

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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APRIL 10, 2013  
AGENDA

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## Members

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

Rock Wilson  
Jamie Six  
Violet Mosser  
Loren Bell  
Matthew Santer

Marie Foster Gnage  
President



# SCHEDULE

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

**Wednesday, April 10, 2013**

8:00 a.m.	Executive Committee	Community Room
9:00 a.m.	Readiness Center Committee	Community Room
5:15 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
 Meeting of April 10, 2013  
 Theatre  
 5:15 P.M.

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|----|--|---|
| 1. | Call to Order  | Board Chair, Jamie Six  |
| 2. | Roll Call  | Patsy Bee<br>Executive Assistant to the President   |
| 3. | Board Chair Report   | Chairman Six  |
|    | <ul style="list-style-type: none"> <li>• Board Resignation</li> </ul>  |   |
| 4. | President's Report   | Dr. Marie Foster Gnage, President   |
|    | <ul style="list-style-type: none"> <li>• Legislative Update</li> <li>• Update from Faculty Senate</li> <li>• Update from Staff Council</li> </ul>  |   |
| 5. | Approval of Minutes  |   |
|    | <ul style="list-style-type: none"> <li>• Regular Meeting – February 6, 2013 .....5</li> </ul>  |   |
| 6. | Committee Reports  |   |
|    | <ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Audit Review Committee</li> <li>• Administrative Services Committee</li> <li>• Academic and Student Services Committee</li> <li>• Campus Development Committee</li> <li>• Readiness Center Committee</li> </ul>  | Chairman Six<br><br>Curtis Miller<br>Cindy Bullock<br>Curtis Miller<br>Joe Campbell   |
| 7. | Action Items   |   |
|    | <ul style="list-style-type: none"> <li>• Approval of Honorary Degree Candidates</li> <li>• Program Approval for Non-Refundable Confirmation Fee for Students Admitted to Nursing Program</li> <li>• Program Approval for Revised Admission Requirements to the WVU Parkersburg AAS in Nursing Program</li> <li>• Property Acquisition</li> </ul> | President Gnage ..... 12<br><br>Dr. Rhonda Tracy..... 13<br>Sr. VP Academic Affairs<br><br>Dr. Tracy ..... 14<br><br>President Gnage.....16 |

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• Honorary Degrees for May Commencement	
• President’s Evaluation/Goals	
11. Board Comments/Announcements	
• Employee Recognition Brunch – Monday, May 6, 2013 10:00 a.m. College Activities Center	
• Commencement – Saturday, May 18, 2013, 2:00 p.m., College Activities Center	
12. Next Meeting	
• May 15, 2013 – Jackson County Center	
13. Adjournment	

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
February 6, 2013

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, February 6, 2013 in the College Theatre at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Jamie Six, Gerard El Chaar, Cheryl Donohoe, Joe Campbell, Curtis Miller, Loren Bell, Rock Wilson, and Matt Santer. Absent were Violet Mosser, Greg Smith, Steve Chancey, and Cindy Bullock. 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**

Campus Development Committee

Chairman Six announced a change in the order of agenda items to allow for a report from the Campus Development Committee. Mr. Miller, chair of the committee introduced Lt. Col David Shafer from the National Guard and Adam Krason from ZMM Architects attending today to present a conceptual design for the Readiness Center that was discussed at the Campus Development Committee Meeting today, and was previously presented to the President and Chair of the Readiness Center Committee. They wanted to present the conceptual design to the entire Board. The presentation showed different types of uses for the facility such as conferences, meetings, performances, demonstrations, and banquets. The facility will be just under 58,000 sq. feet and has the capability of seating for 3500 to nearly 4,000 depending on the set up and type of function.

They explained that the next steps would be financial. Information distributed showed that approximately \$4,025,903 would come from Federal funding and the remaining \$9,022,308 would need to be local funding.

Presentation

Chairman Six recognized Michele Wilson and Drema Starkey, staff members that were recommended for recognition to the Board by President Gnage for their outstanding service to the college.

**4. Approval of Minutes**

The minutes of the Regular Board meeting of December 5, were approved upon a motion by Mr. Miller and second by Ms. Bell.

## 5. President's Report

President Gnage introduced Anthony Underwood, Vice President for Student Services to provide an update to the Board on the Dynamic Campus implementation of Banner Student. Mr. Underwood explained the partnership, training of staff and the great efficiencies in many of the processes that had been very time-consuming. Students can now take care of many processes online rather than coming to the campus.

Next, President Gnage introduced Torie Jackson, Faculty Senate Chair to provide an update on the new Alumni magazine that was recently published. Ms. Jackson provided each member of the Board with a copy of the magazine and explained the process of publishing the magazine which was funded by a grant.

President Gnage also asked Board member and Student Government Association President, Loren Bell, to provide an update to the Board on Student Government activities. Ms. Bell introduced SGA representatives Mr. Tyler Ohrn, Vice President for Communications, Jose Campbell, Vice President for Finance, and Matthew Renta, Freshman Senator. The students provided a presentation and overview of SGA activities this year including a fall leadership conference of 150 students from schools all over the state; presentation from the Advisory Council of Students to the CTC, HEPC and LOCEA; community service including bell ringing for the Salvation Army, volunteering for Latrobe Street Mission, and "Get Out The Vote" Campaign; and they are planning a leadership training on February 15.

President Gnage thanked Board members for attending the Culinary Arts Academy Ribbon Cutting Ceremony. She reported that the ribbon cutting for the Center for Early Learning will probably be later in the spring when the Center will open. She reminded Board members of the upcoming Legislative session. She attended the American Association of Community College's Workforce Development Institute in San Diego, and noted that WVU Parkersburg's partnership with Dupont's *Learn and Earn* program was presented and is now receiving national attention. President Gnage, Gerard ElChaar and Loren Bell will be attending the ACCT Legislative Summit February 10-14, and they will be visiting Capitol Hill to meet with some members of Congress.

## 6. Committee Reports

### Executive Committee:

No report.

### Audit Review Committee:

No report.

### Administrative Services Committee:

Mr. Miller met with the Administrative Services Committee today and received reports from the Foundation Director on the Capital Campaign, Grants, and Tax Credits. The Facilities Director provided an update on several projects including the Center for Early Learning, Culinary Arts Academy, new science labs, and card access for the main building. The CFO provided a report on the financial monitoring audit of select WV Community & Technical College System grants for FY2009/2010. The HR director

reported there are 20 open positions. He also announced that the Vice President for Workforce and Community Education position has been filled and she will begin later this month. The CIO provided a report on the progress of IT goals.

#### Academic and Student Services Committee:

Mr. ElChaar met with the Academic and Student Services Committee and reported that an update was provided on the building relationships such as a partnership with WVU Parkersburg and Parkersburg Catholic to combine college and high school courses to get a degree through the EDGE program. There is also an agreement with Eastern Community College to receive a bachelor in Elementary Education offered through WVU Parkersburg, and partnership with Chronicle of Higher Education and our Developmental Education program. Workforce and Community Education provided an update on programs with business and industry, short-term programs, an update on WorkKeys and community education. Student Services provided an update on personnel announcing the new Financial Aid Director; update on enrollment; and the Wellness Initiatives

#### Campus Development Committee:

- Readiness Center Liaison Committee
- Review Property Possibilities Committees

In addition to the report at the beginning of the meeting on the Readiness Center, Mr. Miller also reported that the college had received a donation from the Erickson Foundation of parking lots behind the Downtown Center, and discussion of other properties that may become available in the future.

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

Chairman Six entertained a motion to move into Executive Session to discuss issues regarding student correspondence, property acquisition, and personnel matters. At approximately 6:56 p.m., Ms. Bell moved to adjourn to Executive Session. Mr. ElChaar seconded the motion. The motion passed. Chairman Six invited Dr. Mesah and President Gnage to join the Board in Executive Session.

At approximately 8:10 p.m. Chairman Six called the meeting back in to regular session. No actions were taken on any issues discussed upon return to regular session.

#### **Action Items**

##### Naming Opportunities

President Gnage reported that 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.

After some questions and discussion, Mr. Campbell moved to approve the following resolution:

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

Ms. Bell seconded the motion. Motion passed.

#### Tuition and Fees

Dr. Vincent Mensah, CFO, presented two options to the Board for consideration for tuition and fee increases for 2013-2014. In the event there will be a 7.5% cut in state appropriations to the college, WVUP would recommend a 9% increase in tuition to cover rising costs. If there are no cuts in state appropriations, then the college would propose a 5% increase be approved.

After questions and discussion, Mr. Campbell moved to approve the following resolution:

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

Mr. ElChaar seconded the motion. Motion passed.

#### Dynamic Campus Contract:

Dr. Mensah, CFO, reported that 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.

After questions and discussion, Mr. Miller moved to approve the following 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 up to current amount. Any amount over that would need to be reviewed by the Board.

Mr. ElChaar seconded the motion. Motion passed with one Board member opposed.

Access Control for Main Building:

Mr. Dave White, Director of Facilities and Grounds provided a report to the Board noting that 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.

After questions and discussion, Ms. Donohoe moved to approve the following resolution:

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

Mr. ElChaar seconded the motion. Motion passed.

Property Acquisitions

President Gnage reported that 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.

After questions and discussion, Mr. Miller moved to approve the following 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.

Mr. Santer seconded the motion. The Motion passed.

HVAC/Exhaust System for Science Wing

Mr. White reported that 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.

After questions and discussion, Mr. Miller moved to approve the following resolution:

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

Mr. Campbell seconded the motion. Motion passed.

### Approval of Contract for Phase I of the New Science Labs

Mr. White reported that 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.

After questions and discussion, Mr. EIChaar moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approve proceeding to Phase I of the new science labs with no more than \$999,999.

Mr. Campbell seconded the motion. Motion passed.

### **Consent Agenda**

Mr. Campbell moved to approve the following Consent Agenda items:

#### Revision of Policy A-34, Equal Opportunity Affirmative Action and Nondiscrimination

*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.

#### Adoption of Policy F-60, Tobacco and Smoke-Free Environment

*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.

#### Proposed Revision of Policy D-51, Admission to WVU at Parkersburg

*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.

Ms. Donohoe seconded the motion. Motion passed.

### **Information Items**

#### Emergency Alert System

Ms. Valerie Mead, CIO, reported that 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.

Chairman Six noted that Board members are encouraged to participate in the Emergency Alert System so they will receive alerts that are sent out to faculty and staff. He asked that they contact Patsy Bee with the information that is needed to participate.

#### Fiscal Update

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

#### **Board Comments/Announcements**

Mr. Six appointed Joe Campbell, Gerard El Chaar and Cheryl Donohoe to serve on a committee for the president's evaluation review.

**Next Meeting** – Wednesday, April 10, 2013

#### **Adjournment**

With no further business to be discussed, Ms. Bell moved that the meeting adjourn. Mr. El Chaar seconded the motion. Motion passed. The next meeting will be held on Wednesday, April 10, 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 April 10, 2013**

**ITEM:** Approval of Honorary Degree Candidates

**RECOMMENDED 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 May 18 Commencement.

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

**BACKGROUND:**

West Virginia University at Parkersburg requests approval of individuals for honorary degrees. This recommendation is presented to the Board of Governors with the endorsement of the Honorary Degree Screening Committee and the Executive Committee of the Faculty Senate.

Information about the nominees will be presented by Dr. Marie Foster Gnage.

Cheryl Donohoe, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 10, 2013**

**ITEM:** Program Approval for Non-Refundable Confirmation Fee for Students Admitted to Nursing Program

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Non-Refundable Confirmation Fee

**STAFF MEMBER:** Rhonda Tracy  
Senior Vice President for Academic Affairs

**BACKGROUND:**

**Request:** Approval to implement a non-refundable confirmation fee of \$150 for students admitted to the nursing program. This \$150 fee would be required to be deposited at the time the student confirms his/her intent to accept the admission to the nursing program. The fee guarantees a seat in the program and will be applied towards the student's tuition for the first nursing course. Failure to submit the non-refundable deposit with the confirmation form, indicating the intent to enroll in the nursing program, by the date indicated in the acceptance letter will result in forfeiture of the seat. If the student decides not to enroll after confirming his/her seat in the program, the \$150 will not be refunded or applied towards the student's tuition.

**Rationale:** Every year, a significant number of students admitted to the nursing program change their minds about starting the program after confirming their intent to enroll. The number of students who change their mind and do not notify the Health Sciences Division office is increasing. Often, this information is not known until late summer or right before the semester starts when the student fails to submit the clinical practice requirements by the deadline or does not show for the required orientation. At this late notice, it creates a hardship on the students brought in from the wait list and does not offer adequate time for students to complete background checks, immunization requirements, purchase uniforms, and prepare and plan for the rigorous schedule of the program. If a deposit is required to guarantee a seat in the program, the student would be more apt to carefully review their options prior to making a decision and confirming their seat. It is our intent that this change will assist with the process of ensuring that the seats are offered in a timely manner to the students committed to enrolling in the program.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 10, 2013**

**ITEM:** Program Approval for Revised Admission Requirements to the WVU Parkersburg AAS in Nursing Program.

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the new Admission Requirements for the Associate of Applied Science in Nursing degree.

**STAFF MEMBER:** Rhonda Tracy, Senior Vice President for Academic Affairs

**BACKGROUND:**

1. **Request:** Approval to change the current requirements for admission to the nursing program to the admission requirements approved by the Associate Degree Nursing (ADN) Common Curriculum Taskforce.

Current requirements for admission to the associate degree nursing program include:

- a. Meet the requirements for general admission to the college, including foundation requirements in math, reading and English and be admitted to the college
- b. Be a high school graduate or equivalent GED
- c. Have a high school (HS students) or cumulative college GPA of 2.5 or higher
- d. Have a composite ACT score or equivalent accuplacer score of 23 or higher and completion of Chemistry with a grade of "C" or better (or transferred in Biology 107 or Biology 108).
- e. Have a composite ACT score or equivalent accuplacer score of 19 and completion of Chemistry (or transferred in Biology 107 or Biology 108), English 101, Psychology 101, and Sociology 101 with an average GPA of 2.5 and a minimum grade of "C" or better in each course.
- f. Complete the Health Education Systems Inc. (HESI) Admission Assessment examination with a score of 70 or higher.

**Rationale:** Evaluation of the current admission requirements for admission to nursing has identified that the ACT has not been a significant predictor of the ability to complete the program. In addition, the benchmark score of "70" on the HESI Admission Assessment was identified as being too low for student success.

The ADN programs of the six Community and Technical Colleges under the Community and Technical College System of West Virginia are in the process of developing a common curriculum for the Associate of Applied Science degree in Nursing. The anticipated implementation date is fall, 2014. After much research regarding predictors of success for nursing and evaluation of currently available nursing admission exams, the ADN Common Curriculum Taskforce identified the following requirements for admission:

- a. Meet the requirements for general admission to the college, including foundation requirements in math, reading and English and be admitted to the college
- b. Be a high school graduate or equivalent GED
- c. Have a high school (HS students) or cumulative college GPA of 2.5 or higher
- d. Meet the identified score of proficient on the Test of Essential Academic Skills (TEAS) V exam. This exam, offered from ATI, is proven to be a statistically significant predictor of early nursing school success. The required score will be at the level of proficient, which is highly correlated with student success and completion rates.

West Virginia University at Parkersburg's nursing program is requesting approval to move forward with the requirements for admission, as identified by the ADN common curriculum taskforce, effective for all classes admitted after fall, 2013.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 10, 2013**

**ITEM:** **Property Acquisition**

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves to accept and make an offer on available property.*

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

**BACKGROUND:**

WVU Parkersburg has the opportunity to make an offer on property from the Erickson Foundation 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 April 10, 2013**

**ITEM:** Institutional Compact Update for 2013-2014

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the West Virginia University at Parkersburg Institutional Compact Update for 2013-2014.

**STAFF MEMBER:** Dr. Rhonda Richards, Sr. Vice President  
Academic Affairs

**BACKGROUND:**

The WVU Parkersburg Institutional Compact Update for 2013-2014 has been submitted to the Board of Governors for review and approval. Once approved by the Board, it will be submitted to the WV Council for Community and Technical College Education.

**West Virginia University at Parkersburg Board of Governors  
Meeting April 10, 2013**

**ITEM:** Proposed Policy B-33, Phased Retirement Program

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy B-33, Phased Retirement Program, and hereby approves of said policy without further action by the Board if no comments are received.

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

**BACKGROUND:**

This policy proposal establishes a Phased Retirement Program for implementation by West Virginia University at Parkersburg according to the purposes set forth in West Virginia State Code §18B-1-1d. The purpose of the proposed Phased Retirement Program at WVU Parkersburg is to increase organizational effectiveness and efficiency, to promote the transitional well-being of long-term employees moving toward retirement, and to allow the institution to project and fill critical positions in a responsible manner.

A notice of proposed rulemaking will be issued regarding this policy proposal. If no comments are received during the 30-day comment period, this policy proposal will not require further action by the Board of Governors.

The implementation of this policy will require subsequent approval by the Legislative Joint Committee on Pensions and Retirement.

West Virginia University at Parkersburg Board of Governors

**PROPOSED POLICY B-33  
PHASED RETIREMENT PROGRAM**

**Section 1. General**

- 1.1 This policy establishes a Phased Retirement Program for implementation by West Virginia University at Parkersburg according to the purposes set forth in West Virginia State Code [§18B-1-1d](#).
- 1.2 Authority. – W. Va. Code [§18B-1-1d](#)
- 1.3 Effective Date. –

**Section 2. Purpose**

- 2.1 The purpose of the Phased Retirement Program at West Virginia University at Parkersburg is to
  - a. increase organizational effectiveness and efficiency
  - b. promote the transitional well-being of long-term employees moving toward retirement
  - c. allow the institution to project and fill critical positions in a responsible manner

**Section 3. Definition**

- 3.1 At WVU Parkersburg, phased retirement is defined as a period of part- time employment preceding retirement. The phased retirement program includes a prorated salary equivalent to the appropriate percentage of full-time work.

**Section 4. Eligibility**

- 4.1 To be eligible for Phased Retirement, an employee must:
  - a. be a full-time employee
  - b. have completed at least ten years of service to WVU at Parkersburg
  - c. be at least 60 years of age
  - d. be eligible for retirement upon conclusion of the phased retirement period

**Section 5. Conditions for Participation**

- 5.1 The appropriate party to initiate discussion about Phased Retirement participation is the individual faculty or staff member.
- 5.2 Contracts for Phased Retirement may be consummated in cases that promote increased organizational effectiveness and efficiency.

- 5.3 Participation in the Phased Retirement Program is not an entitlement or a right automatically available to all persons who meet the eligibility criteria. It is subject to administrative review, endorsement by the executive level administrator and approval by the President of the terms and conditions reflected in a written contract. The contract specifies the arrangements under which the individual will be placed in phased retirement status.
- 5.4 Administrators will consider all requests for participation in the Phased Retirement Program. However, participation will depend upon the needs of the unit and the institution, as well as the conditions prevailing in the unit and the institution at the time, including the availability of coverage for assigned duties, disruption that such participation may create in the unit, the availability of funding, and operational needs of the unit.
- 5.5 Units may identify additional criteria for review of requests.

## **Section 6. Operating Guidelines**

- 6.1 The individual who enters the Phased Retirement Program must agree to a reduced FTE (full-time equivalent) employment status with WVU Parkersburg, with the clear understanding that the total FTE percentage for all services performed as an employee cannot thereafter be increased, although it may thereafter be decreased. If the FTE is further decreased, an addendum to the contract would then be negotiated between the individual and the immediate supervisor, endorsed by the executive level administrator, and approved by the President. The decision to participate in the phased retirement program is irrevocable.
- 6.2. For a faculty or staff member to enter a Phased Retirement Program, the FTE percentage assignment for that employee must be reduced by at least one-fourth, to a level of 0.75 or less, but no less than 0.53, over the same or a reduced appointment period (i.e., a nine-month appointment may not be extended to twelve months, but a twelve-month appointment may be reduced to nine months). Exceptions to the limitations specified in this paragraph must have the approval of the President.
- 6.3 For faculty and staff members who enter a Phased Retirement Program, all benefit plans will be continued at the same level available for personnel holding like positions, consistent with age and the terms of the controlling Plan Document.
- 6.4 The maximum period for phased retirement shall be three years. At the end of the third year, the participant will enter full retirement.
- 6.5 The employee may opt out of phased retirement and progress to full retirement at any point during the phased retirement period with 90 days' notice.
- 6.6 Employees on phased retirement are not eligible for salary increases or merit pay. The base salary at the time of phased retirement will remain constant for computing the prorated salary.
- 6.7 A faculty participant will forfeit tenure upon entering into a Phased Retirement Program contract.
- 6.8 Faculty on phased retirement will complete an annual self-reflection report.

- 6.9 The specific arrangements for a Phased Retirement Program must be detailed in a written agreement. A copy of the agreement will be maintained in the Human Resources Office.
- 6.10 When the Phased Retirement period concludes, employees become “fully retired,” but are eligible to continue PEIA insurance only if they have completed 30 years of contributory service (and are at any age), or have completed at least 5 years of contributory service and are at least age 60. The terms of the controlling Plan Document must also be met in order to apply sick leave and/or teaching credit toward PEIA retiree premiums.
- 6.11 Pursuant to W. Va. Code [§18B-1-1d\(f\)](#), an employee who has participated in this Phased Retirement Program shall be ineligible for reemployment by the institution during or after the period of phased retirement, including contract employment in excess of \$5,000 per fiscal year.

## **Section 7. Terms of Contractual Agreement**

- 7.1 While it is anticipated that each agreement for a Phased Retirement Program will include its own individual terms, tailored to the needs of the department and the individual, the following topics should be specifically included and agreed upon between the parties:
- a. Date upon which phased retirement will commence and end (upon entering full retirement).
  - b. The percentage of FTE, and specific working assignments, which will represent the individual's working effort for the college during the period covered by the phased retirement agreement.
  - c. The amount and source of the compensation to be paid to the faculty or staff member during the period of phased retirement.
  - d. Provisions, if applicable, for office space, laboratory facilities, and support services during the term of the agreement.
  - e. Specific terms and conditions under which a further reduction in FTE status may be agreed upon, if appropriate.

## **Section 7. Procedures**

- 7.1. Individuals may apply for participation in the Phased Retirement Program according to the [procedures](#) established by the institution. The institution will also provide specific guidance to participants regarding the phased retirement program as it relates to participation in the TIAA/CREF retirement plan, the State Teachers Retirement plan, Social Security and Medicare benefits.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 10, 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 approves a revision of Policy D-51 as presented.

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

**BACKGROUND:**

A proposal to revise Policy D-51, Admission to West Virginia University at Parkersburg, and to issue a notice of proposed rulemaking was approved by the Board of Governors at its February 6, 2013 meeting. A notice of proposed rulemaking was subsequently issued on February 12, 2013, for a comment period ending on March 15, 2013. A compilation of comments received and the institution's responses to them is attached.

This revision of Policy D-51, Admission to West Virginia University at Parkersburg, addresses anachronistic immunization language. The requirement to provide immunization records for attending college originated when immunization was not so prevalent. Today, since immunization is the norm and is now required to attend most secondary schools, requiring immunization records for admission to college serves mostly to slow down the admissions and financial aid process for students without any real benefit to the campus. It is, therefore, reasonable for the college to rely on the public health policy of state and local governments to ensure the immunization status of our nonresidential campus community.

The revision also 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.

Approval of the proposal as revised is recommended.

**COMMENTS RECEIVED**  
**Revised Policy D-51, Admission to WVU at Parkersburg**  
Public Comment Period: February 12 – March 15, 2013

<b>Date Received</b>	<b>Comments</b>	<b>Revisions to policy proposal</b>
2/13/13	Concern about not requiring immunization records and importance of immunization against measles.	None
2/13/13	I have two suggestions. Under item 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. <b>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.</b> " I think the portion highlighted in red should be a separate line item (5.1.4). It is a separate requirement from the submission of test scores. Under item 7.1.1 It should read "Complete an Application for <b>Early</b> Admission, which can be found at each administrative center of the college". Early Admission students have a special application they must complete and currently it is not available online. Amy Dennis	Revised as recommended
2/15/13	This is utterly ridiculous. I have no problem showing my immunization records and proving that I am no threat to the general student population. I would ask the same thing in return from my fellow classmates. Not for my own well being but I have a young son at home who doesn't need to be sick either. It's just not worth the risk. Alyssa Carpenter	None
3/5/13	My mother is OCD about keeping records, but I was born in 1971 and the Bord of Education does not have my learning disability in their records, let a lone if I have all of my shots. I do not ikow if my pediatician would still have on record all of my shots.	None

**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, 2011

**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.

5.1.4. 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 Early Admission, which is available from the Office of Enrollment in Parkersburg or from the Jackson County Center.

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 copy copies 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 April 10, 2013**

**ITEM:** Revision of Policy A-45, Adoption or Amendment of Rules

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for a revision of Policy A-45, and hereby authorizes adoption of said policy without further action by the Board if no comments are received during the comment period.

**STAFF MEMBER:** Debbie Richards  
Special Assistant to the President

**BACKGROUND:**

The West Virginia Council for Community and Technical College Education is amending Series 4, *Rules and Administrative Procedures*, to clarify the role of the president in the rulemaking process at the institutional level based on guidance from legislative leadership. Institutions have been asked to adjust rulemaking processes to comply with the anticipated revision. The attached revision of Policy A-45 correlates to the proposed revision of Series 4.

A notice of proposed rulemaking will be issued for the proposal to revise Policy A-45, *Adoption or Amendment of Rules*. If no comments are received during the 30-day comment period, this policy proposal will be finalized following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

**POLICY A-45**  
**ADOPTION OR AMENDMENT OF RULES**

**Section 1. General**

- 1.1 Scope - This Rule governs the adoption or amendment of Rules of the West Virginia University at Parkersburg Board of Governors.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-2A-4; ~~Higher Education Policy Commission Series 4, 133 CSR 4; Council for Community and Technical College Education Series 4, §135 CSR 4.~~
- 1.3 Effective Date –  
(Replaces version dated September 8, 2006, as transferred from WVU Board of Governors on July 1, 2008.)

**Section 2. Purpose**

- 2.1 It is the purpose of the Board to encourage and facilitate, to the greatest reasonable degree, an active participatory governance process for the institution. To that end, this Rule shall be implemented to encourage and foster notice and an opportunity for comment on all institutional Rules that come before the Board for review and adoption.

**Section 3. Definitions**

- 3.1 Rule – Subject to Section 3.1.1, the name used for any regulation, policy, procedure, guideline, directive, standard, statement of policy or interpretation of general application and future effect that also has institution-wide effect or affects the rights, privileges or interests of employees, students or citizens.
  - 3.1.1 The term “Rule” shall not apply to (a) any regulation, policy, procedure, guideline, directive, standard, statement of policy or interpretation of general application and future effect established for an individual unit, division, department or school of the institution which deals solely with the internal management or responsibilities of that unit, division, department or school, or (b) an academic curricular policy that does not constitute a mission change for the institution.
- 3.2 Administrative Procedure – Any regulation, policy, procedure, guideline, directive, standard, statement of policy or interpretation of general application and future effect described in Section 3.1.1, above.
- 3.3 Chancellor – ~~The Chancellor of the Higher Education Policy Commission and the Chancellor of the Community and Technical College System.~~

**Section 4. Application**

- 4.1 This Rule shall apply to the adoption, amendment, or repeal of any Rule of the West Virginia University at Parkersburg Board of Governors. This Rule shall also apply to the adoption, amendment or repeal of any Administrative Procedure solely as it relates to the posting requirements set forth in Section 6.1. This Rule does not apply to subject-matter not included within the scope of Series 4 ~~of the West Virginia Higher Education Policy~~

## **Section 5. Rulemaking Process**

- 5.1 Every adoption, amendment or repeal of a Rule must be approved by the Board. ~~Without limiting the foregoing, the Board delegates to the President the authority to initiate the procedures under this Rule.~~
- 5.2 If the ~~President or~~ Board determines that the institution should draft, amend or repeal a Rule, a notice of proposed rulemaking shall be provided to ~~the Board,~~ the Chancellor, representatives of students, faculty and classified employees, and other interested parties as identified by the President or his or her designee. Notice shall also be provided to students, faculty and ~~employees~~ staff through email and/or intranet announcements, or as otherwise deemed appropriate ~~in the discretion of the President or his or her designee,~~ and posted on the web-page of the Board of Governors. A copy of the notice will also be available at the Office of the President.
- 5.2.1 The notice shall specify that there shall be a public comment period of no less than thirty (30) days for the receipt of signed, written comments. The notice shall contain a brief description of the subject matter of the rule, a copy of the proposed new or amended Rule or of the Rule to be repealed, as applicable, and an explanation of how to provide comments for consideration, including the deadline for submission of comments and contact information for the person or office designated to receive public comments. Copies of the notice shall be made available at no cost to any requester.
- 5.3 Following the passage of the public comment period, the ~~President may, at his or her discretion, either present Board~~ may consider further drafts for additional comment or proceed with submission of a proposal to the Board of Governors for review and possible Board action pursuant to Section 5.4 or 5.5, below.
- 5.4 If the notice of proposed rulemaking was approved by the Board at a previous meeting and no comments are received during the comment period, the proposed rule, amendment or repeal shall take effect without further vote by the Board, but only if the Board, at the time of approving the notice, explicitly authorized such adoption, amendment or repeal without further Board action.
- 5.5 Except as set forth in Section 5.4, above, all proposals for adoption, amendment or repeal of a Rule shall require final Board action after passage of the public comment period before the adoption, amendment or repeal may take effect.
- 5.5.1 At least ten (10) days prior to a meeting in which the Board is to consider final approval to the adoption, amendment or repeal of a Rule, the final draft Rule, along with a copy of all written comments and evidence received and determinations made, shall be posted on the Board's web site and provided to the persons identified in Section 5.2 using the same methods of notice as described in that section.
- 5.5.2 Comments received shall be summarized and proposed responses prepared by the President or his or her designee for submission to the Board for consideration at the meeting. The Board may amend a proposed rule as a result of the comments or evidence received without an additional notice period.
- 5.6 Within thirty days of the adoption, amendment or repeal of a Rule by the Board, copies of the Rule, or notice of the repeal, will be forwarded to the Chancellor.
- 5.6.1 Except as set forth in Section 5.6.2, any adoption, amendment or repeal of a Rule by the Board shall not take effect until approved by the Chancellor or his or her designee under the procedures specified in ~~Higher Education Policy Commission Series 4 and/or Council for Community and Technical College Education Series 4, as applicable.~~

5.6.2 Any adoption, amendment or repeal by the Board of a Rule which relates to any subject matter over which the Legislature of the State of West Virginia has authorized the Board to act without further approval of the Commission or its Chancellor shall take effect upon Board approval or as otherwise specified by the Board.

5.7 Approved Rules shall be assigned a number to assist in identification of each such Rule. Rules adopted or amended by the Board will be posted prominently on the Board web site, and copies shall be made available, at no cost to the requester, in the Office of the President. Rules which have been repealed by the Board shall be marked "Repealed" on the Board web site. All written comments, evidence received and determinations made will be preserved and made available for inspection and copying in the Office of the President for a period of five years from the date of the final Board action.

## **Section 6. Administrative Procedures**

6.1 Each Administrative Procedure shall be posted prominently on the appropriate web site of the institution in a manner maximizing accessibility to affected persons, and shall be available at the main administrative offices of the institution.

## **Section 7. Emergency Action**

7.1 If it is determined that an emergency exists under which immediate action is necessary to adopt, amend or repeal a Rule, the Board may approve such an emergency adoption, amendment or repeal of a Rule without first following the procedures set out in this Rule. Emergency rules approved by the Board will be posted prominently on the Board's web site.

7.2 For purposes of this Section 7, an emergency exists when the adoption, amendment or repeal of a Rule is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of the ~~Higher Education Policy Commission or the~~ Council for Community and Technical College Education, or to prevent substantial harm to the public interest, or to deal with financial exigency. The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who may disapprove the action of the Board if the Chancellor, or his/her designee, disagrees that an emergency existed.

7.3 Any emergency policy shall remain in effect no longer than three (3) months, and shall expire unless a final policy has been approved under the normal process set out in this policy.

## **Section 8. Reporting Requirements**

8.1 No later than October 1 of each year, the Board shall file with the ~~Higher Education Policy Commission and with the~~ Council for Community and Technical College Education a list of all Board Rules that were in effect on July 1 of that year, as well as a list of Board Rules repealed during the preceding year. The list shall include the most recent date on which the Rule was adopted, amended or repealed, and a statement by the Chair of the Board certifying that the Board complied with the provisions of Section 18B-1-6 of the West Virginia Code and with ~~Higher Education Policy Commission Series 4 and/or~~ Council for Community and Technical College Education Series 4, ~~as applicable~~, in the adoption of the Rule.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 10, 2013**

**ITEM:** Fiscal Update

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

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

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 10, 2013**

**ITEM:** Certificate of Applied Science in Science, Technology, Engineering, and Mathematics (STEM)

**RECOMMENDED RESOLUTION:** Information only

**STAFF MEMBER:** Rhonda Tracy, Senior Vice President for Academic Affairs.

**BACKGROUND:**

WVU Parkersburg recently added a new Certificate of Applied Science in STEM (Science, Technology, Engineering, and Mathematics). With the need both regionally and nationally to better prepare students to enter STEM professions, this certificate will provide entry-level training for students wishing to develop a foundation for further study in any of the STEM areas.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 10, 2013**

**ITEM:** Tuition Reciprocity Agreement

**RECOMMENDED RESOLUTION:** *For Information.*

**STAFF MEMBER:** Rhonda Tracy  
Senior Vice President for Academic Affairs

**BACKGROUND:**

This Tuition Reciprocity Agreement is entered into between the Chancellor of the Ohio Board of Regents, the West Virginia Higher Education Policy Commission, the West Virginia Council for Community and Technical College Education, Belmont Technical College, Eastern Gateway Community College, Ohio University Eastern, Washington State Community College, West Virginia Northern Community College, West Virginia University and West Virginia University at Parkersburg pursuant to the provisions of Section 3333.17 of the Ohio Revised Code, Section 18B-4-3 of the West Virginia Code and in compliance with rules and procedures of the aforementioned Parties.

The general purpose of the Tuition Reciprocity Agreement is to expand postsecondary educational opportunities in the region while limiting the cost of such expansion to the taxpayers of Ohio and West Virginia through collaboration among public institutions of higher education. The intended outcomes of the collaboration are to increase the availability of programs to residents of this region without needless duplication of educational effort and to promote efficient use of existing educational facilities and resources.

Historically, during the period of the Agreement, the West Virginia Higher Education Policy Commission, the West Virginia Council for Community and Technical College Education and the participating institutions consider all residents of Ohio who attend West Virginia University and West Virginia University at Parkersburg under this Agreement as qualifying for West Virginia resident tuition rates.

The programs for reciprocity are submitted every two years and the current approved Tuition Reciprocity Agreement will be in force for 2013-2015.