

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

NOVEMBER 9, 2016
AGENDA

Members

Jeff Matheny, Board Chair

Sam Winans, Vice Chair

Donna Smith, Secretary

Steve Hardman

Joseph Oliverio

Jason Landers

Cheryl Donohoe

John Denbigh

John Hushion

Matthew Santer

William Bell

Cody Irick

Dr. Fletcher Lamkin
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, November 9, 2016

8:30 a.m.	Breakfast	Community Room
9:00 a.m.	Opening Remarks	Community Room
9:15 a.m.	Updates Regarding: <ul style="list-style-type: none">• GPS• Caperton Center• Facilities (with tour)	Community Room
12:00 p.m.	Lunch	President's Board Room
1:00 p.m.	Rob Alsop, Legal Affairs Administration <ul style="list-style-type: none">• WVU Vision	Community Room
2:00 p.m.	Committee Meeting	Community/Leadership Room
3:15 p.m.	Board Meeting	President's Board Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of November 9, 2016
Board Conference Room
3:15 p.m.

1.	Call to Order	Board Chair, Jeff Matheny
2.	Swearing in of new Board members	Debbie Richards Special Assistant to the President
3.	Roll Call	Brady Whipkey Executive Assistant to the President
4.	Board Chair Report	Chairman Matheny
5.	President’s Report	Dr. Fletcher Lamkin, President
6.	Approval of Minutes	
	<ul style="list-style-type: none"> • Regular Meeting – September 14, 20165 	
7.	Committee Reports	
	<ul style="list-style-type: none"> • Executive Committee • Administrative Services Committee • Academic and Student Services Committee 	Jeff Matheny Steve Hardman Donna Smith
8.	Action Items	
	<ul style="list-style-type: none"> • Program Approval for Revised Admission Requirements to the WVU Parkersburg Bachelor of Arts (BA) in Elementary Education • Approval of Non Credit Lab Fees • Approval of FY 2016-2017 Capital Project to Refurbish WVUP Air Handler # 1 	Dr. Hank Dunn.....10 Senior Vice President Dr. Hank Dunn.....11 Senior Vice President Alice Harris, VP.....13 Finance & Administration
9.	Consent Items	
	<ul style="list-style-type: none"> • Proposed Revision of Policy D-46, Code of Student Conduct 	Anthony Underwood, VP.....14 Student Services
10.	Information Items	
	<ul style="list-style-type: none"> • Fiscal Update 	Alice Harris, VP

11. Board Comments/Announcements
12. Next Meeting
January 11, 2017 – President’s Board Room
13. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
September 14, 2016

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday September 14, 2016, in the President's Board Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Jeff Matheny, Sam Winans, Donna Smith, Joe Campbell, Steve Hardman, Cheryl Donohoe, John Denbigh, Cody Irick, and Matthew Santer. 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 stated that he would defer his update until the Executive Committee report.

4. President's Report

Dr. Lamkin discussed that the fall semester is underway with many things at the College taking place. Faculty and staff have continued to work on fully implementing Guided Pathways for Success in the Spring Semester of 2017. The academic program maps and the structuring of block scheduling are finalized. The Professional Advising Center is now fully operational. Beginning in the spring we will be eliminating testing as part of the admissions process. Students will be placed in the appropriate English or Math courses based on academic records.

Next Dr. Lamkin reported that enrollments continue to waver between slight positives to slight negatives. We are currently down about 3% in FTE. This is because of several factors such as lateness in obtaining WV State budget meant students were delayed in approval for tuition and fees and financial aid. Students have been withdrawn who have not paid their bills or established a satisfactory payment plan. The decision to teach early college to Wood County students on campus has caused a drop in head count since many opted to stay at their high school to take courses offered by another college. Overall enrollments are solid and we have a good support for our budget for the coming year.

Dr. Lamkin then discussed the continued improvements to our academic facilities. The 30 foot welding tower is now completed and in use. The asbestos abatement on the third

floor is completed and next we will construct two large classrooms on one side of the floor while providing an effective space for music and are on the other side.

Lastly, Dr. Lamkin stated that we are beginning the academic year on a very positive course. While many challenges lie ahead, we expect to lay the foundation for better student retention and higher quality programs. We continue to make great progress as we strive to become the Region's college of choice.

5. Approval of Minutes

The minutes of the Regular Board meeting of August 10, 2016, were approved upon a motion by Ms. Smith, seconded by Mr. Denbigh.

6. Committee Reports

- Executive Committee

Chairman Matheny reported that the Executive met to receive updates on current projects that are underway on campus. Dr. Lamkin provided updates on the roofing project, third floor renovations and others. Chairman Matheny thanked the staff and faculty for the hard work that has gone into making this year a success.

- Administrative Services Committee:

Board members present received reports on 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:

Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of programs, data and faculty; non-credit programs; enrollment and recruitment, were given.

7. Action Items

- President's Contract Revision

Chairman Matheny presented to the Board that the Executive Committee has met to discuss revisions to the President's contract that was approved at the May 11, 2016 meeting, as recommended by the West Virginia CTCS.

Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the revisions of the President's Contract that was approved at the May 11, 2016 Board of Governors meeting.

Ms. Smith seconded the motion. The motion passed.

- Program Approval for Revised Admission Requirements to the WVU Parkersburg AAS in Nursing Program

Dr. Hank Dunn, Senior Vice President presented the proposal to change the

admission requirements for the AAS in Nursing program. Members reviewed and discussed the proposed changes with Dr. Dunn answering questions.

Mr. Denbigh moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the revised Admission Requirements for the AAS in Nursing degree.

Ms. Smith seconded the motion. The motion passed.

- Program Approval for Revised Admission Requirements to the WVU Parkersburg AAS in Surgical Technology Program

Dr. Hank Dunn, Senior Vice President presented the proposal to change the admission requirements for the AAS in Surgical Technology program. Members reviewed and discussed the proposed changes with Dr. Dunn answering questions.

Mr. Denbigh moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the revised Admission Requirements for the AAS degree in Surgical Technology.

Ms. Smith seconded the motion. The motion passed.

- Program Approval for Revised Admission Requirements to the WVU Parkersburg CAS in Patient Care Technician Program

Dr. Hank Dunn, Senior Vice President presented the proposal to change the admission requirements for the CAS in Patient Care Technician program. Members reviewed and discussed the proposed changes with Dr. Dunn answering questions.

Mr. Denbigh moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the revised Admission Requirements for the CAS degree in Patient Care Technician degree.

Ms. Smith seconded the motion. The motion passed.

- Program Approval for Revised Admission Requirements to the WVU Parkersburg CAS in Pharmacy Technician Program

Dr. Hank Dunn, Senior Vice President presented the proposal to change the admission requirements for the CAS in Pharmacy Technician program. Members reviewed and discussed the proposed changes with Dr. Dunn answering questions.

Mr. Denbigh moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the revised Admission Requirements for the CAS degree in Pharmacy Technician.

Ms. Smith seconded the motion. The motion passed.

- Naming Music Rehearsal and Performance Room
Senta Goudy, VP of Institutional Advancement, presented to the Board proposal to rename the newly renovated music rehearsal and performance room in honor of a benefactor that donated to the College.

Ms. Smith moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors recognize and honor Nina Phares, and her husband Francis, by naming the Music Rehearsal and Performance Room also known as Room 1300A and formerly the Community Room, the Nina Phares Music Rehearsal and Performance Room.

Mr. Hardman seconded the motion. The motion passed.

8. Consent Items

Chairman Matheny presented the list of items to be approved under the Consent agenda. Members requested to discuss the Proposed Revision of Policy A-61 Social Justice. After review and discussion Mr. Denbigh moved to approve stated policy as proposed.

Ms. Donohoe seconded the motion. Motion passed.

Mr. Winans moved to approve the following Consent Agenda Items

- Proposed Revision of Policy A-34 Equal Opportunity, Affirmative Action and Nondiscrimination
- Proposed Revision of Policy E-39 Assessment, Payment and Refund of Fees
- Proposed Revision of Policy D-51, Admission to West Virginia University at Parkersburg

Mr. Campbell seconded the motion. Motion passed.

9. Information Items

- Fiscal Update
Ms. Harris provided a detailed report on the budget summary as of August 31, 2016.
Ms. Harris answered questions from the members.

10. Board Comments/Announcements

Mr. Campbell reported that he has spoken with Jeff Mennillo the new director of the Caperton Center from Wood County Schools. They discussed at one point in time there was a Caperton Center Advisory Board and this may be something that we want to look into and start back.

11. Next Meeting

November 9, 2016. This will be a Board Retreat.

12. Adjournment

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held on November 9, 2016.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Jeff Matheny, Chairman

Donna Smith, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of November 9, 2016**

ITEM: Program Approval for Revised Admission Requirements to the WVU Parkersburg Bachelor of Arts (BA) in Elementary Education

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the revised Admission Requirements for the BA degree in Elementary Education Program

STAFF MEMBER: Dr. Hank Dunn, Senior Vice President

BACKGROUND:

Current Admission requirements for the BA in Elementary Education program require students to have successfully completed MATH 102 (with a grad of C or better) or be ready to be placed in Math 121 or higher.

With the elimination of placement testing and remedial Math courses (MATH 101 and MATH 102), the math requirements for admission are no longer applicable.

We are requesting Board of Governors approval to change the current requirements for admission to the elementary education program from being ready to be placed into MATH 121 to requiring that students need to have completed MATH 121 with a C or higher.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 9, 2016**

ITEM: Approval of Non-Credit Lab Fees

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the non-credit lab fee attached to co-requisite courses.

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

BACKGROUND:

WVUP is moving to a Guided Pathways to Success (GPS) model for delivery of its instructional model. One of the components of this model is the necessity to create non-credit labs that serve as co-requisites to a few of the classes in the pathway. Two such classes Math 120 and Read 401 will appear in the schedule for the first time in the spring of 2017.

Math 120 is a recently created Math pathway which will assist many students who are not required to take College Algebra for their program of study. Because the college has also eliminated the College Placement Test, there may be students who need additional help in completing this college level entry math course.

To improve the success rate of students enrolled in this class, an additional non-credit lab will be required of students who not have a requisite placement test score because it is too low or they did not take the placement test (which is no longer required). This lab replaces a prior 3 credit hour developmental math class that did not count toward their degree. This required lab is an additional two hours of faculty lead instruction per week. Prior to the development of this new math course and its addendum lab, WVUP students who enrolled in math labs were charged regular tuition for the credit hours awarded.

Read 401 and the co-requisite lab is also a new course for the spring 2017 schedule. It requires WVUP students to work with public schools to diagnose reading issues and set a plan of remediation that will involve lab tutoring under the direct supervision of a reading faculty specialist.

The new labs do not increase the number of credits hours awarded for these classes but cost the same amount of money as the old lab system for the college to operate. Now that the labs are noncredit, our accounting system has no way of charging students for the lab without creating this new fee. The creation of this new fee is a revenue neutral solution to allow WVUP to pay for the faculty who teach these labs.

We propose that we create an additional fee that matches the in-state college credit tuition rate per hour of instruction. Please note that in the instance of the math class, the fee would be 1 credit less than prior students had to pay for the required 3 credit developmental math class and so effectively students are saving money and receiving college level support.

We ask that you approve a non-credit lab fee equal to a one college credit in-state rate per contact hour.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 9, 2016**

ITEM: Approval of FY 2016-2017 Capital Project to Refurbish WVUP Air Handler # 1

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the plan to seek bids for the refurbishing of WVUP Air Handler # 1.

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

BACKGROUND:

HVAC Unit #1 First Floor of Main Building – This HVAC unit services the entire first floor of the Main building including the faculty and administrative offices, student lounge, tutoring center, bookstore, library and all first floor classrooms. It is one of 4 HVAC units that were installed when the main building was constructed 48 years ago. Given its age and the fact that it provides HVAC to the most occupied area of the college it is in need of replacement.

In planning for how we are going to address our immediate concern of replacing this unit, we reached out to a local HVAC contractor who gave us a budget price to install a new unit which came in at \$400,000. On the other hand, the contractor pointed out that if we refurbish the existing unit the budget price is estimated to be \$150,000. In this instance refurbishing means replacing the motor, coils and fans. It also includes cleaning and insulating all of the ductwork and accessible compartments of the existing unit. Essentially, everything except the shell of the unit will be new. The contractor estimates that refurbishing the unit will add 20 to 25 years to its expected useful life. Best of all, replacing the existing single speed fan with more modern variable speed fans will significantly decrease the energy used by this unit.

Timing is critical for this project as the unit will need to be out of service for approximately 3 weeks. Therefore, we are looking to try to replace the unit during the month of April as the temperatures are not as extreme during this period of time. Funding for this project will most likely need to come from the college's reserves, although it is possible to piggyback the cost of this project with our HEPC non-interest loan request for replacement of the 3rd Floor HVAC unit.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 9, 2016**

ITEM: Proposed Revision of Policy D-46, *Code of Student Conduct*

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy D-46, Code of Student Conduct, and hereby authorizes revision of said policy without further action by the Board if no comments are received.*

STAFF MEMBER: Anthony Underwood
Vice President, Student Services

BACKGROUND:

In an effort to prepare WVU Parkersburg students for the workplace, it has become necessary to provide clear expectations for our students in regards to appropriate attire, professional presentation, and a safe working environment. These clear expectations are an extension of the college's commitment to safety and in reference to the WVU Parkersburg Mission Statement of providing a safe and supportive environment.

These clear expectations articulated in the proposed addition of Section 4.1.20 are not intended and should not be viewed as a limit of an individual's expression in regards to clothing; however, these expectations are to set a minimal standard of safe attire and to require necessary professional attire as determined by best practices and academic programs.

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 D-46
CODE OF STUDENT CONDUCT**

Section 1. General:

- 1.1 Scope: The Policy sets forth the West Virginia University at Parkersburg Board of Governor's policy regarding Student Conduct for WVU at Parkersburg.
- 1.2 Authority: W. Va. Code: W.V. Code §18B-1-6; §18B-2A-4.
- 1.3 Effective Date: February 18, 2015
(Replaces version dated September 17, 2014.)
- 1.4 Rationale for the WVU at Parkersburg Code of Student Conduct

West Virginia University at Parkersburg expects that every member of its academic community share its historic and traditional commitment to honesty, integrity, and the search for truth. In addition, West Virginia University at Parkersburg is concerned with the living and learning environment of all its students. It is expected that each person will grow to have greater respect for self, others, and property.

Students and student organizations are required to engage in responsible social conduct that reflects credit upon the college community and to model good citizenship in any community.

It is further expected that every member of the academic community will respect the democratic process, a society based on law, and the basic tenets on which our country was founded. All students at West Virginia University at Parkersburg are citizens of the larger community, and as such are free to exercise their fundamental and constitutional rights. Rights and responsibilities under local, state, and national law are neither abridged nor extended because of student status, and each student must be mindful of his/her responsibility in this regard.

The college will not request special consideration for students charged with violations of a city, county, or state law on the basis of their status as students, nor will prosecution by federal, state, or local authorities necessarily preclude disciplinary action by the college.

Students charged with violations of the conduct code will be provided substantive and procedural due process and the right of appeal. Their right to be treated with respect and dignity will be protected.

When a student is charged with a specific violation, the college will employ procedures for determining if the charge is fair and accurate. This document enumerates and explains specific procedures used in determining the fairness and accuracy of such charges and the sanctions which might be imposed if the charges are found to be true.

Opportunities for participation in the process and equality of treatment are afforded all students, irrespective of race, religion, age, sex, handicap, or national origin. To ensure this, state and federal regulations and the guidelines and requirements of Title VI of the Civil Rights Act and Title IX of the Higher Education Act of 1972 are followed.

The mission of West Virginia University at Parkersburg, as further elaborated in its mission statement, is to, among other things, educate its members and prepare them for responsible and full participation in society. In implementing this Code, the college is not seeking to be punitive or adversarial. The collegiate nature of the educational mission requires that all members of the college community unite to administer and support this Code and to suggest change and improvement as necessary.

Section 2. Definition of Student

- 2.1 Any person who has been admitted to West Virginia University at Parkersburg to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under rules, regulations, or policies of the West Virginia University at Parkersburg Board of Governors or the institution.

Section 3. Jurisdiction of the Code of Student Conduct

- 3.1 The Code of Student Conduct shall apply to conduct that occurs on WVU at Parkersburg premises, at WVU at Parkersburg sponsored activities, and to off-campus conduct that adversely affects the WVU Parkersburg community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code of Student Conduct shall apply to a student's conduct, while a student, as defined in this Code, even if the student withdraws from school while a disciplinary matter is pending. The Vice President for Student Services or his/her designee shall decide whether the Code of Student Conduct shall be applied to conduct occurring off campus, on a case by case basis.
- 3.2 To assure continued compliance with Title IX and/or any other state or federal anti-discrimination/harassment/retaliation laws, if state or federal statutory provisions, regulatory guidance, or court interpretations or guidance provided by any authorized regulating agency change, or conflict with college policy and/or procedure including but not limited to the hearing procedures set forth in this Code of Student Conduct, the college's policy and/or procedure will be deemed amended as of the time of the decision, ruling, legislative enactment or guidance. Further, the procedures set forth in this policy may be modified or changed to protect the due process rights of the parties and/or to comply with Title IX and/or any other state or federal anti-discrimination/harassment/retaliation laws or regulations. Also see Policy A-44, Sexual Misconduct and Other Forms of Discrimination and Harassment.

Section 4. Standards of Conduct

- 4.1 The following are instances of misconduct, subject to disciplinary and other appropriate action hereunder:
 - 4.1.1 Unauthorized possession or duplication of keys to college-owned or college-controlled property.
 - 4.1.2 Use of any tobacco product, as defined by college policy, on campus property.
 - 4.1.3 Disruption or obstruction of, or leading or inciting others to disrupt or obstruct, teaching, research, administration, disciplinary proceedings, other college activities, including its public-service functions on or off campus, or other authorized non-college activities when the act occurs on college premises.

- 4.1.4 Unauthorized occupancy of college buildings.
- 4.1.5 Attempted or actual theft, malicious destruction or alteration of college, faculty, staff or student property or equipment.
- 4.1.6 Possession, use or distribution of alcohol or any illicit drugs or controlled substances, except as permitted by law; public intoxication.
- 4.1.7 Intentional false reporting of a fire or bomb or other explosive device that allegedly has been placed on school property. Intentionally activating a false fire alarm or tampering with any type of safety equipment, including fire alarms, fire extinguishers, and smoke detectors.
- 4.1.8 Dishonesty including fraud, forgery or knowingly furnishing false statements. (Charges of academic dishonesty, such as cheating and plagiarism, are addressed in, and governed by, WVU at Parkersburg Board of Governors Policy No.D-47, "Student Academic Rights and Responsibilities at WVU at Parkersburg.")
- 4.1.9 Disorderly, lewd, indecent or obscene conduct on college-owned or controlled property or at college-sponsored or supervised functions; breach of the peace.
- 4.1.10 Illegal or unauthorized possession or use of firearms, guns, knives, other weapons, explosives, dangerous chemicals, fireworks or other items with potential to cause harm, or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- 4.1.11 Physical or verbal abuse, intimidation, threats, or harassment of any kind to another person or group of persons, or action which threatens or endangers the health, wellbeing or safety of any person.
- 4.1.12 Abuse of the Code of Student Conduct and hearing procedures; violation of prior disciplinary rulings or sanctions.
- 4.1.13 Hazing, which means to recklessly or intentionally cause any action or situation which endangers the mental or physical health or safety of another person or causes another person to destroy or remove public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a team, a group or student organization. The express or implied consent of the victim will not be a defense. Knowingly witnessing or acquiescing in the presence of hazing are not neutral acts; they are violations of this rule. See "Prohibition of Hazing," found in WVU at Parkersburg Answer Book [#VI-3C](#).
- 4.1.14 Sexual Offenses, including, but not limited to:
- a. Sexual intercourse with, and/or sexual intrusion against, a person capable of giving consent, without such person's consent, or a person incapable of giving consent;
 - b. Sexual assault or abuse, statutory or acquaintance rape, sexual harassment. (See WVU Board of Governors Policy A-44, Sexual Harassment.)
- 4.1.15 Misuse of the college computer system as defined in "Appropriate Use of Computer Resources" (found in WVU at Parkersburg Answer Book [#VII-1](#)), including, but not limited to, the following:
- a. disruption or interference with the normal use of the computers, computer-related equipment, data, or programs of individuals, the Network or the college;
 - b. use of this equipment, data, or programs in performance of any act listed as prohibited in this document;
 - c. attempts to breach security in any manner;
 - d. use of a computer account for other than the purpose for which assigned.

4.1.16. Failure to comply with the lawful directions of any college official, staff member or student employee who is acting in the performance of their duties or who has responsibility in the absence of a particular official.

4.1.17 Violation of federal, state or local law.

4.1.18 Violation of any published college policies, rules or regulations published in hard copy or available electronically on the college website.

4.1.19 Inciting others to commit any of the acts listed above; involvement as an accessory to any of these acts; assisting or encouraging others to engage in violation.

4.1.20 As part of the mission of West Virginia University at Parkersburg to prepare its students for personal success in professional careers, all clothing and uniforms worn by students must be suitable for specific laboratory, clinical, or industry-related activities of the student's chosen course or occupation as defined by course syllabus, program codes of conduct, or activity participation guidelines and must meet safety and health requirements for the occupation. The supervising instructor or administrator shall determine if the particular mode of dress conforms to this rule.

a. Each student's personal hygiene must be reflective of the career they are striving to create, and be appropriate for activities in the classrooms, laboratories, shop areas, and observational or clinical sites.

b. Shoes are part of professional dress, hygiene and safety requirements and should meet classroom/laboratory safety and health requirements, and be appropriate for the occupation for which students are being credentialed. Bare feet and bedroom slippers are always to be considered unacceptable footwear options on campus or during college activities unless specifically authorized by the instructor for an educational purpose.

Section 5. Disciplinary Action

5.1 Violation of these standards may result in the initiation of a disciplinary complaint against the student by another student, by a faculty or staff member, or by any academic or administrative officer of the college and subsequent disciplinary action by the college.

5.1.1 Submit complaints to the Vice President for Student Services in writing. Any charge should be submitted as soon as possible after the event takes place or the discovery of the same, but in no event later than ninety (90) days after the event takes place or the discovery of the same.

5.1.2 The Vice President for Student Services shall conduct a preliminary investigation for the purpose of ascertaining whether the charges may be disposed of informally. If charges cannot be resolved informally, or if the sanction of suspension or expulsion is likely to be sought, a time shall be set for a hearing not fewer than five or more than thirty working days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice President for Student Services, where adherence to such limits would be impracticable.

5.2 The possible disciplinary actions of the college are listed and defined as follows:

5.2.1 An **official warning** indicates that the behavior of the student does not meet the expectations of the college and notifies the student that his/her conduct should be more appropriate in the future.

5.2.2 **Activity restriction/loss of privileges** means that college privileges may be restricted, and participation in extra-curricular activities may be limited or denied.

- 5.2.3 **Probation** indicates that additional misconduct may result in suspension or expulsion as determined in a second disciplinary action. While on probation, college privileges may be restricted, and participation in extra-curricular activities may be limited or denied.
- 5.2.4 **Fines.** Previously established and published fines may be imposed.
- 5.2.5 **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- 5.2.6 **Discretionary Sanctions.** Work assignments, service to the College or other related assignments, determined at the discretion of the Vice President for Student Services.
- 5.2.7 **Interim Suspension.** In certain circumstances, the Vice President for Student Services or his/her designee may impose a college suspension prior to the hearing before the Disciplinary Hearing Board. Interim suspension may be imposed only: a) to ensure the safety and wellbeing of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and wellbeing; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the college. During the interim suspension, student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Services or his/her designee may determine to be appropriate. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing with the Disciplinary Hearing Board, if required.
- 5.2.8 **Suspension** means separation of the student from the college for a definite period of time not to exceed one year, after which the student is eligible to return. Conditions for readmission may be specified.
- 5.2.9 **Expulsion** means permanent separation from institution, including termination of any remaining right or privilege to receive some benefit or recognition or certification.
- 5.3 The following sanctions may be imposed upon team, group, or student organization:
- Those sanctions listed above under 5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5, and 5.2.6.
 - Loss of selected rights and privileges for a specified period of time.
 - Deactivation. Loss of all privileges, including college recognition, for a specified period of time.
- 5.4 In cases which would not result in suspension or expulsion for the Accused, the Vice President for Student Services may determine whether to impose disciplinary action which may be in the form of activity restrictions, loss of privileges, probation or other corrective measures.
- 5.5 In the event that the Vice President for Student Services makes such a determination, each of the Complainant and the Accused shall have the right, but not the obligation, to appeal the decision, or the sanction imposed as a result thereof, to the Disciplinary Hearing Board.
- 5.6 If the Complainant or the Accused desires to appeal such decision or sanction, the Vice President for Student Services must be notified in writing within five working days following notice of the decision or sanction.
- 5.7 If no appeal is made as contemplated herein, then the proceeding is closed. Any decision and sanction imposed becomes part of the record of the Accused and may be distributed to others, as, and to the extent, allowed by law.
- 5.8 All cases that could result in suspension or expulsion must be submitted to the Disciplinary Hearing Board for a formal hearing.

Section 6. Student Rights

- 6.1 Any student involved in a hearing or the appeal process will be afforded proper due process. This includes, but may not be limited to, a written statement of the charges, a fair hearing, and the opportunity to present relevant evidence.
- 6.2 Each of the Complainant and the Accused shall have the right to bring an advisor (who, except as otherwise provided herein, shall be a member of the college community) to the hearing, only in an advisory role. In cases where expulsion is likely to be sought, the advisor may be an attorney who may directly participate in the hearing. Students retain attorneys in such cases at their own expense and must notify the Hearing Panel at least forty-eight hours prior to the hearing if an attorney will be present at the proceedings.

Section 7. Disciplinary Hearing Board Composition

- 7.1 If applicable, a Hearing Panel shall be selected by the Accused and the Complainant from the membership of the Disciplinary Hearing Board.
- 7.2 The Disciplinary Hearing Board is constituted of eleven members including faculty, administrative staff, support staff and student representatives. Each member is appointed by the President at the beginning of the academic year for a one-year term from nominations from various segments of the college community. The membership includes the following:
 - 7.2.1 Two Administrative Representatives.
 - 7.2.2 Three Student Representatives nominated by Student Government.
 - 7.2.3 Three Faculty Representatives nominated by Faculty Senate.
 - 7.2.4 Three Staff Representatives nominated by Staff Council.
- 7.3 If no nominations are made within two weeks of the request, the President shall appoint members as needed. Vacancies on the Board are filled by the President in the same manner as the original appointment.
- 7.4 Each proceeding before the Board shall be heard by a Hearing Panel consisting of five members. There shall be one administrative, one faculty, one staff, and two student members on the Panel. The Hearing Panel shall be chosen by the parties to the proceeding, each striking names in turn with the Accused striking first. If either party to the proceeding is a member of the Hearing Board, he or she shall strike his or her name on the first round.

Section 8. Disciplinary Hearing and Appeal Procedure

- 8.1 Hearings and appeals regarding disciplinary complaints brought hereunder are dealt with in accordance with the following procedures:
 - 8.1.1 The Vice President for Student Services shall meet with the Accused and the Complainant for selection of the Hearing Panel within five (5)* working days following receipt of the notice of intent to appeal, or the formal determination that suspension or expulsion is likely to be sought or that a hearing is otherwise warranted. If the Vice President for Student Services is a party to the proceeding, the Senior Vice President for Academic Affairs shall effect this step and step 2 below.
 - 8.1.2 The Vice President for Student Services shall notify the selected members of the Disciplinary Hearing Board of their selection for the Hearing Panel. The Vice President for Student Services shall schedule the

first meeting within fifteen (15)* working days following selection of the Panel. All members of the Disciplinary Hearing Panel and the parties to the proceeding shall be sent a written notice of the meeting time at least ten working days prior to the meeting.

- 8.1.3 At least five (5)* working days prior to the hearing, each member of the Panel is furnished a written summary statement from all parties involved.
- 8.1.4 At the hearing, witnesses may be called by the Panel or by the parties to the proceeding.
- 8.1.5 All hearings are private.
- 8.1.6 There shall be a complete and accurate record of the hearing. The record shall be the property of the college. Access thereto shall be provided only in compliance with the Family Educational Rights and Privacy Act (20 U.S.C. 1232g), and in accordance with any other applicable terms set forth by the college.
- 8.1.7 The proceedings hereunder shall not be subject to federal, state or local rules of process, procedure and evidence, such as are applied in criminal or civil court. The college shall have the authority to develop guidelines related to such proceedings, to the extent not inconsistent with this Code. Similarly, the chairperson of the Hearing Panel shall have the authority to determine questions of process, procedure and evidence at a hearing, in a manner not inconsistent with the rules and guidelines referenced above.
- 8.1.8 Within three (3)* working days after the hearing, the Hearing Panel shall issue its determination on the charges and sanctions, if any. In cases where the sanction of expulsion is likely to be sought, the Hearing Panel's determination shall be made on the basis of whether there is clear and convincing evidence that the Accused violated the Code of Student Conduct. For all other cases, such determination shall be made on the basis of whether it is more likely than not that the Accused violated the Code of Student Conduct. Pertinent records, exhibits, written statements, and any other relevant information may be accepted as evidence for consideration by the Disciplinary Hearing Panel at the discretion of the chairperson. The decision of the Hearing Panel shall be provided in writing to the parties and to the Vice President for Student Services. All hearing records shall be submitted to the Vice President for Student Services.
- 8.1.9 The decision of the Hearing Panel is final in all cases where it serves as an appellate venue to a determination made by the Vice President for Student Services hereunder. In all other cases, the Hearing Panel's decision and/or sanctions may be appealed by the Accused or the Complainant to the President within five (5)* working days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Services, who will deliver the notice of appeal and the hearing records to the President for review.
- 8.1.10 Except as required to explain the basis of new evidence, an appeal to the President, as contemplated herein, shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether jurisdiction as established in the Code of Student Conduct was properly asserted.
 - b. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - c. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.

- d. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
- e. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

8.1.11 The President shall respond to the appeal and deliver his/her decision thereon within thirty (30) days of his/her receipt of such appeal, except where adherence to such time period would be impracticable, in which case such time period shall be extended as warranted by the particular circumstances. Review of the sanction by the President may not result in more severe sanction(s) for the accused student.

*Specified time intervals may be extended, at the discretion of the Vice President for Student Services, where adherence to such limits would be impracticable or if any members selected for the Hearing Panel are not available on campus during the specified period. The Vice President for Student Services shall notify all parties concerned in writing if such extensions are necessary.

Section 9. Confidentiality

- 9.1 Members of review boards play a sensitive role within the institutional governance structure. Thus, it is important that the members maintain high performance and ethical standards. The following is designed to safeguard the rights of students and to uphold the integrity of the disciplinary procedure as a whole:
- 9.1.1 The name or status of students involved in disciplinary situations shall not be discussed with anyone outside the review board membership except as otherwise required by this Code, by law or court order.
 - 9.1.2 Even in the case of open hearings, hearing body members shall refrain from public comment on the proceedings, and in no instance shall the closed deliberations of the hearing body be discussed, nor shall confidential information be revealed except as otherwise required by this Code, law or court order.
 - 9.1.3 The votes cast by members of the hearing body shall be treated as confidential and shall not be shared outside the hearing room except as otherwise required by this Code, law or court order.
- 9.2 Students found responsible for a violation of this policy that results in a suspension or expulsion from the college will have such status noted on their transcripts so long as that suspension or expulsion remains in effect.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 9, 2016**

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 for month ending October 31, 2016.