

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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OCTOBER 21, 2015  
AGENDA

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## Members

Jeff Matheny, Board Chair  
Sam Winans, Vice Chair  
Curtis Miller, Secretary  
Joe Campbell  
Steve Hardman  
Donna Smith

Cheryl Donohoe  
John Denbigh  
Violet Mosser  
Matthew Santer  
William Bell

Dr. Fletcher Lamkin  
President



# SCHEDULE

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

**Wednesday, October 21, 2015**

8:30 a.m.	Breakfast	Board Conference Room
9:15 a.m.	Strategic Plan Training	Board Conference Room
11:00 a.m.	General Education Training	Board Conference Room
12:00 p.m.	Lunch	Board Conference Room
1:00 p.m.	First Year Seminar Training	Board Conference Room
2:00 p.m.	WVU Affiliation Agreement Training	Board Conference Room
3:00 p.m.	Science & Technology Program Overview	Board Conference Room
3:45 p.m.	Board Meeting	Board Conference Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of October 21, 2015  
Board Conference Room  
3:45 p.m.

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| 1.  | Call to Order  | Board Chair, Jeff Matheny                                    |
| 2.  | Roll Call  | Brady Whipkey<br>Executive Assistant to the President        |
| 3.  | Board Chair Report   | Chairman Matheny   |
|     | <ul style="list-style-type: none"> <li>• Recognition of Jamie Six</li> <li>• Employee Recognition</li> </ul>                                 |  |
| 4.  | President’s Report   | Dr. Fletcher Lamkin, President                               |
| 5.  | Approval of Minutes  |  |
|     | <ul style="list-style-type: none"> <li>• Regular Meeting – September 9, 2015.....4</li> </ul>  |  |
| 6.  | Possible Executive Session under the authority of WV Code §6-9A-4-9  |  |
|     | <ul style="list-style-type: none"> <li>• Discuss future property needs</li> </ul>  |  |
| 7.  | Action Items   |  |
|     | <ul style="list-style-type: none"> <li>• Strategic Plan</li> </ul>   | Anthony Underwood, VP<br>Student Sevices.....8               |
| 8.  | Consent Items  |  |
|     | <ul style="list-style-type: none"> <li>• Revision of Policy A-34, Equal Opportunity,<br/>Affirmative Action and Nondiscrimination</li> </ul> | Debbie Richards, Special<br>Assistant to the President.....9 |
| 9.  | Information Items  |  |
|     | <ul style="list-style-type: none"> <li>• Move of Credit Program from Workforce<br/>to STEM Division</li> </ul>                               | Dr. Jane Milley, Interim Sr. VP<br>Academic Affairs.....13   |
|     | <ul style="list-style-type: none"> <li>• Changes in Pearson On-Line Learning Categories</li> </ul>   | Dr. Jane Milley, Interim Sr. VP<br>Academic Affairs.....14   |
|     | <ul style="list-style-type: none"> <li>• Change in Math Course</li> </ul>  | Dr. Jane Milley, Interim Sr. VP<br>Academic Affairs.....15   |
|     | <ul style="list-style-type: none"> <li>• Fiscal Update</li> </ul>  | Alice Harris, VP<br>Finance & Administration.....16          |
| 10. | Board Comments/Announcements   |  |

11. Next Meeting  
November 11, 2015 – Board Conference Room
12. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
September 9, 2015

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday September 9, 2015, in the President's Conference Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Jeff Matheny, Sam Winans, Curtis Miller, Joe Campbell, Steve Hardman, Donna Smith, Cheryl Donohoe, John Denbigh, Violet Mosser, Matthew Santer, and William Bell. Others present included Dr. Fletcher Lamkin and Brady Whipkey.

Guests present included administrators, faculty, and staff.

**1. Call to Order**

Mr. Matheny, 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 Matheny thanked members of the Board and staff for attending the meeting noting that he had no report to give at this time.

**4. President's Report**

President Lamkin discussed that while enrollment is down we are encouraged by a surge in new student admissions. Student retention remains a problem and we will be discussing our approach to solving this issue.

Reorganization has been implemented, and we are operating without major disruption and will be taking advantage of new efficiencies and better accountability. Temporary signage is up to help our students locate offices. During the first week of class, staff members and student peer coaches took the time to walk lost students to offices or classrooms where they needed to be.

Strategic planning efforts continue to move ahead with five clear goals for improvement: an exemplary academic program, purposeful student support, reputable community partner, stable and thriving infrastructure, and optimal organizational climate. These goals will be refined and objectives established during the next month.

**5. Approval of Minutes**

The minutes of the Regular Board meeting of August 12, 2015, were approved upon a motion by Mr. Miller, seconded by Ms. Smith.

## **6. Committee Reports**

- Executive Committee:  
Board members present received a report on the Strategic Plan progress. The Strategic Plan should be completed and ready for the Board to review at the October meeting.
- Administrative Services Committee:  
Board members present received reports from the Foundation on fundraisers, grants, events, donations, and marketing and communications. They also received reports on renovations being done to facilities and campus. A report was received on the position vacancies, new hires, and restructuring update. A report was received on information technology project updates. A report was also received on fiscal services.
- Academic and Student Services Committee:  
Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of grants, student success; credit and non-credit programs; enrollment, overview of Threat Assessment Team and overview of Academic Early Alert System were given.

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

Chairman Matheny discussed that an Executive Session was not needed at this time.

## **8. Information Items**

- Education and Humanities Update  
Dr. David Lancaster, Chair of the Education Division provided an overview of the K-6 Elementary Education program. Dr. Lancaster provided an overview of accreditation, enrollment and completion numbers. Dr. Lancaster answered questions from the members.
- Fiscal Update:  
Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of August 31, 2015. Ms. Harris answered questions from the members.

## **11. Board Comments/Announcements**

## **12. Next Meeting**

October 21, 2015, President's Conference Room.

## **11. Adjournment**

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held October 21, 2015, at 3:15 p.m. in the President's Conference Room.

Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

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Jeff Matheny, Chairman

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Curtis Miller, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 21, 2015**

**ITEM:** Strategic Plan

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the 2015-2020 WVU Parkersburg Strategic Plan as presented.

**STAFF MEMBER:** Anthony Underwood, VP Student Services

**BACKGROUND:**

With campus and community input, feedback and support the 2015-2020 WVU Parkersburg Strategic Plan is complete. Beginning in the Spring 2015 semester the Strategic Plan Committee has sought broad based input in the creation of clear and inspiring goals to guide the growth and advancement of the college through 2020.

The 2015-2020 Strategic Plan goals provide defined, measurable objectives, and benchmarks for assessment that will inform the detailed action plans of every division the college in pursuit of its mission to provide “accessible, life-changing educational opportunities in a safe and supportive environment.”



**West Virginia University at Parkersburg Board of Governors  
Meeting of October 21, 2015**

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

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes the revision of Policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination, as submitted.

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

**BACKGROUND:**

By recent directive of the U. S. Department of Labor Office for Federal Contract Compliance Programs (OFCCP), Executive Order 11246, as amended, provides full protection of federal nondiscrimination laws that it enforces to individuals on the bases of gender identity and transgender status. To reflect this protection in Policy A-34, the attached amendment includes gender identity as a distinct class of protection. Discrimination on the basis of “gender identity” is interpreted as a form of sex discrimination and encompasses transgender status.

A notice of proposed rulemaking was issued for a 30-day comment period ending on September 12, 2015. The comments and the institution’s response are attached along with the proposed policy revision. The Board’s approval of this revision is recommended as submitted.

**COMMENTS RECEIVED**  
**Policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination**  
Public Comment Period: August 13 – September 12, 2015

<b>Date Received</b>	<b>Comments</b>	<b>Revisions to policy proposal</b>
8/13/15	Does this mean if I come to school Monday and say I feel like a woman I can go into the women's restroom? Disgusting. The Department of Labor is making a foolish decision. How would females feel if men decided they felt like a woman and walked into the women's restroom to go to the bathroom? and vise versa? Opening an ugly can worms. Thanks, Brent Layton	None
8/21/15	Debbie as is with all things to much of a good thing is to much. What we need both in our education institutions and our federal, state, and local government is a lot less rule making. Rule making, policy making, and law making only keeps more bureaucrats on the payroll. If we had less people making new rules, new policies and new laws we could deal with the ones we already have and spread the money being spent to employ policy makers on the people who truly need the money. So I would ask that the next E mail I get from you would be a notice of a plan to reduce rules and policies at WVUP. Eric Rhodes	None
8/27/15	<p>I am very pleased to see that “gender identity,” including transgender status, can now be included in our college’s “Policy A-34: Equal Opportunity, Affirmative Action and Nondiscrimination” statement. I remember that in the past we had an excellent adjunct faculty member, who was transgender, teaching at our college; she was well-respected on our campus as well as in the community at large. In addition, I have encountered more recently students who had already become – or who were in the process of becoming -- transgender. As a member of Safe Zone, I appreciate the training that faculty can receive to support these and other LGBT students. We do, of course, now have an LGBT club at our college – and this, too, can help support transgender individuals.</p> <p>Indeed, as a public institution, it is essential that, by policy, we assure transgender individuals that they will not be discriminated against on our campus now and in the future. Including gender identity in our nondiscrimination policy also ensures that other members of our campus community will more readily see and support this statement of social progress. As a model of nondiscrimination, our campus can, of course, impact the wider community as well. This policy will also enable us to be in step with the progress our nation as a whole is making in recognizing the importance of guaranteeing transgender individuals a respected and equal place in our increasingly diverse society. Indeed, as America continues to seek to provide equal opportunities to all its citizens, transgender individuals are at last receiving the equality they have long deserved.</p> <p>Thus, I very much appreciate the support our Board of Governors can provide in including gender identity in our college’s Policy A-34. This is certainly a positive 21<sup>st</sup>-Century accomplishment.</p> <p>Sincerely,  Nancy Nanney, PhD  Professor / Humanities, Fine Arts, and Social Sciences Division</p>	None

West Virginia University at Parkersburg Board of Governors

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

**Section 1: General**

- 1.1 This rule sets forth the West Virginia University at Parkersburg Board of Governors' policy on affirmative action in employment and on equal opportunity and nondiscrimination with respect to employment, admission and the administration of all educational programs and activities.
- 1.2 Authority. – WV Code [§18B-1-6](#), [§18B-2A-4](#). [W.Va. C.S.R. § 135-40-2.3](#)
- 1.3 Effective Date. –  
(Updates version dated February 19, 2013.)  
(Replaces version dated June 2, 2006 as transferred from WVU Board of Governors on July 1, 2008.)

**Section 2: Equal Employment Opportunity and Affirmative Action**

- 2.1 The West Virginia University at Parkersburg Board of Governors is committed to the full realization of affirmative action and equal employment opportunity in its employment practices. West Virginia University at Parkersburg will:
- 2.1.1. Recruit, hire, train, promote, retain, tenure, and compensate persons in all applicable administrative, classified, faculty, unclassified, and student job titles without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender **identity**, marital status, sexual orientation, veteran status, or genetic information unless otherwise prohibited by applicable law.
- 2.1.2. Base decisions of employment to further the principles of affirmative action and equal employment opportunity;
- 2.1.3. Ensure that promotion, reappointment and tenure decisions are in accordance with the principles of affirmative action and equal employment opportunity by imposing only valid requirements for promotional, reappointment and tenure opportunities;
- 2.1.4. Ensure that all personnel actions including compensation, benefits, lay off, return from lay off, training, education/tuition assistance, social and recreational programs will be administered without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender **identity**, marital status, sexual orientation, veteran status, or genetic information unless otherwise prohibited by applicable law.
- 2.2 The institution shall submit its affirmative action plan to the Chancellors of the Community and Technical College System by July 1 of each year.

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

3.1 The WVU at Parkersburg Board of Governors is committed to providing equal opportunity in the delivery of its educational programs and activities. WVU at Parkersburg will:

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

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

### **Section 4. Retaliation**

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

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

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

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

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 21, 2015**

**ITEM:** Move of Credit Program from Workforce to STEM  
Division

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Dr. Jane Milley, Interim Sr. VP,  
Academic Affairs

**BACKGROUND:**

Dr. Milley will report on the credit programs that will be moved from the Workforce to STEM Division to better align with the college's mission.

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 21, 2015**

**ITEM:** Changes in Pearson On-Line Learning Categories

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Dr. Jane Milley, Interim Sr. VP,  
Academic Affairs

**BACKGROUND:**

Dr. Milley will report on changes to the Pearson On-Line learning categories.

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 21, 2015**

**ITEM:** Change in Math Course

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Dr. Jane Milley  
Interim Sr. VP for Academic Affairs

**BACKGROUND:**

Math 100 and Math 100L had a \$35 lab fee associated with it. This course has now been replaced with Math 101 with a lab. The original fee will follow with the alignment of the new course.

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 21, 2015**

**ITEM:** Fiscal Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Alice Harris,  
VP Finance & Administration

**BACKGROUND:**

Ms. Harris will report on the state of the college's finances and the budget.