

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JANUARY 10, 2018
AGENDA**

Members

Sam Winans, Board Chair
Donna Smith, Vice Chair
Steve Hardman, Secretary
Jeff Matheny
Joseph Oliverio
Jason Landers

Cheryl Donohoe
John Denbigh
John Hushion
Chris Cunningham
Cody Irick
Austin Grimmett

Dr. Jane Milley
Interim President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, January 10, 2018

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch – Dr. David Lancaster	1300A(Rehearsal Room)
2:00 p.m.	Administrative Service Committee	President's Board Room
2:00 p.m.	Academic & Student Services Committee	1300B(Community Board Rm)
3:15 p.m.	Board Meeting	1300A(Rehearsal Room)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of January 10, 2018
 Rehearsal Room
 3:15 p.m.

1.	Call to Order	Board Chair, Sam Winans
2.	Roll Call	Brady Whipkey Executive Assistant to the President
3.	Board Chair Report	Chairman Winans
4.	President’s Report	Dr. Jane Milley, Interim President
5.	Approval of Minutes	
	<ul style="list-style-type: none"> • Regular Meeting – November 8, 20175 	
6.	Committee Reports	
	<ul style="list-style-type: none"> • Executive Committee • Administrative Services Committee • Academic and Student Services Committee 	Sam Winans Steve Hardman Donna Smith
7.	Action Items	
	<ul style="list-style-type: none"> • Procedures for Presidential Search • 2017-2018 Budget Revision • Approval of executive search firm to assist with the recruitment of the next WVU-P President • Approval of utilization of reserve funds for the construction of nursing skills & simulation labs • Renaming of Room 1300A 	Chairman Winans.....9 Alice Harris, VP Finance & Administration.....12 Alice Harris, VP Finance & Administration.....13 Alice Harric, VP Finance & Administration.....14 Senta Goudy, Foundation Executive Director.....16
8.	Consent Items	
	<ul style="list-style-type: none"> • Approval of Revised Policy D-51, Admission to West Virginia University at Parkersburg • Undergraduate Tuition and Fee Waivers 	Anthony Underwood, VP Student Services.....17 Anthony Underwood, VP Student Services.....25

• Proposed Revision of Policy E-20, Awarding of Student Tuition and Fee Waivers	Alice Harris, VP Finance & Administration.....26
9. Information Items	
• Fiscal Update	Alice Harris, VP Finance & Administration.....29
• 2017-18 Holiday Schedule (Revised)	Dr. Milley, Interim President..30
10. Board Comments/Announcements	
11. Next Meeting February 14, 2018; President’s Board Room	
12. Adjournment	

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
November 8, 2017

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday November 8, 2017, in the President's Board Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Sam Winans, Donna Smith, Steve Hardman, Jeff Matheny, Joe Oliverio, Jason Landers, Cheryl Donohoe, John Denbigh, John Hushion, Chris Cunningham, Cody Irick, and Austin Grimmett. Others present included Dr. Fletcher Lamkin and Brady Whipkey.

Guests present included administrators, faculty, and staff.

1. Call to Order

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

2. Roll Call

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

3. Board Chair Report

Chairman Winans, stated three years ago as the Board of Governors began a search for the next President of WVU at Parkersburg. That search resulted in the appointment of Dr. Lamkin who came and made the needed changes and put in place the VP's and administrators, to do the job to move the College in the right direction. Dr. Lamkin began his presidency with Gerard El Chaar as the Board of Governors Chair followed by Jeff Matheny, who took over as Board Chair. Dr. Lamkin requested to have his contract terminated and asked Dr. Milley if she would serve as Interim President. Chairman Winans said they would work diligently to find a replacement for Dr. Lamkin but would be hard pressed to find the next President of Dr. Lamkin's caliber.

4. President's Report

Dr. Lamkin thanked Mrs. Lamkin for all the hard work she has done to help boost morale around the College with events. He would not have been able to accomplish what he did here without her support.

Next Dr. Lamkin reported that we are managing within our budget parameters. The College has received its third squeaky clean audit in a row. Alice Harris and her team deserve great credit for this success. VP Harris sent a calculation that 73% of our payroll goes to employees who directly impact students.

Dr. Lamkin then reported that as his final day as President approached, he can only offer sincere thanks to a supportive Board, a competent team of vice presidents, a talented faculty and hardworking dedicated staff. With the support of the Board, the leadership of Dr. Milley, an excellent faculty, and a supportive staff, the College will continue to be

successful.

5. Approval of Minutes

The minutes of the Regular Board meeting of September 13, 2017, were approved upon a motion by Mr. Oliverio, seconded by Mr. Grimmitt.

The minutes of the Emergency Meeting of October 23, 2017, were approved upon a motion by Mr. Denbigh, seconded by Mr. Oliver.

6. Committee Reports

- Executive Committee

Chairman Winans reported that the Executive Committee met to discuss the Presidential Search Qualities and the Presidential Transition.

- Administrative Services Committee:

Mr. Hardman reported that the Administrative Services Committee met and discussed renovations being done to facilities and campus. A report was received on the position vacancies, and new hires. A report was received on marketing and communication efforts, alumni news and development update. A report was received on financial budget updates.

- Academic and Student Services Committee:

Ms. Smith reported that the Academic and Student Services committee met. A report was received on HLC Accreditation, spring schedule development and the Center for Teaching Excellence. A report was received on WED programs. A report was received on Leadership Fellows and analysis of Enrollment Data for Outreach Improvement.

7. Executive Session

Chairman Winans asked for a motion to move into Executive Session to discuss the Presidential Search Procedures, Search Committee, and Description of Qualities and Characteristics. Mr. Matheny moved to adjourn to Executive Session. Mr. Oliverio seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:35 p.m. Chairman Winans announced that the Board would return to the regular meeting at 4:17 p.m. Mr. Oliverio moved to return to regular session. Mr. Grimmitt seconded the motion. Motion passed.

8. Action Items

- Approval of FY 2017 Audit

Alice Harris, VP Finance and Administration, presented the proposal to accept the audit as presented. A copy of the audit was presented to the members to review prior to the meeting. Ms. Harris provided an overview of the audit and answered questions by the members.

Ms. Donohoe moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Audit report for fiscal year ending June 30, 2017 as submitted.

Mr. Grimmatt seconded the motion. The motion passed.

- Procedures for Presidential Search

Mr. Denbigh made the motion to approve the following resolution with the change that the college would submit an RFQ to hire a search firm to assist with the search.

Resolved, That the West Virginia University at Parkersburg Board of Governors approved procedures governing the Presidential Search process.

Mr. Oliverio seconded the motion. The motion passed.

- Appointment of Presidential Search Committee

Mr. Denbigh made the motion to approve the following resolution to allow the Search Committee to act on behalf of the Board to work with a Search Firm and report back to the Board at a later date with a list of candidates.

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes the chair to appoint a Presidential Search Committee.

Mr. Oliverio seconded the motion. The motion passed.

Chairman Winans, announced the list of individuals that would be receiving a letter appointing them to the committee.

- Description of Presidential Qualities and Characteristics

Mr. Denbigh made the motion to approve the following resolution to determine a statement of characteristics and qualities which the new president should possess.

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a description of qualities and characteristics to be sought in a new president.

Mr. Oliverio seconded the motion. The motion passed.

9. Information Items

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of October 31, 2017. With review and discussion, Ms. Harris answered questions from the members.

10. Board Comments/Announcements

Chairman Winans, took this opportunity to thank Dr. Lamkin for all he has done for the College and community and presented him with the College Replica Bell.

11. Next Meeting

January 10, 2018, President's Board Room.

12. Adjournment

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held on January 10, 2018.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Sam Winans, Chairman

Steve Hardman, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of January 10, 2018**

ITEM: Procedures for Presidential Search

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves procedures governing the Presidential Search process.

STAFF MEMBER: Sam Winans, Chair

Pursuant to Title 135 Legislative Rule, Series 5, of the WV Council for Community and Technical College Education, Section 2.1, "Upon the occurrence of a vacancy in the position of president...The governing board shall adopt a procedure, consistent with this rule, governing the search." The attached procedure is recommended for adoption by the Board.

West Virginia University at Parkersburg Board of Governors
PRESIDENTIAL SEARCH PROCEDURES
January 10, 2018

Upon the occurrence of a vacancy in the position of president at West Virginia University at Parkersburg, the Board of Governors shall undertake a search for a new president. The following procedures, in accordance with Title 135 Legislative Rule, Series 5, of the WV Council for Community and Technical College Education, shall govern the search process.

1. A statement of characteristics and qualities which the new president should possess shall be adopted by the Board and utilized in soliciting and evaluating the candidates. A position announcement incorporating these characteristics and qualities shall be posted on the WVU at Parkersburg webpage and distributed to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals for the purpose of advertising the position. Candidates may be considered through their own application or by nomination.
2. The Board shall appoint a Presidential Search Committee that includes representation of faculty, staff, administrators and students of the institution. Members of the WV Council for Community and Technical College Education are not eligible for appointment to the Committee. The Board shall also appoint or contract for an individual to provide staff assistance.
3. The Board may enter into a contract with a search firm to assist the Search Committee with the search process and to identify potential candidates in addition to those who have applied or who have been nominated for the position.
4. Prior to inviting finalists to campus for interviews:
 - a. Information about the names or backgrounds of any applicants without their consent shall not be provided to anyone who is not a member of the Committee, the Board or authorized staff.
 - b. Potential finalists shall be notified of the conditions under which confidentiality may be waived, such as for background checks.
 - c. Background checks, including confirmation of degrees and past employment and criminal and credit checks, shall be conducted for all potential finalists utilizing standard industry practices.
 - d. A list of finalists recommended for campus for interviews shall be confirmed by the Board.
5. Finalists shall be advised that their names and backgrounds shall be publicly released at the time they accept an invitation for a formal campus visit.
6. The itinerary for finalists invited to campus shall include interviews with the search committee and the Board of Governors and will include forums designed to give students, faculty, staff, administrators, community leaders, and others to meet with finalists and to provide their comments to the Board.

7. On-site visits to finalists' current and past places of employment may be conducted before or after campus interviews, as authorized by the Board Chair.
8. The Board Chair or his/her designee shall confer with the Chancellor to determine a mutually agreed upon process for Council members to interview the finalists.
9. A copy of this procedure and the agendas and minutes of all meetings of the Presidential Search Committee shall be promptly submitted to the Chancellor.
10. Terms of compensation and contracts discussed with or offered to candidates shall be consistent with Sections 3 and 4 of Title 135 Legislative Rule, Series 5, of the WV Council for Community and Technical College Education.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 10, 2018**

ITEM: 2017-2018 Budget Revision

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves a revised budget to incorporate the estimated costs associated with a Presidential Search for West Virginia University at Parkersburg for 2017-2018*

STAFF MEMBER: Alice Harris, Vice President of Finance & Administration

BACKGROUND:

West Virginia University at Parkersburg is statutorily required to submit an annual budget to the Board of Governor's for their review and approval. In the event a material unbudgeted expenditure becomes necessary after the approval of the original budget it is best practice to amend the original budget and obtain approval from the Board of Governors before incurring costs.

Due to the unanticipated resignation of President Lamkin, West Virginia University at Parkersburg will need to search for a new President and pay for the costs associated with the search. At the direction of the BOG, WVUP's Purchasing Officer issued a request for proposal for the purpose to hire a professional presidential search firm to assist the Board of Governors with this task. A committee established by the Board of Governors reviewed these proposals and selected a firm to assist the college with the search. Based upon the results of this process and amounts expended during the previous 2014 search, following is the estimated budget for the search process:

Perry & Associates (Base Cost Plus Expenses)	\$61,400
Travel	\$11,500
Advertising	\$5,000
Temporary Help	\$15,000
Hospitality	\$3,500
Relocation Expenses (Not to Exceed)	<u>\$15,000</u>
Total	<u>\$111,400</u>

All other things being equal, the funds to cover these costs will come from college reserves.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 10, 2018**

ITEM: Approval of executive search firm to assist with the recruitment of the next West Virginia University at Parkersburg President.

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the firm of RH Perry & Associates to assist with the search for the next West Virginia University at Parkersburg President.

STAFF MEMBER: Alice Harris, Vice President of Finance & Administration

BACKGROUND:

At the instruction of the West Virginia University at Parkersburg Board of Governors, the college issued a request for proposal to identify and hire an executive search firm to assist the Board with the selection process.

WVUP's Chief Purchasing Officer, Jeannine Ratliffe received four timely presented, written proposals in response to the request for proposal. On December 8, 2017, Ms. Ratliffe provided copies of the technical portion of the proposals to members of the executive search firm selection committee. The selection committee consisting of Sam Winans, Donna Smith, Jason Landers & Scott Poe met on Monday, December 13, 2017 to discuss the technical and pricing aspects of each proposal. The committee also contacted a sample of the references provided by each of the firms. The committee carefully evaluated and assigned points on the technical aspects of each the proposals. When the technical evaluation was completed, the pricing portion of the proposals were opened and the point values relating to the overall cost were assigned to the scoring sheet.

After tabulating the combined points of the technical and pricing portions of all proposals received, the firm of RH Perry & Associates was selected as the committee's choice to assist the college with its executive search.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 10, 2018**

ITEM: Approval of utilization of reserve funds for the construction of nursing skills & simulation labs

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the use of Reserve Funds to construct a nursing skills simulation lab and a basic skills lab on the second floor of WVUP's main campus building for an amount not to exceed \$342,000.

STAFF MEMBER: Alice Harris, Vice President of Finance & Administration

BACKGROUND:

The overall goal of this project is to construct state-of-the-art nursing simulation and basic skills labs to be completed and fully functioning by the Fall 2018 academic term. During the spring 2015 program re-accreditation by the WV State Board of Nursing, the accreditation team noted that the existing skills lab is “noisy, crowded, and hot. In addition, usage of the lab often exceeds the capacity of the room.” As a result, the Board of Nursing recommended that WVUP expand the space to adequately accommodate the needs of the WVUP Nursing Program.

Since the accreditations visit, WVUP has been required to provide annual updates on the status of the implementation of this recommendation. If this resolution is approved, the planned expansion will begin in April 2018 and will provide separate basic skills and simulation labs, as well as substantial additional room to store supplies and equipment used by the program. In addition, two small classrooms (2318 & 2320) will be combined and renovated by our facilities team to create a 40 seat nursing program classroom.

Drawings (copies attached) of the new space indicate that the new lab provide for additional instructional space as well as observation space and make the utilization of each lab much more functional for both students and faculty.

Design, Cost and Financing

In order to assist us in developing a floor plan and determine the potential costs of this projects, we hired professionals from Pickering Associates to perform these functions. Based upon their efforts, we estimate the cost for construction of the simulations and basic skills labs and the equipment necessary to make the labs functional will be as follows:

Architectural and engineering fees	\$36,600
Construction Estimate	\$310,900
Simulation Mannequins (3)	\$195,000
Computer Equipment	\$10,500
Head Wall Units	\$15,000
Commercial Washer and Dryer	<u>\$4,000</u>
Total	\$752,000
Less:	
Perkins Funding for 1 Sim Man	(\$65,000)
Perkins Funding for Head Wall Units	(\$15,000)
FY 2017 Capital Funds from Tuition	(\$50,000)
FY 2018 Capital Funds from Tuition	<u>(\$100,000)</u>
Reserve Funds Needed for Project *	<u>\$342,000</u>

**West Virginia University at Parkersburg Board of Governors
Meeting of January 10, 2017**

ITEM: Naming of Room 1300A

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors continue to recognize and honor Nina Phares, and her husband Francis, by renaming the Nina Phares Music Rehearsal and Performance Room also known as room 1300A to the Francis & Nina Phares Community Room*

STAFF MEMBER: Senta Goudy, Foundation Executive Director

BACKGROUND:

In 2016 the room formerly known as the Community Room was renovated to create a space designed to showcase the college's music program. The room was to be used for rehearsals and recitals featuring the talents of our students and community.

At the September 14, 2016 Board of Governors meeting, members voted to rename the Community Room to the Nina Phares Music Rehearsal and Performance Room. Over the past year the third floor of the main building has been renovated to allow space to expand the Fine Arts Department. This has provided adequate space for the Music Program to have an area to rehearse in. With these changes it has given administration an opportunity to add additional meeting space while also allowing the College to utilize the space for performances. Modular tables have been purchased to use in the room during meetings and easily removed to allow for performances.

The name Francis and Nina Phares Community Room was chosen to continue to recognize the gift received from the Francis and Nina Phares estate in July 2015.

Reference: Board of Governors Policy A-06, Naming Opportunities

**West Virginia University at Parkersburg Board of Governors
Meeting of January 10, 2018**

ITEM: *Approval of Revised 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, Admission to West Virginia University, as submitted.*

STAFF MEMBER: Anthony Underwood
Vice President for Student Services

A proposed revision of Policy D-51, *Admission to West Virginia University at Parkersburg* (attached), was presented to the Board of Governors on September 13, 2017, to more fully explain the current admission process for home school students and interested third parties.

A notice of proposed rulemaking was subsequently issued on October 5, 2017, for a comment period ending on November 6, 2017. One comment was received and is included with the institution's response, supporting the recommendation for approval without further revision.

COMMENTS RECEIVED

Policy D-51, Admission to West Virginia University at Parkersburg

Public Comment Period: October 5, 2017 – November 6, 2017

Date Received	Comments	Revisions to policy proposal
11/6/17	<p>I have been reading the proposed changes to the admission requirements for homeschooled students. As a former homeschool mom and as an ongoing evaluator of those currently homeschooling, I am a bit confused by the wording used in the proposed changes to Policy D-51.</p> <p>Section 4.1.2 states that an "official" transcript or diploma may be submitted. Is a homeschool produced transcript acceptable? It further mentions documentation from a "recognized school administrator". For a homeschooling student, who would this administrator be? Would it be the parent who provided the instruction, the evaluator who reviewed the student's work or a representative from the student's local Board of Education? It further mentions "other qualifying documents". What are some examples of these type of documents? Or does this section not apply to homeschoolers at all?</p> <p>In section 4.1.4.b.1, it states that an official letter from the student's Board of Education can be submitted stating that the necessary academic requirements have been met for the final year of homeschooling. However, according to the West Virginia Code cited, no documentation is required to be submitted to local Boards of Education during a student's senior year. Academic evaluations (either by standardized test or portfolio evaluation) are required for each year, but only need to be submitted to the Board of Education for grades 3,5,8 and 11. Therefore, the county superintendent will not have the documentation that is being requested.</p> <p>WVU-P has been a wonderful educational option for many formerly homeschooled students (including my own daughter). I hope that the wording on this document can be clarified so that moving into post secondary education can be a reality for many more homeschoolers.</p> <p>Sincerely, Kimberly Hitt</p>	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 – [W.Va. C.S.R. § 135-23](#)
- 1.3 Effective Date – ~~August 3, 2017~~
Replaces version dated Previous versions: August 3, 2017; November 10, 2016

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 Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs may have more rigorous admission standards, subject to the president's approval and consistent with the rules of the WV Council for Community and Technical College Education. Students may be admitted to West Virginia University at Parkersburg under either of the following categories:
 - 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
 - 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 Complete an Application for Admission, which can be found at each administrative center of the college or online.
 - 4.1.2 Per financial aid regulation and institutional obligations to such, submit official high school transcripts or a secondary credential, such as a diploma or completion scores from an accredited institution or source, such as a recognized school administrator, unless the applicant graduated from high school or received

secondary credential completion scores from an accredited institution or source more than five years before enrollment or has completed active military service. High school transcripts or other qualifying documents may be delivered to the college by the student applicant if it is provided in an unopened, sealed envelope, directly from the issuing school.

- 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 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 only 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 with a recognized Home School Administrator as detailed in West Virginia Code 18-8-1 subsection (c), or
 2. Submit official test scores from a secondary credential completion test from an accredited institution or source, 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 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 Per 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, unless the student has completed at least 24 college level credit hours.
- 5.1.4. In order to transfer to WVUP the student must have left his or her prior institution in good disciplinary standing and must not be barred from enrolling in the previous institution for disciplinary reasons. Transferring students who indicate that they have been separated from a prior institution for disciplinary reasons will be required to submit a written explanation of the issue, which may then be investigated by the college.

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 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 2.5 grade point average. To be fully admitted under early admission requirements, a student must:
 - 7.1.1 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 approval from either the high school principal or equivalent 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 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 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 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 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 Submission of certified copies of secondary school transcripts is 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.
- 10.3 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 and confirmed deposit of funds with the Business Office of the College the Office of Enrollment will issue an I-20.
- 10.5 Students who have not attained the necessary TOEFL, 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 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 January 10, 2018**

ITEM: Undergraduate Tuition and Fee Waivers

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors enters this report of Undergraduate Tuition and Fee Waivers for FY 2016-17 into its minutes.

STAFF MEMBER: Anthony Underwood
Vice President for Student Services

BACKGROUND:

Pursuant to W.Va. Code § 18B-10-5, which establishes rules for tuition and fee waivers, WVU at Parkersburg awarded a total of \$248,789.68 in undergraduate waivers during FY 2016-17.

W.Va. Code § 18B-10-5 stipulates that, “The awarding of undergraduate fee waivers shall be entered into the minutes of the meetings of the governing board.” Therefore, in accordance with the statute and Policy E-20, the WVU at Parkersburg Board of Governors is asked to enter this report of Undergraduate tuition and Fee Waivers for FY 2016-17 into the minutes of this meeting of January 10, 2018.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 10, 2018**

ITEM: Proposed Revision of Policy E-20, *Awarding of Student Tuition and Fee Waivers*

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy E-20, Awarding of Student Tuition and Fee Waivers, and hereby authorizes adoption of said policy revision without further action by the Board if no comments are received.*

STAFF MEMBER: Alice Harris, Vice President of Finance & Administration

BACKGROUND:

Policy E-20 was originally adopted in accordance with W. Va. Code §18B-10-5, which states in part (b)(1): “An institution may not have in effect at any time undergraduate fee waivers totaling more in value than five percent of the tuition and required fees assessed for all full-time equivalent undergraduate students registered during the fall semester of the immediately preceding academic year.”

In 2011, the West Virginia Legislature passed legislation that allowed unlimited tuition and fee waivers to Marshall University and West Virginia University (W. Va. Code §18B-10-6a). In addition, W. Va. Code §18B-2A-8 gave the Commission and Council the authority to grant certain additional powers to institutional governing boards, one of which was the flexibility granted to Marshall University and West Virginia University in §18B-10-6a for unlimited tuition and fee waivers. By memorandum from then Chancellor James L. Skidmore dated November 30, 2011, the Council for Community and Technical College Education extended to all institutions under its jurisdiction this flexibility. Therefore, this proposal to revise Policy E-20, *Awarding of Student Tuition and Fee Waivers*, reflects updated authority references in Section 1.2 and deletes the obsolete restriction stated in Section 3.1.

A notice of proposed rulemaking will be issued proposing the revision of this policy. If no comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

POLICY E-20
AWARDING OF STUDENT TUITION AND FEE WAIVERS

Section 1. General

- 1.1 Scope. Rule regarding the awarding of tuition and fee waivers at West Virginia University at Parkersburg.
- 1.2 Authority. West Virginia Code, ~~§18B-10-5~~ [§18B-2A-8](#); [§18B-10-6a](#)
 - 1.2.a. Pursuant to W. Va. Code [§18B-2A-8](#), by memorandum from the Chancellor dated 11/30/11, the WV Council for Community and Technical College Education extended to all institutions under its jurisdiction the flexibility of an unlimited number of tuition and fee waivers, previously granted to Marshall University and West Virginia University in [§18B-10-6a](#).
- 1.3 Effective Date. _____ ~~June 2, 2006~~ (Replaces version adopted on ~~9/24/2004~~ dated June 2, 2006 as transferred from WVU Board of Governors on July 1, 2008)
- 1.4 Fees waivers must be granted in accord with any applicable West Virginia State Code, including students in special categories identified in West Virginia Code (e.g. children of police officers/firemen killed on duty, high school students in foster care, etc.)

Section 2. Purpose

- 2.1 West Virginia University at Parkersburg may establish tuition and fee waivers for students in undergraduate studies entitling recipients to a partial or full waiver of student tuition and fees, subject to the conditions and limitations contained in this policy.
- 2.2 Tuition and fee waivers should be used to recruit high-quality students, meet enrollment goals and to enhance the academic reputation of the Institution.

Section 3. Tuition and Fee Waivers

- ~~3.1 The institution may not have in effect at any time a number of undergraduate fee waivers which exceeds five percent of the number of full time equivalent undergraduate students registered at that institution during the fall semester of the immediately preceding academic year.~~
- 3.2 Each undergraduate fee waiver entitles the recipient to attend the institution without payment of all or part of the tuition and fees as may be prescribed by this policy for a period of time not to exceed eight semesters of undergraduate study. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for waiver purposes.

- 3.3 The governing board authorizes the institution to: award partial or full undergraduate tuition and fee waivers; determine the value of a waiver; issue and cancel certificates entitling the recipients to the benefits thereof; and determine the rights and duties of the recipients with respect to the fee waivers.

Section 4. Annual Reports

- 4.1 The awarding of tuition and fee waivers shall be entered in the minutes of the meetings of the governing board annually.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 10, 2018**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris, Vice President of Finance &
Administration

BACKGROUND:

Ms. Harris will report on the state of the college's finances and the budget for month ending December 31, 2017.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 10, 2018**

ITEM: 2017-18 Holiday Schedule (Revised)

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Jane Milley, Interim President

BACKGROUND:

As authorized by Board of Governors Policy B-08, a holiday schedule for 2017-18 was established and approved by the President for West Virginia University at Parkersburg. Following December proclamations by the Governor, WVUP has modified the 2017-18 holiday schedule to add floating holiday time for full-time leave eligible employees. The attached revised holiday schedule has been announced campus wide and is posted in the online "Answer Book" for ongoing accessibility.

Title: #IV-4A. 2017-18 Holiday Schedule (Revised)

Date: December 29, 2017 (Updates version dated July 1, 2017)

2017-18

July 4	Tuesday	Independence Day
September 4	Monday	Labor Day
November 22	Wednesday	
November 23	Thursday	Thanksgiving Day
November 24	Friday	
December 22	Friday	½ Holiday (3 ½ hours)
December 25	Monday	Christmas Day
December 26	Tuesday	
January 1	Monday	New Year's Day
January 15	Monday	Martin Luther King, Jr. Day
March 30	Friday	
May 8	Tuesday	Primary Election Day
May 28	Monday	Memorial Day
Dec. 22 – Jun. 30	Floating	½ Holiday (4 hours)*
Dec. 29 – Jun. 30	Floating	½ Holiday (4 hours)**

In accordance with [W.Va. C.S.R. § 135-14](#) and Board of Governors [Policy No. B-8](#), Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King Day, are holidays on which the college closes on the legal holiday dates. Additional holidays are observed by West Virginia University at Parkersburg each year by closing the college on dates that accommodate the academic calendar, as indicated above.

If an observed holiday occurs on a nonexempt staff member's regular, scheduled day off, the staff member shall be paid for the holiday.

If any additional holidays are proclaimed by the Governor, a revised holiday schedule will be announced.

*Effective December 22, 2017, one half-day floating holiday (4 hours) is available in MyLeave to be scheduled by or before June 30, 2018, by leave eligible employees on an individual basis with the approval of respective supervisors and according to guidelines issued by the Director, Human Resources.

**Effective December 29, 2017, one half-day floating holiday (4 hours) is available in MyLeave to be scheduled by or before June 30, 2018, by leave eligible employees on an individual basis with the approval of respective supervisors and according to guidelines issued by the Director, Human Resources.

Responsible Administrator: President, 304-424-8200