Environment and Non-Discrimination policies be on the same page because it seems that most institutions and facilities are forgetting that not allowing an individual to smoke at all on a property can be considered a form of discrimination. I feel as though allowing smokers to smoke only in designated areas should deal with the unfortunate circumstances where a smoke-free individual must walk or set near a cloud of tobacco smoke. Also, at the college level, all individuals studying there are grown adults that should be able to identify a "smoker zone" and if they feel as though they do not want to be around smoke then, as an adult, they should steer away from that specific area. In my opinion, not allowing smokers to uphold their right as an individual to be free is not only a form of discrimination but unconstitutional. Sincerely, Whitney Cumberledge</p>	None
1/1/13	<p>I would urge you to not include non-smoke producing products in any policies. The hazards of smoke are well-known and documented. The purpose of clean indoor air regulations is to protect the non-smoking public. It is, of course, reasonable to protect all who wish to avoid the hazards of smoke. This segment of your students and staff would include protecting those who chose to use products that prevent them from subjecting themselves to dangerous smoke. I am attaching documents that provide you with the opportunity to research the safety of other products available to smokers -- life-saving products for smokers when compared to continued smoking, as well as proof that there is zero risk to bystanders. Please do not adopt a policy that states: "You might as well smoke." Your students and staff cannot afford such a policy. If you wish to classify all products with ingredients derived from tobacco as hazardous, then logic dictates that nicotine patches, gum, and inhalers should also be included in such policies. Would you truly wish to send someone using a prescribed nicotine inhaler to the designated smoking area? Doing so would force them to be subjected to second-hand smoke plus increase the likelihood of their returning to cigarette smoking (the most dangerous/deadly source of nicotine). Either would be a disservice to the individual and in direct opposition to your school's philosophy stated as "a sacred trust its responsibility to assist persons in their quest for a fulfilling life and for responsible citizenship in a world characterized by change." If the use of nicotine concerns you, know that nicotine is present in many foods, with tomatoes and eggplant being high on the list. Everyone with a balanced diet has nicotine in their system. On the overall health risk-o-meter, it ranks alongside caffeine use. It is the smoke that causes disease and premature death, not the nicotine. A recent speaker at an FDA hearing summed-up the long term use of nicotine very well: Dr. Foulds of PennState said, "We have people drowning after the shipwreck of cigarette smoking, and we're worrying about whether or not we'll hit someone in the head with a life preserver." This article <a href="http://www.plosbiology.org/article/info:doi/10.1371/journal.pbio.0020404">http://www.plosbiology.org/article/info:doi/10.1371/journal.pbio.0020404</a> is very informative on the benefits of nicotine. Some of these benefits are relevant to an institution of higher learning. In particular, are the effects of nicotine on an individual's attention. As an educator, you know the two primary requirements of a learning environment are maintaining interest and attention. Although I would not propose the school advocate nicotine usage for those students and staff that are not already doing so, I would propose that the school not take any steps that would inhibit a student's ability to perform at their best. Just as sufficient rest, a healthy diet, and regular exercise are ingredients for everyone's 'best performance;' for some, the inclusion of nicotine is an ingredient for their 'best performance.' Ours is indeed a "world characterized by change." Part of that change is the emerging popularity and use of commonly called "electronic cigarettes" or "ecigs." These devices do not contain tobacco, yet they will be regulated as a tobacco product by the FDA. Such regulating was the only recourse given the FDA after they lost their two court appeals in an attempt to remove the product from the market by illegally seizing shipments of devices into the US. Two very important reasons given by Judge Leon in December 2010, for the court's decision are (1) The FDA failed to prove that anyone had ever</p>	<p>None.  The inclusion of e-cigarettes in this policy is consistent with the Clean Indoor Air Regulation as interpreted by the Mid-Ohio Valley Health Department.</p>

	<p>been harmed by the devices since their emergence on the world market in 2004, and (2) The FDA failed to prove that the devices containing only ingredients readily available for public consumption and categorized as "Generally Regarded As Safe (GRAS)" had even the potential for harm to the user. Doesn't it stand to reason that if the product has not, and does not, harm the actual user of the device, there is zero reason for concern of any potential harm to bystanders? There is, however, a definite potential for harm to those who have chosen to not use burning tobacco if, through school policies, they are routed to an area intended for the containment of tobacco smoke. As an institution of higher learning, I implore you to acknowledge the simple, rudimentary, scientific understanding necessary to make a decision as regards smoke vs steam: "change of state" compared to "chemical change"; Steam is the product of applying heat to a liquid (water is still water if it's boiled or frozen); Smoke is a product of combustion (along with airborne particulates and ash). I, too, believe strongly in the power of education. I further believe in, and have respect for, the ability of the individual to make life choices that serve them best when they are provided with common sense, fact-based information relevant to their circumstances. You have authority, please use it wisely. History has taught that decisions based on heresay, personal agendas, and propaganda are always exposed -- often after many have suffered the consequences of those decisions. If your decisions are based on a desire to serve and protect those for whom you have assumed responsibility, that, too, will come to light. Please take the time to educate yourself of the facts. Those in your charge are depending on your sincere desire for their well-being.</p> <p>Always, Lorie McClung</p>	
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West Virginia University at Parkersburg Board of Governors

**Proposed POLICY F-60  
TOBACCO- AND SMOKE-FREE ENVIRONMENT**

**Section 1: General**

- 1.1 Scope. This policy establishes a tobacco- and smoke-free environment at West Virginia University at Parkersburg in order to provide a safe and a healthful environment for students, faculty, staff and visitors.
- 1.2 Authority. W. Va. Code [§18B-1-6](#), [Mid-Ohio Valley Health Department Clean Indoor Air Regulation](#)
- 1.3 Effective Date.

**Section 2: Policy.**

- 2.1 The use of all tobacco and smoking products, including e-cigarettes, is prohibited in all facilities of West Virginia University at Parkersburg. This policy applies to all buildings of WVU at Parkersburg in all locations and all state vehicles owned by WVU at Parkersburg.
- 2.2 "Tobacco-Free Environment" and "No Smoking" signs shall be displayed in appropriate locations.
- 2.3 Smoking may be permitted outdoors **in designated areas only**. The goal is to maintain a smoke-free environment at all main entrances.
- 2.4 [Designated smoking areas](#) shall be identified by the institution and signs shall be posted to identify those locations. In accordance with the Mid-Ohio Valley Health Department's [Clean Indoor Air Regulation](#), smoking areas in these designated locations shall be 15 or more feet away from any entrance, window or ventilation/HVAC system.
- 2.5 Educational programs on health issues related to tobacco use and smoking cessation workshops will be provided to employees and students.
- 2.6 Violators of this policy may be subject to disciplinary action. Fines may also be imposed by the Mid-Ohio Valley Health Department.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2013**

**ITEM:** Revision of Policy D-51, Admission to West Virginia University at Parkersburg

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for a revision of Policy D-51, and hereby authorizes adoption of said policy without further action by the Board if no comments are received during the comment period.

**STAFF MEMBER:** Anthony Underwood  
Vice President for Student Services

**BACKGROUND:**

This revision of Policy D-51, Admission to West Virginia University at Parkersburg, addresses anachronistic immunization language, clarifies the standard admissions policy in terms of individual requirements and provides a policy for the admission of home schooled students that follows West Virginia Code § 18-8-1(c), which governs standards for home school graduation within the state.

West Virginia University at Parkersburg recommends a notice of proposed rulemaking to revise Policy D-51, Admission to West Virginia University at Parkersburg. If no comments are received during the 30-day comment period, authorization is sought to finalize this policy proposal following the comment period without further action by the Board of Governors. If no comments are received during the 30-day comment period, authorization is sought to finalize this policy proposal following the comment period without further action by the Board of Governors.



West Virginia University at Parkersburg Board of Governors

**POLICY D-51**  
**ADMISSION TO WEST VIRGINIA UNIVERSITY AT PARKERSBURG**

**Section 1. General**

- 1.1 Scope - This Rule governs the general requirements for admission to West Virginia University at Parkersburg.
- 1.2 Authority - Council for Community and Technical College Education Series 23, 135 CSR 23.
- 1.3 Effective Date – April 7, 2014

**Section 2. Purpose**

- 2.1 It is the purpose of the Board to establish standards and procedures for admission to West Virginia University at Parkersburg.

**Section 3. Categories of Admission**

- 3.1 Students may be admitted to West Virginia University at Parkersburg under any of the following categories: Note: Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs may publish their own requirements for admission.

3.1.1 General Admission, Transfer Admission, Transient Admission, Early Admission of High School Students, Readmission, Non-degree Admission, International Admission including English as a Second Language

- a. ~~Transfer Admission~~
- b. ~~Transient Admission~~
- c. ~~Early Admission of High School Students~~
- d. ~~Readmission~~
- e. ~~Non-degree Admission~~
- f. ~~International Admission including English as a Second Language~~

3.1.2 Provisional Admission

**Section 4. Admissions Requirements - General Admission**

- 4.1 To be fully admitted under general admissions requirements, a student must:
  - 4.1.1 Submit Complete an Application for Admission, which can be found at each administrative center of the college or online.

4.1.2 ~~Submit official high school transcript from a regionally or West Virginia state accredited secondary school (indicating graduation date) or passing General Education Development (GED) scores. (High school transcript not needed from person who graduated from high school five years previous to WVU Parkersburg enrollment.)~~ Per federal financial aid regulation and institutional obligations to such, submit official high school transcripts or General Education Development (GED) scores from an accredited institution or source.

4.1.3 If seeking institution credit for prior work, applicant must submit official transcripts from each college or university previously attended (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Enrollment office. Transcript marked "issue to student," faxed or submitted directly by students cannot be accepted.)

4.1.4 Submit scores achieved on any one of the following placement tests: American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer, Asset, or Compass. Placement tests can be completed at any administrative center of the college prior to registration. While no specific score is necessary for entry to the college, completing a placement test is necessary for admission and enrollment. Some specific academic programs do require specific tests and scores for program entry. (This requirement does not apply to applicants who graduated from high school more than five years previous unless a specific test score is required for admission to a program or required for a specific scholarship award.)

4.1.5 ~~Submit measles and rubella immunization records if a full time student and if born after January 1, 1957. Acceptable documentation might include one of the following:~~

- ~~a. Proof that student was born before Jan. 1, 1957.~~
- ~~b. Copy of permanent health record with report of measles and rubella immunization from the high school.~~
- ~~c. Report of immune titer or a positive antibody test providing immunity from a physician or the Health Department.~~
- ~~d. Health history signed by a physician that the student had the disease (applies only to measles).~~
- ~~e. Proof that measles and rubella vaccines were given after one year of age.~~

4.1.5 Students seeking general admission to the college who have completed a secondary school credential through a home school process must adhere to the following steps for admission.

a. The home schooling of secondary students in West Virginia is governed by West Virginia Code 18-8-1 subsection (c) and admission to the college from a home school environment will be analogous to the necessary requirements of said code to complete a final year of secondary school. Therefore;

b. In addition to all other admission requirements, home schooled students must provide one of the following:

1. An official statement on letter head from the superintendent of the school district of residence confirming that the student has met the academic assessment requirements for the final year of secondary instruction as detailed in West Virginia Code 18-8-1 subsection (c), or

2. Submit official test scores from a GED test, or

3. Submit a transcript of class work from a secondary institution or organization recognized as accredited by an agency acceptable to the office of the Vice President for Student Services or the United States or West Virginia Department of Education.

## **Section 5. Admissions Requirements-Transfer Students**

5.1 A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another regionally accredited college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study. To be fully admitted under transfer requirements, a student must:

5.1.1 ~~Submit~~ Complete an Application for Admission, which can be found at each administrative center of the college or online.

5.1.2 ~~Pursuant to federal financial aid regulations and institutional obligations to such~~ submit a request to the registrars of all institutions previously attended to forward official transcripts of credit to the Office of Enrollment of WVU Parkersburg. Only credits earned at regionally accredited institutions will be accepted for transfer. (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Enrollment office. Transcripts marked "issue to student," faxed or submitted directly by students cannot be accepted.)

5.1.3 Depending on the nature of transferred course work the applicant may be required to submit scores achieved on one or more of the following placement tests: American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer, Asset, or Compass. Placement tests can be completed at any administrative center of the college prior to registration. While no specific score is necessary for entry to the college, completing a placement test is necessary for admission and enrollment. Some specific academic programs do require specific tests and scores for program entry. Per federal financial aid regulations and institutional obligations to such, submit official high school transcripts or General Education Development (GED) scores from an accredited institution or source.

5.1.3 ~~Submit measles and rubella immunization records if full time student and if born after January 1, 1957.~~

5.1.4 ~~Submit a high school transcript indicating graduation date and ACT, SAT, Accuplacer, Asset, or Compass scores IF~~

~~a. The applicant has fewer than 30 hours of college credit. And if~~

~~b. The applicant graduated from high school fewer than five years previous to WVU Parkersburg enrollment.~~

## **Section 6. Admission Requirement - Transient Students**

6.1 A Transient student is defined as any student who is officially enrolled in another college (referred to as home college) and wants to take a course(s) at WVU Parkersburg and have the courses transferred back to his/her home college. To be fully admitted under transient requirements, a student must:

6.1.1 ~~Submit~~ Complete an Application for Admission, which can be found at each administrative center of the college or online.

6.1.2 Submit a transient approval form or letter of good standing from the home institution.

## **Section 7. Admissions Requirements - Early Admissions Students**

7.1 An Early Admission student is defined as a high school junior or senior who has completed all high school requirements through the sophomore year and has maintained a minimum cumulative ~~2.8~~ 2.5 grade point average. To be fully admitted under early admission requirements, a student must:

7.1.1 ~~Submit~~ Complete an Application for Admission, which can be found at each administrative center of the college or online.

7.1.2 Submit a written ~~recommendation~~ approval from either the high school principal or equivalent ~~a high school counselor~~ to take college courses while a high school or secondary student.

7.1.3 Submit a partial, official high school transcript.

7.1.4 Applicants for the Early Admission programs who are pursuing a home school course of study must document the following: the equivalent of a 2.5 grade point average and the equivalent junior or senior standing at the secondary level by an official transcript of completed coursework, either notarized in the state of residence or mailed directly from a recognized accrediting agency as defined by the Division of Student Services.

7.2 Only ~~high school~~ secondary students who meet these requirements are eligible to enroll in college course work while in high school. Early admission students are not eligible for financial aid. Exceptions to these standards for entry may be granted by the Senior Vice President for Academic Affairs upon appeal.

## **Section 8. Admission Requirements - Readmission Students**

8.1 A readmission student is defined as any student who has previously enrolled at WVU Parkersburg as a student. To be fully admitted under readmission requirements, a student must:

8.1.1 ~~Submit~~ Complete an Application for Admission, which can be found at each administrative center of the college or online. if the student has not been enrolled for at least one academic year.

8.1.2 If the student has attended any other college since last enrolled with WVU Parkersburg, complete additional requirements for admission transfer.

## **Section 9. Admissions Requirements - Non-degree Students**

9.1 A non-degree student is a person who has no plans to earn a degree or certificate at WVU Parkersburg and who does not intend to register for more than two courses in any semester. To be fully admitted under non-degree requirements, a student must:

9.1.1 ~~Submit~~ Complete an Application for Admission, which can be found at each administrative center of the college or online.

9.2 The non-degree student is not eligible for financial aid.

## **Section 10. Admissions Requirements - International Students**

10.1 An International student is defined as a citizen of a foreign country who seeks admission to WVU Parkersburg. All documents must be on file by May 1 for admission to the subsequent fall semester and by October 1 for admission to the subsequent spring semester.

10.2 To be admitted as an international student, an applicant must, in addition to meeting the admission requirements of the student type for which they have applied:

10.2.1 ~~Submit~~ Complete an International Application for Admission, which can be found at each administrative center of the college or can be mailed to any requesting individual.

10.2.2 ~~Submit~~Submission of a certified copycopies of secondary school transcripts. are not necessary unless the student is seeking transfer credit from the institution.

10.2.3 If transferring to West Virginia University at Parkersburg submit a copy of all prior institution transcripts. If the prior institution's location is outside the United States they must be sent for evaluation to an accredited international transcript evaluation service as identified by the Registrar. Fees for such services are to be paid by applicant.

10.2.4 Submit regional examination scores, if applicable, that have been evaluated and verified by the testing agency; no failures are accepted, and test scores should represent competency levels equivalent to a grade of "C."

10.2.5 Submit a score on the Test of English as a Foreign Language (TOEFL) of 173 for the computerized test, 60 or higher on the Internet based TOEFL and 500 for the paper test. A score of 7 or higher on the IELTS academic test will also be acceptable. If TOEFL is not available, WVU at Parkersburg also accepts the STEP EIKEN Proficiency 2A which is equivalent to the 500 score TOEFL. These scores must be sent by the STEP EIKEN institute. An alternate means of English proficiency may be used if the student is attending WVU Parkersburg as part of a Cooperative Education Project Agreement between a recognized higher education institution and West Virginia University at Parkersburg as defined by said agreement.

10.2.6 Submit a notarized Affidavit of Financial Support showing financial commitment by the student and/or sponsor(s) equaling no less than the amount calculated by the Office of Financial Aid for an out-of-state student not living at home. Different levels and sources of necessary support may be defined by a Cooperative Education Project Agreement. Such agreements may supersede the requirement of an Affidavit of Financial Support if alternate forms of funding are defined in the Cooperative Education Project Agreement.

10.2.7 All individuals and institutions providing funds listed in the Affidavit of Financial Support (if required) must provide certified bank statements (private individuals) or statements of sponsorship

(institutions). Bank and / or sponsorship statements can be no older than 6 months at the time of submission.

10.2.8 Submit a copy of a current passport.

~~10.2.9 Provide documentation from a doctor proving immunization from measles, mumps and rubella.~~

10.3 Upon receipt of all documentation, the Office of Enrollment will complete an evaluation and notify the student of an admissions decision. All outstanding documents must be submitted to the Office of Enrollment before admission to the college can be granted.

10.4 Upon confirmation of a positive admission decision, the Office of Enrollment will issue an I-20.

10.5 Students who have not attained the necessary TOFEL, IELTS, or STEP EIKEN scores and wish to participate in the WVU Parkersburg English as a Second Language (ESL) course of study, may do so provided that they complete all other provisions as defined in section 10 of this policy. The I-20 will be issued to qualifying students for ESL study according to federal regulations.

10.5.1 Students will be limited to two consecutive semesters of participation in the WVU Parkersburg English as a Second Language course of study.

10.5.2 Students completing two consecutive semesters or less must then pass a test of English proficiency as identified by the Office of Academic Affairs or in this policy in order to be eligible for continued study at WVU Parkersburg.

10.5.3 Students who complete two consecutive semesters and fail to meet the pre-requisites for additional classes at WVU Parkersburg will not be allowed to continue study at this institution and will not be issued an additional student visa documentation.

## **Section 11. Admission requirements - Provisional Admission**

11.1 Applicants for ~~General~~ Admission who do not meet all of the requirements stated above may be granted Provisional Admission for one semester. Requirements for General Admission must be met by the completion of the first semester enrolled to continue enrollment at WVU Parkersburg. Provisional Admission students are not eligible for financial aid.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2012**

**ITEM:** Emergency Alert System

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Valerie Mead, CIO

**BACKGROUND:**

The Emergency Alert System provided to WVU Parkersburg current faculty, staff and students is designed to play a critical role in keeping people safe before, during and after a campus emergency. The communication system is only used to inform the campus community of an emergency, the impact the emergency has on class schedules and other key information in terms of recommendations to the message recipients. Messages are delivered through a variety of methods including text messages with a message lead of: ALERT! Types of emergency may include weather alerts or loss of utilities (e.g. power, water, heat). Campus community members are automatically enrolled in the program although an opt-out procedure is available. There is no charge to the WVU Parkersburg community for this service.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 6, 2013**

**ITEM:** Fiscal Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Dr. Vincent Mensah  
Chief Financial Officer

**BACKGROUND:**

Dr. Mensah will report on the state of the college's finances and the budget.