

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

---

FEBRUARY 10, 2009  
AGENDA

---

## Members

Cindy Bullock  
Keith Burdette  
Joe Campbell  
Gerard El Chaar  
Curtis Miller

Gregory K. Smith  
Rock Wilson  
Matthew Santer  
Violet Mosser  
Teresa Wamer

Marie Foster Gnage  
President



## SCHEDULE

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

**Wednesday, February 10, 2009**

2:00 p.m.	Campus Development Committee	President's Conference Room
3:00 p.m.	Executive Committee	President's Conference Room
4:00 p.m.	Administrative Services Committee	President's Conference Room
	Academic and Student Services Committee	Dean's Conference Room
5:00 p.m.	Individual Photos – Board Members	President's Conference Room
5:15 p.m.	Dinner	Community Room
6:00 p.m.	Board Meeting	Rooms 2209-2211
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
 Meeting of February 10, 2010  
 6:00 p.m.  
 Rooms 2209-2211

1. Call to Order	Board Chair, Joe D. Campbell	
2. Roll Call	Patsy Bee Executive Assistant to the President	
3. Board Chair Report	Chairman Campbell	
<ul style="list-style-type: none"> <li>• Appointment of Audit Committee Chair</li> <li>• Board of Governors Retreat (April/May)</li> </ul>		
4. Possible Executive Session under the authority of WV Code §6-9A-4-2A		
5. Approval of Minutes (December 9, 2009).....		5
6. President's Report	Dr. Marie Foster Gnage President	
<ul style="list-style-type: none"> <li>• Budget Presentation</li> <li>• Staff Council Presentation</li> </ul>	Rodney Parker Staff Council President	
7. Committee Reports	Chairman Campbell	
<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> </ul>	Gerard El Chaar/Greg Smith Cindy Bullock Curtis Miller	
8. Action Items		
<ul style="list-style-type: none"> <li>• Approval of Comprehensive Master Plan</li> <li>• Proposed Policy Creating the Employee and Family Tuition Waiver Program</li> <li>• BAS in Criminal Justice</li> <li>• Roof Replacement Project</li> </ul>	Dr. Gnage .....9 Anthony Underwood .....13 VP Student Services Dr. Rhonda Richards.....20 Sr. VP Academic Affairs Dave White, Director.....24 Facilities and Grounds	
9. Information Items		
<ul style="list-style-type: none"> <li>• Elevator Control Upgrade</li> <li>• Heating and Air Conditioning Upgrade</li> </ul>	Dave White.....25 Dave White.....26	

- 10. Consent Agenda
  - Policy F-28, Regulation of Parking and Traffic.....27

11. Board Comments/Announcements

Upcoming Events at WVU Parkersburg:

- U. S. Air Force Band of Flight – Saturday, March 6, 2010-7:00 p.m. Multi-Purpose Room

The United States Air Force Band of Flight provides quality music and entertainment for a wide variety of official military, recruiting, and community relations events. Under the command of Major R. Michael Mench, the band travels nearly 60,000 miles each year from their home at Wright-Patterson AFB,

12. Next Meeting

Date: March 10, 2009  
Location: Room 2209-2211  
Time: 5:45 p.m.

13. Adjournment

**MINUTES**  
**WEST VIRGINIA UNIVERSITY AT PARKERSBURG**  
**BOARD OF GOVERNORS**

**December 9, 2009**

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, December 9, 2009 in the Caperton Center Auditorium at WVU Parkersburg beginning at 5:15 p.m. Board members present were: Joe Campbell, Cindy Bullock, Curtis Miller, Keith Burdette, Rock Wilson, Matthew Santer, Violet Mosser, William H. Hopkins, Teresa Wamer, and absent were Gerard ElChaar, Kennad Lee Skeen, II, and Gregory K. Smith. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included members of the WVU at Parkersburg Foundation Board of Directors, Legislators, administrators, faculty, staff, students, members of the community, and the media.

**1. Call to Order**

Mr. Campbell, 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 Campbell welcomed guests attending the meeting today, and thanked them for their support throughout the year.

Mr. Campbell explained the need for a Campus Development Committee noting the following:

This Board Committee will have responsibility for reviewing the College Facilities Master Plan to monitor the manner in which the college facilities serve the needs of constituents and how the college might meet future facilities needs guided by the mission, educational vision, and core values. The Committee will receive updates on proposed and active projects. The Committee will review recommendations for acceptance of gifts of property (land, facilities, and art for public purposes) and naming opportunities. Members will work with college administration on seeking gifts to expand/enhance the college's facilities and grounds. The Committee will make recommendations to the full Board.

Mr. Campbell appointed the following Board members to serve on Campus Development Committee: Cindy Bullock, Gregory Smith, Keith Burdette, Teresa Wamer, and Curtis Miller who will chair the committee. The committee will meet as needed.

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

Chairman Campbell entertained a motion to go into Executive Session. Ms. Mosser moved to go into Executive Session. Ms. Bullock seconded the motion. The motion passed. The purpose of Executive Session was an update on the President's Goals. At approximately 5:25 p.m., the WVU Parkersburg Board of Governors moved into Executive Session.

At approximately 6:10 p.m., Mr. Hopkins moved that the Board return from Executive Session. Mr. Burdette seconded the motion. Motion passed.

#### **5. Minutes**

Minutes of the regular Board meeting scheduled on November 4, 2009 were approved upon a motion by Mr. Burdette and second by Mr. Miller.

#### **6. President's Report**

President Gnage welcomed guests, and provided an update to the Board on campus activities since the last meeting. President Gnage shared with Board members the loss of a long-time adjunct faculty member, Mr. Elwood Fleming who recently passed away.

President Gnage introduced Ms. Teresa Wamer, President of WVU Parkersburg Student Government Association who made a presentation to the Board on activities, projects and events for this year.

#### **7. Committee Reports**

- Executive Committee – Mr. Joe Campbell, Chair  
Mr. Campbell reported that the Executive Committee met with the Faculty Senate Executive Committee during their meeting today. The Committee also reviewed information on the Memory Garden, Mission Statement, and Mercer Schedule.
- Audit Review Committee – Mr. William Hopkins, Chair  
Mr. Hopkins reported that the Audit Review Committee did not meet.
- Administrative Services Committee–Mr. Gerard ElChaar/Mr. Gerg Smith Co-Chairs

In the absence of Committee Co-Chairs, Mr. Burdette provided an update to the Board on campus renovations including the cafeteria which will be a six week project beginning mid-December. An update was also provided on Information Technology at the main campus and Jackson County Center; Human Resources issues; budget meetings; college mission statement and downtown center.

- Academic and Student Services Committee – Ms. Cindy Bullock, Chair

Ms. Bullock provided an update to the Board on Academic Affairs programs; goals; grants; faculty positions; and review of mission statement. In the Workforce and Community

Education area she provided an update on PAZ/process technology/; HEAPS funding for programs and an Enterprise Excellence Project. In the area of Student Services, she provided an update on enrollment and reporting; student ID project; ADA/”Universal Access” Project; and TRIO Student Services grant application.

## 8. Action Items

- WV Mission Statement

Following a report by President Gnage and questions/discussion by the Board members, Mr. Burdette moved that the following resolution be approved:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Mission Statement for West Virginia University at Parkersburg as presented. Mr. Miller seconded the motion. Motion passed.

- Proposed Policy Creating the Employee and Family Tuition Waiver Program

Following a report by Christine Post, Assistant Dean for Student Services (In the absence of the Anthony Underwood, Vice President for Student Services) and questions/discussion by the Board members, Mr. Burdette moved that the following resolution be approved:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy B-55, Employee and Family Tuition Waiver Program, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

Ms. Bullock seconded the motion. Following additional questions by Board member, the motion passed.

## 9. Information Items

- Agreement Between West Virginia University at Parkersburg and Western Governors University

Ms. Post provided information regarding the agreement between WVU Parkersburg and Western Governors University.

- New Programs Added to State Degree Inventory

Dr. Richards provided information regarding new programs added to state degree inventory.

- Faculty Emeriti

Dr. Richards announced two faculty members as faculty emeriti:

Lewis Rutherford, Professor of Speech from May 13, 1974 – August 15, 2009

Gary Waggoner, Professor of Biology and Chair of the Natural Sciences and Mathematics Division from July 1, 1972 – August 15, 2009

- Articulation Agreement for BA in Elementary Education with Eastern Community and Technical College

Dr. Richards presented information on articulation agreement with Eastern Community and Technical College.

**10. Consent Agenda**

No consent agenda items were presented.

**11. Board Comments/Announcements**

Upcoming Events at WVU Parkersburg:

- Holiday Luncheon: Wednesday, December 16, 2009, Noon, College Activities Center
- Commencement: Friday, December 18, 2009 - 7 p.m. College Activities Center

**12. Next Meeting**

The next regular meeting of the WVU at Parkersburg Board of Governors is scheduled for Wednesday, February 10 in rooms 2209-2211.

**13. Adjournment**

With no further business to be discussed, Mr. Burdette moved that the meeting be adjourned, Mr. Miller seconded the motion. Motion passed.

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

\_\_\_\_\_  
Joe D. Campbell, Chairman

\_\_\_\_\_  
Keith Burdette, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 10, 2010**

**ITEM:** Comprehensive Master Plan

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

**STAFF MEMBER:** Marie Foster Gnage  
President

**BACKGROUND:**

The Comprehensive Master Plan is designed to provide direction to West Virginia University at Parkersburg. The goal of the Plan is to ensure that the facilities and grounds establish an appropriate environment for teaching and learning that supports Campus programs and students. The Plan is a component of the Strategic Plan for the institution. All planning for WVU Parkersburg is guided by the college's mission.

In 2004 representatives from administration, faculty, staff, students, WVU Parkersburg Board of Advisors, and WVU at Parkersburg Foundation formed the team charged with developing the Master Plan. West Virginia University planners provided leadership and assistance in the Plan's development. The planning process began with a review of 1994 Facilities Master Plan and the 2004 update. The foundation for the Plan in its present form was a series of planning sessions and meetings in 2004. After review and discussion, the planning team agreed upon the following guiding principles:

- Support the mission, vision and values of the institution.
- Project a safe, secure and comfortable environment which fosters a shared sense of community.
- Mirror the institution's commitment to serving and being accessible to all students through its buildings, grounds, and spaces.
- Create space that is flexible to meet the diverse and future needs of students, and the campus and greater communities.
- Enhance heightened involvement/linkage of the community with the campus.
- Establish boundaries, perimeters, ingress and egress.
- Anticipate/respond to acquisition opportunities.
- Take into consideration that facilities planning supports the priorities of academic programs and student support services.
- Emphasize relationship building with the campus neighborhood, city, county region and state.
- Present a realistic vision of campus facilities and grounds.

After several meetings with general discussion and reviews of present space utilization, the team

determined the need for a day long “Charette.” The Charette focused on space utilization - both present and future needs, infrastructure, and desirable reconfigurations. Recommendations from the Charette furthered the discussion and helped to move the planning forward. The resulting Master Plan was then posted on the website for review to receive input and to respond to comments, questions, and concerns.

Updates are made to the Master Plan annually in response to new circumstances and opportunities, space utilization and infrastructure, academic program and student services needs are continually reviewed and that review is reflected in the Master Plan.

The college community may access the plan on the college’s Intranet.

The plan outlines the renovation and/or reconfiguration of classrooms/labs and offices, activities spaces, and addresses infrastructure needs including deferred maintenance. The plan also provides conceptualizations for new facilities and acquisitions: library, applied technology building, early childhood education laboratory and the Downtown Center. The plan does not include facilities for which preliminary discussions are just beginning with prospective donors. The campus will pursue community collaborations for residential, recreational and cultural facilities. The team believes that implementation of this plan will contribute to the fulfillment of the vision for West Virginia University at Parkersburg.

# Table of Contents

	<b>Page</b>
<b>I. INTRODUCTION</b>	
a. Mission	4
b. History	5
<b>II. SERVICE AREA MAP AND COMMUNITY ANALYSIS CENSUS INFORMATION</b>	7
<b>III. STRATEGIC PLAN</b>	10
<b>IV. PLAN OVERVIEW (Executive Summary)</b>	14
<b>V. WVU PARKERSBURG AT PRESENT</b>	16
a. Enrollment History/Expectations	
b. Academic Programs Inventory/Status	
c. Information Technology Status Report	
d. Facilities Data	
i. Property Holdings	
ii. Building Inventory and Condition Summary	
iii. Facilities Data Summary	
e. Space Inventory and Evaluation	
i. Academic Affairs Area	
ii. Student Services Area	
• Recreation	
iii. Workforce and Community Education	
iv. Infrastructure	
• Storage	
• Deferred Maintenance/Renovations/Completed Renovations	
• Present Condition of Facilities	
<b>VI. PLANNING FOR THE FUTURE</b>	54
a. Introduction to Planning Assumptions	
b. High School Service Area	
c. Labor Force Data	
d. Resource Development	
e. Facilities Plan	
• Summary of Plans: Facilities Needs	
• Deferred Maintenance and Infrastructure	
• Renovations/Reconfigurations/Relocations/	
• Reassignment of Space	

- Future Goals
- Infrastructure Projects
- New Space to Accommodate Growth in Enrollment and
- Expansion of Programs
  - Early Childhood Development Lab/Center
  - Tech Building
  - Library
- Campus Landscape Architecture
- WVU Parkersburg Physiographic Features

**VII. APPENDIXES**

93

- a. Institutional Plans
  - i. Academic Plan
  - ii. Enrollment Management Plan
  - iii. Technology Plan
- b. Institutional Compact
- d. Charette Recommendations

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 10, 2010**

**ITEM:** Proposed Policy B-55

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy B-55, Employee and Family Tuition Waiver Program, without revision.*

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

**BACKGROUND:**

The proposed policy was presented to the Board of Governors on December 9, 2009, and a public comment period, exceeding the minimum 30 days, followed ending on January 18, 2010.

A list of comments received is attached. The institution's response to these comments is included and supports this recommendation for approval without revision.

Upon approval by the Board, this program will provide undergraduate tuition waiver benefits for full-time benefits eligible employees of West Virginia University at Parkersburg and their qualified spouses or dependant beginning with the Fall, 2010, semester.

The attached copy of the proposed policy is recommended for approval without revision.

**Comments received Regarding  
Proposed Policy B-55, Employee and Family Tuition Waiver Program  
Comment Period: December 11, 2009 – January 18, 2010**

**Submitted on 12/11/09:**

*4.3 Students must be pursuing a degree or program that is one academic level higher than the one the student currently holds.*

What about individuals who need continuing credits to maintain certification in a particular field? Does this exclude them from taking a class?

What about individuals seeking to improve skills not necessarily obtain an additional degree? Are they excluded from picking up a computer class or other class?

What about individuals who have lost their jobs and need a different degree to become more marketable? Are they excluded if they want a two year health related degree and currently have a four year degree in another subject area?

Wouldn't you want to stipulate that if a class has a waiting list for paying students that an individual may be excluded or placed in another section?

I think consideration of the job market and the economic state of our country should be taken into account and the limits on type of degree removed.

---

Teachers don't make a whole lot of money for all the degrees they've attained. The teachers and employees at the school deserve this gift.

---

**Submitted on 12/14/09:**

What about spouses who already have a four year degree or more but want to re-train to enter a different job field? For example, my husband already has a Master's Degree, but if he decided he wanted to enter an entirely new job field such as Welding or Criminal Justice, he would not be covered under this policy. With so many people losing their jobs right now, I am sure there are some that are considering a complete change of career path.

---

I am very supportive of the proposal to offer tuition waivers for employee dependents and spouses. This is a benefit offered through many educational institutions and I would 100% support this proposal.

---

Is this policy proposal implying that only full time employees with benefits and their spouses receive tuition waivers? What about professors?

---

**Submitted on 12/15/09:**

I just looked over the proposed policy for the tuition waiver program. I have been very interested in this, wondering if I could take any classes tuition free here at WVUP. I have questions on the following sections:

Section 4.3 Students must be pursuing a degree or program that is one academic level higher than the one the student currently holds.

AND 4.4 Students may use this benefit until they earn 144 credit hours or earn a bachelor degree

Since I already have a bachelor's degree, am I exempt from taking a class tuition free?

I have been thinking about taking some computer classes, perhaps a foreign language class, and perhaps a music class. The computer classes would be to my job benefit. The others would just be for personal benefit. If I read the proposed policy correctly, I would not be eligible for a tuition waiver for any of these classes.

Could there be any consideration for employees to take classes for job or personal benefit?

---

**Submitted on 12/16/09:**

The tuition waiver should not be restricted to courses that are one degree higher than your current degree. This makes the entire nursing department ineligible to take courses.

Thank you for your consideration

---

**Submitted on 1/03/10:**

This policy is in line with similar policies at many institutions of higher learning across the country and I believe it is time WVUP makes these benefits available to their staff and families.

---

**Submitted on 1/05/10:**

Great opportunity for our faculty.

I would like opportunities for my spouse and I to take any level of course - for credit, audit, pass or fail. We both have Master's Degrees and I am concerned with the proposal to enroll in courses in disciplines higher than our existing degrees.

I understand six hours is all a faculty person can take but what about summer terms? could additional credit be earned?

What about acquiring other degrees such as certificates, associate degrees, bachelor's degrees, etc.?

I would really love to take online courses not offered on our campus; I would like to take a course such as the one offered by Dr. Edith Rechter Levy Holocaust Survivor - I don't have the exact course name or location.

What about textbooks?

If a course could be brought to our campus and there was enough enrolled faculty, could this course count?

Those are the type of thoughts I have.

---

## **Institution's Response to Comments Regarding Proposed Policy B-55, Employee and Family Tuition Waiver Program**

It is important to note that the tuition waiver program described in this policy proposal is not the only source of financial aid available. Individuals who are not eligible for the undergraduate tuition waiver benefits described here may be eligible for other forms of institutional, state and federal aid.

Due to the limited nature of the funding, eligibility limits were a necessary element of the policy proposal. Therefore, deference was given to those persons who had yet to take the opportunity to earn an undergraduate degree. Consequently, this proposed policy does not cover anyone who already has a bachelor's degree or 144 transferable credit hours, consistent with current federal financial aid guidelines and limits.

Funding for this benefit will be derived from the state tuition waiver system and will not impact the current projected budget for those scholarships currently funded by that same source. If the state higher education system were to grant institutions a higher level of funding specifically for this program, a broader definition of eligibility could be considered.

In regard to the comment suggesting a stipulation that waivers would only be available for classes without a waiting list, the level of complexity required to manage and maintain such a distinction during the registration process would demand a level of resource dedication as to be impractical.

**POLICY B-55**  
**EMPLOYEE AND FAMILY TUITION WAIVER PROGRAM**

*Section 1. General*

1.1 This policy establishes an Employee and Family Tuition Waiver Program for West Virginia University at Parkersburg

1.2 Authority. – W. Va. Code [§18B-10-5](#)

1.3 Effective Date. –

**Section 2. Purpose**

2.1 To provide tuition waiver benefit for the full-time benefits eligible employees of West Virginia University at Parkersburg and their qualified spouses or dependants beginning in the Fall, 2010 semester.

**Section 3. Tuition**

3.1 All qualifying employees who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients may be granted six (6) credit hours of tuition per semester. Employees must seek permission of their direct supervisor to qualify for the benefit.

3.2 All qualifying spouses and children who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients may be granted up to full time tuition per semester.

3.3 Applications for a tuition waiver must be submitted and will be awarded on a semester basis.

3.4 The Employee and Family Tuition Waiver Program will be the last source of grant or scholarship funds contributed to each student, wherein all other grants and scholarships must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition, when taken into aggregate with other forms of scholarship, waivers, or grants.

**Section 4. Qualifications**

4.1 To qualify for the benefit, a student must be either be a full-time benefits eligible employee of the college, a current spouse of such an employee, or a biological or legally adopted child of such an employee 24 years of age or younger who is a legal dependent of the employee.

4.2 This fee waiver will not be available for high school early admissions students until they are applying for general, post-secondary admission.

- 4.3 Students must be pursuing a degree or program that is one academic level higher than the one the student currently holds.
- 4.4 Students may use this benefit until they earn 144 credit hours or earn a bachelor degree, whichever is first to occur.
- 4.5 Employees who are also spouses or children of other employees will be considered an employee only for the purposes of this benefit.
- 4.6 Those wishing to participate in the program must apply for the benefit for each semester of use. The deadlines for application will be determined and publicized by the Division of Student Services.
- 4.7 Only those classes being taken during the fall and spring semesters will be eligible for the program.

**Section 5. Budget**

- 5.1 The budget for the tuition waiver benefit program will be derived from the regular tuition waiver allotment as defined by the State of West Virginia and the President of the college.
- 5.2 The college reserves the right to limit the use of funds for the program at the discretion of the President in consultation with the Board of Governors.
- 5.3 The program may be placed into suspension by the WVU at Parkersburg Board of Governors with a six month notice to the college community.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 10, 2010**

**ITEM:** Bachelor of Applied Science in Criminal Justice

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Bachelor of Applied Science in Criminal Justice degree program at West Virginia University at Parkersburg.

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

**BACKGROUND:**

West Virginia University at Parkersburg currently offers an Associate of Applied Science degree in Criminal Justice. To provide further career ladder options for these students as well as new students, it is proposed that a Bachelor of Applied Science in Criminal Justice is added to the curriculum. The attached program of study has been approved by the College-Wide Curriculum Committee, the Senior Vice President for Academic Affairs, and the President. Upon approval by the West Virginia University at Parkersburg Board of Governors, the following timeline will be implemented:

March 2010 Letter to WV Higher Education Policy Commission adding the new Criminal Justice major under BAS degree program to the inventory for WVU Parkersburg.

March 2010 Advertise for the new BAS in Criminal Justice program.

March 2010 Accept fall 2010 registrations for the new program.

August 2010 Roll out the new BAS in Criminal Justice Program and enroll the first group of students.

**Criminal Justice  
Bachelor of Applied Science Degree**

**Core CJ courses:**

Area & #	Title	Credits
CJ 111	Introduction to Criminal Justice	3
CJ 112	Criminal and Constitutional Law	3
CJ 123	Introduction to Corrections	3
CJ 213	Probation and Parole	3
CJ 232	Criminology	3
CJ 291	Internship	3
CJ 312	Ethics in Criminal Justice	3
CJ 331	<i>Criminal Investigations</i> (Change Course Number)	3
CJ	Electives (Criminal Justice Classes)	21
<b>Total</b>		<b>45</b>

**Two possible track options:**

<b>Administration of Justice Track</b>
--

Electives: 300 or higher classes (CJ )	12	
EMED 130	Emergency Response to Terrorism	3
ENGL 107	Tech Writing	3
PSYC 231	Leadership & Human Development	3
MGMT 214	Personnel Supervision	3
SOC 107	Social Problems	3
SPCH 304	Human Communications and Rational Decisions or	
SPCH 308	Nonverbal Communication or	
SPCH 404	Persuasion – Theory and Research	3
POLS 220	State and Local Govt	3
CJ 460	<i>Capstone Course</i>	1
	<b>Total</b>	<b>34</b>

<b>Crime Scene Investigations Track</b>
---

CJ 150	Police Report Writing	3	
CJ 375	Police Photography ( <i>Change to Crime Scene Photography</i> )	3	
CJ 280	Forensic Pathology ( <i>Change to Death Investigations</i> )	3	
CJ 315	<i>Police Technology</i>	3	
CJ 321	<i>Evidence Collection and Handling</i>		3
CJ 330	<i>Firearms and Ballistics</i>	3	
CJ 341	<i>Fingerprints and Trace Evidence</i>	3	
CJ 355	Forensic Science ( <i>Change to Crime Scene Investigations</i> )	4	
CJ 388	<i>Bloodstain Patterns</i>		3
HPER 172	Standard First Aid	2	
ENGL 107	Tech Writing	3	
SPCH 308	Nonverbal Communication	3	
CJ 460	<i>Capstone Course</i>	1	

<b>CJ Elective Courses</b>		<b>Total</b>	<b>37</b>
CJ 121	Police Admin and Supervision	3	
CJ 122	Police Community Relations	3	
CJ 143	Principles of Private Security	3	
CJ 150	Police Report Writing	3	
CJ 160	Crisis/Domestic Communications		3
CJ 211	Criminal Behavior	3	
CJ 230	Women and Crime	3	
CJ 245	Victimology	3	
CJ 255	Drugs in America	3	
CJ 270	Courtroom Procedure	3	
CJ 375	Police Photography ( <i>Change to Crime Scene Photography</i> )	3	
CJ 280	Forensic Pathology ( <i>Change to Death Investigations</i> )	3	
CJ 313	Criminal Procedures	3	
<i>CJ 315</i>	<i>Police Technology</i>	3	
<i>CJ 321</i>	<i>Evidence Collection and Handling</i>		3
<i>CJ 330</i>	<i>Firearms and Ballistics</i>	3	
CJ 339	Organized Crime	3	
<i>CJ 341</i>	<i>Fingerprints and Trace Evidence</i>	3	
CJ 351	Criminalistics	3	
<i>CJ 355</i>	<i>Forensic Science (Change to Crime Scene Investigations)</i>	4	
CJ 360	Fraud Examinations	3	
CJ 372	Police Tactics	3	
CJ 388	<i>Bloodstain Patterns</i>		3

### **General Education Requirements**

#### **Social Sciences**

PSYC 101	Intro to Psychology	3	
PSYC 281	Abnormal Psychology	3	
PSYC 365	Forensic Psychology	3	
		<b>Total</b>	<b>9</b>
SOC 101	Intro to Sociology	3	
SOC 233	Juvenile Delinquency or		
SOC 235	Race Relations or		
SOC 232	Criminology	3	
		<b>Total</b>	<b>6</b>
HPER 172	Standard First Aid (required for CSI Track) or	2	
HPER 215	Personal/Community Health or	2	
HPER 221	Police Physical Agility	3	
		<b>Total</b>	<b>2-3</b>
POLS 101	Elements of Dem. Govt. or	3	
POLS 102	Am. Fed Gov.	3	
		<b>Total</b>	<b>3</b>
<b><u>Communication</u></b>			
ENGL 101	Composition I	3	

ENGL 102 Composition II	3
SPCH 111 Fundamentals of Speech	3
SPAN 103 <i>Spanish for First Responders</i>	3
<b>Total</b>	<b>12</b>

**Mathematics and Sciences**

MATH 126 College Algebra or higher	3-4
Two Lab Science courses for Admin of Justice track or	4-8
One lab science with CSI track	
CS 101 Intro to Computing	3
<b>Total</b>	<b>10-15</b>
<b>Gen Ed Total</b>	<b>48-54</b>

**Degree Totals:**

<b>Administration of Justice Track</b>	<b>127-129</b>
<b>Crime Scene Investigations Track</b>	<b>127-129</b>

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 10, 2010**

**ITEM:** Roof Replacement Project

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

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

**BACKGROUND:**

Replacement of the 23-year-old roof over the student lounge section of the main building and the 27-year-old roof over the three-story classroom tower is projected to begin early in April, 2010. The total cost of this project is anticipated to exceed \$250,000, requiring approval by the Board of Governors. Funding for this project will come from stimulus “backfill” dollars provided to WVU at Parkersburg to offset earlier budget reductions. Replacement of the roof over the three-story tower is a necessary corrective action for safety, facilities maintenance, and insurance purposes.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 10, 2010**

**ITEM:** Elevator Control Upgrade

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

Following the installation of a new fire alarm system in 2009 which was required by the State elevator safety code, a project will begin at the end of May, 2010, to upgrade all elevator controls in the main building. The upgrade will bring the elevators into compliance with Fire Marshall and ADA standards and will include a fireman recall system. Elevators in this building are 41, 26, and 23 years old. Estimated cost for the project is \$70,000 and will be covered by capital repair and alteration funds.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 10, 2010**

**ITEM:** Heating & Air Conditioning Upgrade

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

WVU at Parkersburg has received \$250,000 in federal stimulus dollars for the purpose of upgrading the ten-year old heating, ventilation, and air conditioning system in the Caperton Center for Applied Technology. This upgrade will correct environmental deficiencies and will involve the removal of four oversized units, which will be replaced by one properly sized unit, including ductwork. Suspended ceilings will be installed over the instructional bays to achieve a plenum air return system. The project is scheduled to begin on June 9, 2010.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 10, 2010**

**ITEM:** Policy F-28, Regulation of Parking and Traffic

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors concurs with non-substantive alterations specific to WVU at Parkersburg with the transfer of WVU Board of Governors Policy 28 to the WVU at Parkersburg Board of Governors, re-numbered as F-28.

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

**BACKGROUND:**

As directed by H.B. 3215, effective July 1, 2008, policies adopted by the West Virginia University Board of Governors will continue in effect for WVU at Parkersburg until they are rescinded, revised, altered or amended by the West Virginia University at Parkersburg Board of Governors.

Non-substantive alterations are proposed in the policy on "Regulation of Parking and Traffic," originally adopted by the WVU Board of Governors to make the document specific to WVU at Parkersburg. A copy of the policy reflecting edits is attached.

In addition, a re-numbering system to organize policies into functional categories results in an updated number for this policy to F-28. The 30-day review period is not required for non-substantive alterations of transferred policies.

With the consent of the WVU at Parkersburg Board of Governors the edited version of this policy will be posted on the Board's web page, as required.

West Virginia University at Parkersburg Board of Governors

**POLICY F-28  
REGULATION OF PARKING AND TRAFFIC**

**Section 1: General**

- 1.1 Scope. Rule regarding the regulation of parking and traffic at West Virginia University at Parkersburg ~~and its regional campuses (each individually, a “campus”, and collectively, the “WVU campuses”), including divisions.~~
- 1.2 Authority. W. Va. Code [§18B-4-6](#)
- 1.3 Effective Date. August 31, 2007  
(Transferred from WVU Board of Governors on July 1, 2008)

**Section 2: Parking and Transportation Procedures**

- 2.1 West Virginia University at Parkersburg ~~and its regional campuses~~ shall ~~each~~ establish a set of campus policies and procedures consistent with this Policy and applicable law, which shall be set forth in a parking and transportation guide or similar publication that shall be available on the campus’s public web site and in printed form at a central location. The guide will include, without limitation and as applicable, maps of all parking lots, rates, hours, and restrictions, procedures for obtaining parking permits, appealing a citation, paying a citation, claiming an impounded vehicle, obtaining temporary or visitor permits, ~~schedules for university transportation and related services~~, and such other provisions as may be appropriate to effectuate the purposes and provisions of this Policy. Any changes to campus policies and procedures must be publicized by appropriate means prior to implementation and, to the extent applicable, comply with the requirements of West Virginia Code Section 18B-1-6.

**Section 3: Parking Management**

- 3.1 Parking: General
- 3.1.1 The Board of Governors requires West Virginia University at Parkersburg ~~and its regional campuses~~ to provide orderly parking for faculty, staff, students, and visitors, to protect pedestrians and assure access to all buildings and parking areas for fire fighting and other emergency equipment. ~~Each campus~~ The institution shall have a designated campus official who is charged with development and enforcement of campus parking and traffic policies and procedures.
- 3.1.2 ~~Each campus~~ The institution may provide for any or all of the following:
- 3.1.2.a ~~Long term lots and short term lots, including hourly lots, which will be marked and an up-to-date map kept by the campus parking office;~~
  - 3.1.2.b Visitor parking, where “visitor” is defined as a person who is not a faculty, other employee or student;
  - 3.1.2.c Designated free parking locations;
  - 3.1.2.d Disability parking in compliance with Section 5 of this policy, below, and applicable law;
  - 3.1.2.e Temporary and special event parking; and
  - 3.1.2.f Permit parking, for which the University college may charge a fee, or metered or similar parking, for

designated lots, including, where determined by the campus, lots requiring permits for only certain times of the day. ~~Parking fees for both short term and long term lots may vary by location.~~

- 3.1.3 Parking lots shall be numbered or otherwise named and special restrictions will be posted clearly at the entrance(s) to each parking area, as well as on the ~~parking office~~ web site and available in printed form at the campus parking security office.
- 3.1.4 WVU ~~at Parkersburg and its regional campuses~~ shall assume no responsibility for vehicles and/or protection of vehicles or their contents from third party damages at any time while they are parked, legally or illegally, on University college property.

## 3.2 Parking Permits

- 3.2.1 **Eligibility and Issuance:** Faculty, staff, and students are eligible to apply for a permit. ~~Each campus~~ The institution may provide that permits will not be issued or renewed to persons with outstanding fines owed ~~to that campus~~. The parking and transportation guide will provide for specific instruction about the permit application process.
- 3.2.2 **Use of Permits:** ~~Each campus~~ The institution shall establish procedures for the issuance and use of permits, including, without limitation, the permit application and renewal process; permit fees; use and display of permits; and issuance of disability permits in compliance with the Americans with Disabilities Act and all other applicable law. Permit renewal procedures may be on an annual or more frequent basis, and may distinguish between students and faculty and staff. ~~Each campus~~ The institution shall provide timely notice of renewal deadlines and processes.
- 3.2.3 **Temporary and nonrecurring business:** ~~Each campus~~ The institution may assign permits for specific lots, and may issue permits allowing access to more than one lot, whether on a time-limited or unlimited basis. Determination of how lot access is assigned shall be left to the designated official, who shall make such determinations based on required travel within campus, frequency of travel within and outside of campus, work hours and safety, among other considerations. Abuse of these inter-campus parking privileges may result in fines and/or suspension of the parking permit.
- 3.2.4 **Permits are nontransferable.** The campus parking security office may specify that permits purchased by individuals departing WVU ~~at Parkersburg or one of its regional campuses~~ may not be given or sold to another.
- 3.2.5 **Fraudulent Use:** ~~Each campus may provide that~~ Stealing, altering, or manufacturing parking permits for the purpose of obtaining parking services under false pretenses is considered a violation and subject to a fine and/or prosecution.
- 3.2.6 **Payment:** Procedures shall establish acceptable methods of payment, which may include, as appropriate, cash, credit, or debit cards, check, and payroll deduction in accordance with applicable laws.
- 3.2.7 **Refunds:** Procedures ~~for each campus~~ shall specify the circumstances, if any, under which refunds shall be granted for parking permit fees; provided, however, that the procedures shall provide a mechanism for a permit holder to stop payroll deductions or similar periodic automatic payment methods when the permit issued to that individual is returned to a specified campus location. Any permit obtained under false pretences shall be revoked without right of refund.
- 3.2.8 **Lot Full:** The purchase of a permit does not guarantee a parking space in a specific area or space. Lack of space is not considered a valid reason for violation of a regulation. ~~Each campus~~ The institution may provide for alternative procedures in the event of lack of space.

### 3.3 Parking Citations

#### 3.3.1 Citations may be issued for:

- 3.3.1a Parking in any paid or restricted parking area without a valid permit;
- 3.3.1b Parking in any area other than the areas authorized for by the permit on display;
- 3.3.1c Parking in an area inconsistent with the posted hours or other restriction, unless specific accommodation granted by the authorized personnel;
- 3.3.1d Parking in short-term lots without paying the parking fee and/or having an expired ticket;
- 3.3.1e Blocking other vehicles, roadways, fire lanes, crosswalks, or fire hydrants;
- 3.3.1f Parking on sidewalks, grass, yellow lines, at yellow curbs/bumper blocks, in no-parking or non-designated parking areas, loading and unloading areas, bus loading and unloading zones, blocking entrances to or exits from buildings, and students or employees parking in visitor areas;
- 3.3.1g Failure to park within marked spaces in lots where spaces are marked;
- 3.3.1h Entering any area of the campus that has been closed by the use of barricades or other traffic devices;
- 3.3.1i Failing to report an accident involving motor vehicles on campus to the appropriate campus office;
- 3.3.1j Parking vehicles so that decals, permits, or license plates cannot be seen, or are not displayed on the vehicle;
- 3.3.1k ADA parking violations; and
- 3.3.1l Traffic related violations.

### 3.4 Fines and Penalties

#### 3.4.1 ~~Each campus~~ The institution shall be authorized to assess and collect fines and penalties for violation of parking regulations and for traffic citations to the fullest extent authorized under applicable law, subject to this Policy. ~~Each campus~~ The institution shall establish a procedure for the assessment and collection of such fines and penalties. The procedure may include, without limitation:

- 3.4.1a Time limits for responding to parking or traffic citations;
- 3.4.1b Methods for payment, including, in the designated official's discretion, cash, certified check, money order, credit card, or online payments and other expedited payment methods;
- 3.4.1c Notification procedures for issuance of citations;
- 3.4.1d Sanctions for failure to pay a fine or penalty, which may include issuance of an arrest warrant or summons to appear in court and/or referral to a collection agency in accordance with state law;
- 3.4.1e Restrictions for employees with outstanding fines, which may include revocation of permit without refund and the inability to renew parking permits without paying all outstanding fines;
- 3.4.1f Campus penalties for students without outstanding fines, which may include restriction from registering for classes, receiving transcripts, revocation of permit without refund, and other campus privileges; and
- 3.4.1g Procedures for towing cars with outstanding tickets in accordance with state law.

#### 3.4.2 The person in whose name a parking permit or decal is issued will be held responsible for any violation involving the vehicle.

#### 3.4.3 ~~Each campus~~ The institution shall set fines and penalties which shall be in compliance with applicable law.

### 3.5 Appeal of citation or fine

- 3.5.1 ~~Each campus~~ The institution will provide for an appeals process for persons receiving a notice of violation. The procedure for the appeal shall outline the steps that, at a minimum, provide a means by which the person receiving a citation can appeal the citation to the campus parking office and for any such person to request a hearing officer to be appointed by the designated campus official. The decision of a hearing officer may only be appealed to the local court by a plea of not guilty to the ruling and citation. All appeals must be filed within ten (10) calendar days from the date of the citation. The institution assumes no responsibility after a citation has been issued.
- 3.5.2 The parking appeals process shall be for campus parking violations only. City, county, or state parking and traffic citations are handled within their own jurisdictions

### **Section 4: Towing and Impoundment**

- 4.1 A vehicle may be subject to towing/impoundment for any of the following circumstances, as set forth in campus procedures.
- 4.1.1 Impoundment after accumulating five (5) or more past due parking citations. ~~WVU's main campus has decided not to impound for citations accumulated in short term parking areas.~~
- 4.1.2 No identifying numbers visible on the vehicle (no license plate or the VIN is blocked from view)
- 4.1.3 Presence of a safety hazard to others
- 4.1.4 Parking in ADA designated spaces without the proper permit
- 4.1.5 Failure to surrender parking area permit or to move vehicle from assigned area for construction or repairs
- 4.1.6 For other reason(s) authorized by law
- 4.2 ~~Each campus~~ The institution may provide for direct payment by vehicle owners, or for payment by the campus with a right to seek reimbursement from the owner for this cost, including for the reasonable cost of keeping the vehicle in a designated area. Until payment of these costs, the campus may retain possession of the vehicle and shall have a lien on the vehicle for the amount due, as authorized by West Virginia Code Section 38-11-14.
- 4.3 ~~Each campus~~ The institution shall provide a method for identifying vehicles which are subject to towing based on past due citations; vehicles shall be so listed before they are towed based on past due citations. Towing for any other authorized reason may occur with or without advance posting. ~~All campuses~~ The institution shall have no obligation to inform owners individually; posting on website or other reasonable methods shall suffice as the minimum standard for notification.
- 4.4 Payment in full shall be required for all outstanding violations prior to the release of an impounded vehicle. Any associated campus restrictions shall not be lifted until payment is made and/or check clears through the campus parking office.
- 4.5 Abandoned vehicles may be disposed of in accordance with applicable law.

### **Section 5: Americans with Disabilities (ADA) Information**

- 5.1 ~~Each campus~~ The institution shall comply with the Americans with Disabilities Act, including as it applies to parking and transportation services.
- 5.2 Persons with valid accessibility placards or plates legally issued may park in designated accessibility spaces on campus.
- 5.3 Procedures for obtaining a disability permit will be included in the Parking and Transportation guide.
- 5.4 Towing shall be strictly enforced from ADA areas.
- 5.5 Disability spaces are not to be used to drop off or pick up materials by persons not having valid permits to park.
- 5.6 Persons violating ADA parking rules and laws shall be subject to the penalties listed in these rules and provided in state code.
- 5.7 Disability permits may only be used by the person to whom they are issued or when that person is being “dropped off” or “picked up.” Relatives, friends, or associates for their personal convenience may not use the permit. Such use shall be a violation of state code and may result in revocation of the permit.

**Section 6: Traffic**

- 6.1 All motor vehicles (motor driven or manually powered transportation conveyances) shall be subject to campus traffic regulations and West Virginia state law while on campus.
- 6.2 The maximum speed on campus roads shall be 25 15 miles per hour unless otherwise posted. Speed may be monitored by electronic means and campus police are authorized to issue citations for traffic violations
- 6.3 Pedestrians shall be given the right-of-way at all designated crosswalks as prescribed by state code
- 6.4 Motorcycles and motor scooters cannot be operated or parked on campus walkways or lawns
- 6.5 The campus public safety department shall have primary responsibility to enforce laws on the campus roadways.