

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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APRIL 12, 2017  
AGENDA

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## Members

Jeff Matheny, Board Chair	Cheryl Donohoe
Sam Winans, Vice Chair	John Denbigh
Donna Smith, Secretary	John Hushion
Steve Hardman	Torie Jackson
Joseph Oliverio	William Bell
Jason Landers	Cody Irick

Dr. Fletcher Lamkin  
President



# SCHEDULE

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

**Wednesday, April 12, 2017**

8:30 a.m.	Breakfast	Community Room
9:00 a.m.	Opening Remarks	Community Room
9:15 a.m.	Student Experience w/Tour	Community Room
10:30 a.m.	Senator Manchin	Community Room
11:00 a.m.	Budget Process	Community Room
12:00 p.m.	Lunch	President's Board Room
1:00 p.m.	WV Economic Outlook	Community Room
2:00 p.m.	Executive Committee Meeting	Community Room
2:15 p.m.	Committee Meeting	Community/Leadership Room
3:30 p.m.	Board Meeting	President's Board Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of April 12, 2017  
Board Conference Room  
3:30 p.m.

1.	Call to Order	Board Chair, Jeff Matheny	
2.	Roll Call	Brady Whipkey Executive Assistant to the President	
3.	Board Chair Report	Chairman Matheny	
4.	President’s Report	Dr. Fletcher Lamkin, President	
5.	Approval of Minutes		
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6.	Committee Reports		
	• Executive Committee	Jeff Matheny	
	• Administrative Services Committee	Steve Hardman	
	• Academic and Student Services Committee	Donna Smith	
7.	Action Items		
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	• Approval of Mercer Step Pay Increase for Qualified Classified Staff effective October 1, 2017	Alice Harris, VP Finance & Administration.....	10
	• Approval of FY 2017-2018 Tuition Rate Request	Alice Harris, VP Finance & Administration.....	11
	• Approval of FY 2017-2018 Baccalaureate Tuition Rate Request for 100% On-Line Programs	Alice Harris, VP Finance & Administration.....	12
	• Approval of FY 2017-2018 Fees	Alice Harris, VP Finance & Administration.....	13
8.	Consent Items		
	• Final Approval of Policy A-63, Rights of Pregnant And Nursing Mothers	Debbie Richards Special Assistant to the President.....	16

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- Fiscal Update

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- Emeritus Status Update

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10. Board Comments/Announcements

11. Next Meeting

May 10, 2017 – President’s Board Room

12. Adjournment

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

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday February 8, 2017, 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, Steve Hardman, Joseph Oliverio, Jason Landers, Cheryl Donohoe, John Denbigh, John Hushion, Torie Jackson, Cody Irick, 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 reported that we would be recognizing members of faculty then turned the floor over to Dr. Lamkin. Dr. Lamkin presented members of the math faculty and recognized them with certificates for the hard work and time they have put in to develop and implement the math pathways.

**4. President's Report**

Dr. Lamkin reported that we are reaching our mid-point in the semester and students are encouraged to meet with their advisors to ensure they get the classes they need to graduate. Dr. Lamkin also discussed that while Guided Pathways is in the early stages, we are getting indicators that students like the improved services and more student-friendly class scheduling.

Wood County School Board has approved our Math 120 course for dual credit. Approval for dual credit means that rising seniors can take advantage of our Summer Bridge Program to meet their High School math requirement while also earning credit toward their college degree. Early college students will be able to take the course in the fall and spring semesters, but taking it in the summer permits student to put complete focus on math, which will increase their chances of success.

The College has once again achieved a clean audit for FY16. Despite the financial challenges the State is facing, the college has maintained a healthy financial position by implementing cost saving measures. We are proud of our audit results and the efforts of the campus community and will continue to be good stewards of the public funds that

affect our ability to provide quality educational programs.

Commencement will be held on May 6<sup>th</sup> and we will have the pleasure of having our Commencement Speaker be Woody Williams, Congressional Medal of Honor recipient and highly regarded, inspirational speaker. We are pleased and honored that he is willing to participate in this event.

Representatives from Wood County Schools and WVU-P met to discuss the Caperton Center joint endeavor. Led by Wood County Schools Superintendent John Flint and WVU-Parkersburg President Fletcher Lamkin, both parties agreed to a revised simplified Memorandum of Understanding and discussed future collaboration efforts.

A group of about 40 faculty, staff and student volunteers from the College participated in the Sumner School building day of service. Debbie Richards, who organized our participation as part of the Social Justice Program said that this was one of the best team efforts she has ever seen.

With the March Madness comes the annual “Beat the President” bracket challenge. The prize for the top student entry, provided they beat the President, is free books for the semester.

Our next meeting will be on April 12<sup>th</sup>, and will be an all-day meeting for our semi-annual Board training. Our guest speaker will be Dr. John Deskins, who is Director of the WVU Bureau of Business and Economic Research. He will be providing a presentation regarding the economic future of West Virginia.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of February 8, 2017, were approved upon a motion by Mr. Oliverio, seconded by Ms. Donohoe.

## **6. Committee Reports**

- Executive Committee

Chairman Matheny reported that the Executive Committee met to discuss the 360 Degree Evaluation of the President and four Vice-President’s. Next they discussed legislative updates and possible outcomes of this legislative session. Lastly, they discussed the upcoming retreat and schedule.

- Audit Committee

Mr. Landers reported that the Audit Committee met prior to the Board meeting, with the auditors, via conference call. The auditors provided an overview of the audit process and outcome which will be brought before the members to vote on later in the meeting.

- Administrative Services Committee:

Mr. Winans 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 and received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of programs, catalog update, class schedules, non-credit programs, enrollment and recruitment, were given.

## 7. Action Items

- MOU with Caperton Center for Applied Technology

President Lamkin presented the proposal of the new Memorandum of Understanding with Caperton Center for Applied Technology. A copy of the MOU was provided to the members for review. Members reviewed and discussed the revised MOU.

Mr. Denbigh moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Memorandum of Understanding with Caperton Center for Applied Technology

Mr. Oliverio seconded the motion. The motion passed.

- Approval of WVU at Parkersburg Fiscal Year 2016 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.

Mr. Winans 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, 2016 as submitted.

Ms. Smith seconded the motion. The motion passed.

## 8. Information Items

- Sabbatical Leave

Dr. Lamkin reported that the College has received one request for sabbatical leave for the Fall 2017 semester. Dr. Lamkin provided an overview of the request and noted that it had been approved. With review and discussion, Dr. Lamkin answered questions.

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of February 28, 2017. With review and discussion, Ms. Harris answered questions from the members.

**9. Board Comments/Announcements**

Dr. Lamkin mentioned that the April 12<sup>th</sup> Board Retreat would be focused on Strategic Look Ahead.

**10. Next Meeting**

April 12, 2017, President's Board Room.

**11. Adjournment**

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held on April 12, 2017.

Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

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Jeff Matheny, Chairman

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Donna Smith, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 12, 2017**

**ITEM:** Approval of Honorary Degree Candidate

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the granting of Honorary Degree from West Virginia University at Parkersburg, as named by President Lamkin and announced publicly at the May 6 Commencement.

**STAFF MEMBER:** Fletcher Lamkin, President

**BACKGROUND:**

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

Information about the nominee will be presented by Dr. Fletcher Lamkin.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 12, 2017**

**ITEM:** Approval of Mercer Step Pay Increases for qualified Classified Staff effective October 1, 2017

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves step pay increases for classified staff with 15 years or less services as required to fully fund salaries in accordance with the Mercer Scale.

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

**BACKGROUND:**

In 2011, West Virginia University at Parkersburg committed to fully fund the 2001 Mercer Wage scale. The Mercer wage scale was developed by the State of West Virginia in 2001 and provides for incremental annual step pay increases to all classified staff with 15 or fewer years of experience. The Mercer scale step increases for FY 2018 affect 56 classified employees and total \$44,136. These amounts will included in the FY 2018 Budget which will be submitted at the May 2017 Board of Governors meeting.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 12, 2017**

**ITEM:** Approval of FY 2017-2018 Tuition Rate Request

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the recommended tuition rates included below for submission to the West Virginia Community & Technical College System for 2017-2018 academic year.

**STAFF MEMBER:** Fletcher M. Lamkin, President and Alice Harris, Vice President of Finance & Administration

**BACKGROUND:**

West Virginia University at Parkersburg is seeking approval to submit a tuition rate requested to the WVCTCS Board for FY 2017-2018 that includes an increase for in-state tuition of 8%. In the event the WVCTCS Board does not approve our request, we are seeking approval of a contingent tuition rate which includes a 5% increase.

If WVCTCS Board approves the 8% increase, FY 17-18 tuition will be charged as follows:

	<b>Current</b>	<b>FY 18 Request</b>	<b>Change</b>
<b>Associate Level, In State</b>	\$141	\$152	\$11
<b>Associate Level, Out of State</b>	\$330	\$330	\$0
<b>Baccalaureate, In State</b>	\$194	\$209	\$15
<b>Baccalaureate, Out of State</b>	\$350	\$350	\$0

If WVCTCS Board rejects the 8% increase, our FY 17-18 tuition rates will increase by 5% and be charged as follows:

	<b>Current</b>	<b>FY 18 Request</b>	<b>Change</b>
<b>Associate Level, In State</b>	\$141	\$148	\$7
<b>Associate Level, Out of State</b>	\$330	\$330	\$0
<b>Baccalaureate, In State</b>	\$194	\$203	\$9
<b>Baccalaureate, Out of State</b>	\$350	\$350	\$0

Note: Due to the uncertainty in the State of West Virginia budget process, it may be necessary to revisit this resolution.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 12, 2017**

**ITEM:** Approval of FY 2017-2018 Baccalaureate Tuition Rate Request for 100% On-Line Programs

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the recommended tuition rates included below for as they apply to students who are enrolled in WVUP baccalaureate programs that are delivered 100% on-line.

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

**BACKGROUND:**

Currently WVUP offers three Baccalaureate programs that are delivered 100% on-line. These programs are as follows:

- Bachelor of Science – Nursing
- Bachelor of Applied Science – Child Development
- Bachelor of Applied Technology – Supervisory Management

Because these programs are delivered using solely on-line classes, their cost of instruction is less than that of a live class offered on The WVUP campus. We are seeking approval to charge the approved baccalaureate, in-state tuition rates to any student who has been accepted in these on-line degree programs. If we charge the in-state tuition rate for students admitted to these three programs, we would have the potential of reaching students who currently reside in Athens and Washington County in Ohio. Many potential students who reside in these areas cross over into West Virginia to work for local employers who look to us to assist them by providing a skilled workforce. Making these programs more affordable will help WVUP meet the needs of these local employers.

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

**ITEM:** Approval of FY 2017-2018 Fees

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the fees recommended for the 2017-2018 academic year.

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

**BACKGROUND:**

The administration of West Virginia University at Parkersburg recommends the approval of the attached fee schedule for FY 2017-2018 academic year. The following is a list of new fees and significant changes to existing fees:

- Increase to the BOG AAS, RBA and Prior Learning Assessment Posting Fee from \$10 per credit hour to \$50 per course.
- The name of the On-line Learning Center Fee will be changed to Blackboard Support Fee and will apply to all classes with a Blackboard component. Due to decreases in overall costs, this fee will be reduced \$30 to \$20 per credit hour. This fee is utilized to pay for the personnel and technology costs associated with managing Blackboard and creating and maintaining on-line courses at WVUP.
- Beginning with the Fall 2017 term, the On-line/Hybrid Premium Course and the On-line/Hybrid Basic Course fees have been eliminated. WVUP will no longer purchase on-line content from Pearson and therefore, the fees are no longer necessary.
- The name of the Non-credit Lab Fee previously approved by the WVUP Board of Governors will be changed to Co-Requisite Lab Fees. This fee covers the cost of providing non-credit, co-requisite labs for students enrolled in entry level Math, English and Reading courses. Tuition is not charged to students for attending these courses because of their non-credit status. All costs associated with providing this additional student support are covered by with this fee.
- Other fees which have been eliminated include: Add class fee \$5; Non-Attendance Fee \$50; CJ Background Check Fee \$36; Legal Studies Pre Assessment \$25; NABCEP Exam Fee \$170.

With the exception of the items listed above, all other fee levels remained the same as the prior year.

**West Virginia University at Parkersburg**  
**Fee Schedule**  
**2017-2018**

Applied Music Fee (per course) (MUSI 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 182, 183, 184, 185, 186, 187, 188, 189, 190)	350.00
Art Fee (per course) (ART 240, 241, 242, 243, 244, 245, 251, 340, 343, 351)	50.00
Blackboard Support Fee (per credit hour)	20.00
BOG/RBA Portfolio Evaluation Fee	300.00
BOG/RBA & Prior Learning Assessment Posting Fee (per course)	50.00
CAPOT Examination Fee (per course) (ATPT 260)	85.00
Capstone Course Assessment Fee (per course) (ATPT 260, CDEV 255, CDEV 406, CIT 260, CIT 460, CS 260, CS 460, DRAF 260, DAGR 280, ED 401, ELEC 260, ELEC 224, IM 260, MTEC 280, PSYCH 460, & WELD 260)	35.00
Capstone Course Assessment Fee - Business (per course) (GBUS 240, 295, 440)	35.00
Capstone Course Assessment Fee - CIT (per course) (CIT 260, 460)	200.00
Capstone Course Assessment Fee - CJ (per course) (CJ 290, 291, 460)	35.00
Capstone Course Assessment Fee - Computer Science (per course) (CS 260, 460)	125.00
Capstone Course Assessment Fee - Drafting (per course) (DRAF 260)	85.00
CDEV Field Placement (Practicum) Fee (per credit hour) (ECE 150, 250, 251, 405)	20.00
CIT Fee (per credit hour)	25.00
CJ Background Check Fee (per course) (CJ 291)	36.00
CJ Lab Fee (per credit hour) (CJ 150, 280, 321, 330, 331, 341, 355, 375, 388, 410)	30.00
Co-Op Education Assessment Fee (per credit hour)	25.00
Co-Requisite Lab Fee (per hour) (MATH 120E, 125E, 126E, READ 401)	152.00
College-Level Examination (CLEP) (per examination) (Plus \$80 directly to CLEP)	15.00
Communication Studies Mass Media Database Fee (per course) (COMM 111, 112, 281, 282, 283, 303, 304, 306, 308, 316, and 404)	30.00
Computer Lab Fee (per credit hour)	7.00
Credit by Examination Fee (each examination)	25.00
Diploma/Certificate Replacement Fee	20.00
Drafting 3D and Large-Scale Printing Fee (per course) (DRAF 112, 116)	35.00
Drug Testing Fee (NURS 134, 234, ST 100, 211, PTEC 101, PCT 101)	45.00
Education Database Fee (per course) (EDUC 100)	135.00
Education Field Placement Fee (per credit hour) (EDUC 100, 200, 230, 250, 255, 300, 302, 310, 330, 350, 351, 401, 402, 403, 404, 405, 406, 407, 408, 409, 411, MATH 301, 302, 303, SS 316, SCI 302, LA 302, ENGL 350)	25.00
Education Test (PREPAC) Fee (per course) (CDEV 251)	20.00
Engineering Tech Course Fee (per course) (ENGR 120, 124, 220, 228, 230, 234, 240, 241, 250, 280)	100.00
English Laboratory Fee (per course) (ENGL 101L, 102L, 107L)	35.00
Graduation Fee	25.00
HESI Exam Fee	45.00
HPER - CPR Certification Fee (per course)	15.00
Late Registration Fee	25.00
Late Tuition Payment Fee (per each payment deadline)	25.00
Legal Studies Course Fee (per course) (LS 210, LS 220)	30.00
Mathematics Laboratory Fee (per course) (MATH 101)	35.00
MDS Senior Project Fee (per course) (MDS 492)	300.00

Music Advanced Course Fee (per course) (MUSI 390)	450.00
Nursing Fee (NURS 134, 144, 234, 244)	200.00
Nursing Lab Fee (NURS 134, 144, 234, 244)	200.00
Nursing Testing Fee (NURS 134, 144, 234, 244)	270.00
Online Biology Lab Kit Fee	150.00
Parking Permit (per semester)	25.00
Parking Permit Replacement	5.00
Patient Care Tech Lab Fee (per course) (PCT 101, PCT 102)	70.00
Patient Care Tech Testing Fee (per course) (PCT 101)	60.00
Patient Care Tech Testing Fee (per course) (PCT 102)	160.00
Pharmacy Tech Lab Fee (per course) (PTEC 101)	50.00
Pharmacy Tech Testing Fee (per course) (PTEC 101)	30.00
Pharmacy Tech Testing Fee (per course) (PTEC 121)	200.00
Placement Testing Fee	10.00
Prior Learning Assessment Evaluation	100.00
Proctor Exam Fee	25.00
PSB-ST Exam Fee	20.00
Returned Check Service Fee	25.00
Science Lab Fee (per course)	40.00
Student ID Card Replacement	10.00
Surgical Technology Lab Fee (per course) (ST 100, ST 211)	125.00
Surgical Technology Testing Fee (per course) (ST 100, 110)	30.00
Surgical Technology Testing Fee (per course) (ST 211)	280.00
Surgical Technology Testing Fee (per course) (ST 212)	160.00
Technical Program Fee (per course) (All ATPT, CMAT, ELEC, IDIT, IM, INDT, IST, MTEC courses)	85.00
Transcript Fee (all requests)	10.00
Transcript Fee (expedited)	15.00
Welding Course Fee (per course) (All WELD courses)	125.00

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 12, 2017**

**ITEM:** Final approval of Policy A-63, *Rights of Pregnant and Nursing Mothers*

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy A-63, Rights of Pregnant and Nursing Mothers, without revision.*

**STAFF MEMBER:** Debbie Richards  
Special Assistant to the President  
And Title IX Coordinator

**BACKGROUND:**

Proposed Policy A-63, *Rights of Pregnant and Nursing Mothers* (attached) was presented to the Board of Governors on February 8, 2017. A notice of proposed rulemaking was subsequently issued on February 9, 2017, for a comment period ending on March 12, 2017. A list of comments received is included with the institution's response supporting the recommendation for approval without revision.

COMMENTS RECEIVED  
**Policy A-63, Policy on Rights of Pregnant and Nursing Mothers**  
 Public Comment Period: February 9 to March 12, 2017

<b>Date Received</b>	<b>Comments</b>	<b>Revisions to policy proposal</b>
2/9/17	I am no longer a pregnant or nursing mother but I absolutely love the fact that WVUP cares about the needs of their staff and students. The only thing I would love to see is a fridge available for storing pumped milk and maybe some cards with a lactation consultants' phone number and wic's. I think an area like this would further the inclusiveness that is felt all over campus. =) Amber Murphy	None*
2/16/17	As Child Development Coordinator I would like to support breast feeding in any way I can. If the University decides to designate a room/area for breast feeding mothers I would be happy to assist in its creation. I am also attaching a resource that might be helpful to breast feeding mothers. I am glad that a policy will be in place. If there is anything I can do to make WVUP a welcoming place for breast feeding mothers, please let me know. Christi Calvert, Child Development Coordinator, WVUP	None*

\* WVUP established a dedicated lactation room effective March 1. It has a refrigerator and several resources, including WIC information and business cards for the lactation consultant at the MOV Health Dept.

West Virginia University at Parkersburg Board of Governors

**Proposed POLICY A-63  
RIGHTS OF PREGNANT AND NURSING MOTHERS**

**Section 1. General**

- 1.1 Purpose. - To establish West Virginia University at Parkersburg Board of Governors' policy regarding the rights of pregnant and nursing mothers who are employees or students of WVU Parkersburg.
- 1.2 Authority. - [W.Va. Code § 18B-1-6](#)
- 1.3 Scope. - This policy applies to all members of the West Virginia University at Parkersburg campus community.
- 2.4 Effective Date. –

**Section 2. Introduction**

As set forth in [Policy A-34](#), *Equal Opportunity, Affirmative Action and Nondiscrimination*, West Virginia University at Parkersburg is committed as an employer and an educational institution to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. WVU at Parkersburg hereby establishes the following guidelines for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new mothers.

**Section 3. Pregnancy**

**3.1 Students**

- 3.1.1. Under the U.S. Department of Education's (DOEd) regulations for implementing Title IX of the Education Amendments of 1972 (Title IX), an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom." According to the DOEd, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began. This federal regulation supersedes any college- or instructor-based attendance or other policies regarding allowable numbers of absences or ability to make up missed school work.

- 3.1.2. To the extent possible, WVUP will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place for that student when the leave began. Appropriate methods for accommodating pregnancy-related absences or leaves may include extended deadlines, make-up assignments (such as papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, in addition to any other ergonomic and assistive supports typically provided by Disability Services.
- 3.1.3 The Title IX Coordinator may designate the Director of Disability Services to receive requests for accommodations from students related to medical leave and/or temporary disabilities associated with pregnancy and related conditions. On the basis of medical documentation provided by the student's physician faculty members will be notified regarding reasonable accommodations authorized for the student. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate under Title IX, and to advise faculty members or others, as necessary.
- 3.1.4 Every effort will be made to devise alternative paths to completion, when possible, in situations such as clinical rotations, performances, labs, and group work. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. WVUP faculty, staff, or other employees will not require a student to limit her studies as the result of pregnancy or pregnancy-related conditions. Pregnant students cannot be channeled into alternative programs against their wishes.
- 3.1.5 No artificial deadlines or time limitations will be imposed on requests for accommodations; however, WVUP is limited in its ability to impact or implement accommodations retroactively. Reasonable accommodations may include, but are not limited to:
- a. Accommodations requested by the pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
  - b. Modifications to the physical environment (such as accessible seating);
  - c. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;
  - d. Providing remote learning options;
  - e. Excusing medically-necessary absences (irrespective of classroom attendance requirements set by a faculty member, a division or otherwise established by the institution);
  - f. Granting leave or implementing incomplete grades for classes that will be resumed at a future date.

Modification to the essential elements of any academic program are not required by these guidelines.

- 3.1.6 Students are encouraged to work with their advisors, faculty members and WVUP's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for absences and leaves, minimize the academic impact of their absences and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and

implementation as needed.

- 3.1.7 Administrative responsibility lies with the Title IX Coordinator, who will maintain all appropriate documentation related to accommodations. Information about pregnant students' requests for accommodations will be shared with other faculty and staff only to the extent necessary in order to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary.

## 3.2 Employees

- 3.2.1 Discrimination on the basis of pregnancy, childbirth, or related medical conditions constitutes unlawful sex discrimination under the [Pregnancy Discrimination Act](#) (PDA), an amendment to Title VII of the Civil Rights Act of 1964. Women affected by pregnancy or related conditions must be treated in the same manner as other applicants or employees who are similar in their ability or inability to work. The PDA forbids discrimination based on pregnancy when it comes to any aspect of employment, including hiring, pay, job assignments, promotions, layoffs, training, fringe benefits, firing, and any other term or condition of employment.
- 3.2.2 Supervisors may not single out pregnancy-related conditions for medical clearance procedures that are not required of employees who are similar in their ability or inability to work pursuant to Policy B-24, [Employee Leave](#), Section 5.8.
- 3.2.3 Pregnant employees must be permitted to work as long as they are able to perform their jobs. If an employee has been absent from work as a result of a pregnancy related condition and recovers, she will not be required to remain on leave until the baby's birth. No predetermined length of leave time may be established by an administrator or supervisor for an employee to take leave after childbirth. WVUP will hold open a job for a pregnancy-related absence the same length of time that jobs are held open for employees on sick or temporary disability leave.
- 3.2.4 Under the [Family and Medical Leave Act \(FMLA\) of 1993](#), enforced by the U.S. Department of Labor, a new parent (including foster and adoptive parents) may be eligible for 12 weeks of leave (unpaid, or paid if the employee has earned or accrued it) that may be used for care of the new child. To be eligible, the employee must have worked for WVUP for 12 months prior to taking the leave. [Institutional procedures](#) shall further define details regarding FMLA leave.
- 3.2.5 If an employee is temporarily unable to perform her job due to pregnancy, she will be treated the same as any other temporarily disabled employee; for example, by providing light duty, modified tasks, alternative assignments, disability leave, or leave without pay. Additionally, impairments resulting from pregnancy (for example, gestational diabetes) may be disabilities under the Americans with Disabilities Act (ADA). An employee will be entitled to a reasonable accommodation for a disability related to pregnancy, absent undue hardship (significant difficulty or expense).
- 3.2.6 Employees on medical leave for pregnancy related conditions will have equal access to benefits provided to employees on medical leave. Expenses for pregnancy related conditions will be covered by health insurance and be reimbursed in the same manner as for other medical

conditions according to the PDA. Employees with pregnancy related disabilities will be treated the same as other temporarily disabled employees for accrual and crediting of seniority, vacation calculation, pay increases, and temporary disability benefits.

## **Section 4. Nursing Mothers**

### **4.1 Support**

- 4.1.1 In recognition of the documented health advantages of breastfeeding for infants and mothers, WVU at Parkersburg provides a supportive environment to enable any employee or student mother to express milk during their time on campus. In addition, pursuant to [W.Va. Code § 16-1-19](#), a mother has the right to “breast feed a child in any location open to the public.” All faculty, staff and administrators will assist in providing a positive atmosphere of support for breastfeeding employees and students.
- 4.1.2 According to the Patient Protection and Affordable Care Act, which amended Section 7 of the [Fair Labor Standards Act](#) (FLSA) in 2010, supervisors must “provide a reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has need to express the milk.” Employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, nonexempt employees may make up the time with a flexible schedule arranged between the employee and supervisor or use annual leave time.

### **4.2 Facilities**

- 4.2.1 The FLSA requires employers to “provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.” At WVUP, a private room that is not a toilet stall or restroom shall be made available as needs arise for any employee or student mother to express milk. Such room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet.
- 4.2.2 Although not required by law to create a permanent dedicated space for use by nursing mothers, WVUP may choose to establish one or more dedicated lactation lounge(s) to be available exclusively to lactating employees and students during the hours the campus is open. Such a space must meet the minimum requirements specified in Section 4.2.1. The designation of any dedicated space and the procedures for its access and use shall be communicated to all employees and students.
- 4.2.3 Employees may breastfeed or express milk in their own private offices if they prefer or in other comfortable locations agreed upon in consultation with the employee’s supervisor.

## **Section 5. Harassment and Retaliation**

- 5.1 Harassment of any member of the WVUP community based on sex, including pregnancy or related conditions and parental status, is prohibited.
- 5.2 Faculty, staff, and other WVUP employees are prohibited from interfering with an employee’s or student’s right to take leave, seek reasonable accommodation, or otherwise exercise their rights under the institution’s nondiscrimination policy.
- 5.3 Faculty, staff, and other WVUP employees are prohibited from retaliating against an employee or student, including imposing or threatening to impose negative educational or employment

outcomes because a student or employee requests leave or accommodation, files a complaint, participates in a complaint investigation, or otherwise exercises their rights under the institution's nondiscrimination policy.

5.4 [Policy B-62](#), *Mandatory Reporters*, establishes that any employee of WVUP who receives a report of discrimination on the basis of sex (which includes pregnancy or related conditions) is responsible for promptly forwarding such report to the Social Justice Officer/Title IX Coordinator.

5.5 All allegations of harassment, discrimination or retaliation will be investigated and handled promptly and equitably under the supervision of the institution's Social Justice Officer/Title IX Coordinator.

## **Section 6. Complaints**

6.1 Complaints of discrimination, harassment or retaliation may be filed with West Virginia University at Parkersburg:

Social Justice Officer/Title IX Coordinator, Room 1010  
West Virginia University at Parkersburg  
300 Campus Drive  
Parkersburg, WV 26104  
E-mail: [Social.Justice@wvup.edu](mailto:Social.Justice@wvup.edu)  
Telephone: (304) 424-8201  
FAX: (304) 424-8302

6.2 Complaints may also be filed (under Title IX) with the U.S. Department of Education, Office for Civil Rights:

Office for Civil Rights  
U.S. Department of Education  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Telephone: 215-656-8541  
FAX: 215-656-8605; TDD: 877-521-2172  
Email: [OCR\\_Philadelphia@ed.gov](mailto:OCR_Philadelphia@ed.gov)  
Website: [www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html)

6.3 Employees may also file complaints (under Title VII or other employment laws) with the U.S. Equal Employment Opportunity Commission:

United States Equal Employment Opportunity Commission  
801 Market Street, Suite 1300  
Philadelphia, PA 19107-3127  
Telephone: 866-408-8075  
Fax: 215-440-2606  
TTY: 800-669-6820  
Website: [www.eeoc.gov/](http://www.eeoc.gov/)

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 12, 2017**

**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 March 31, 2017.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 12, 2017**

**ITEM:** Emeritus Status Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Fletcher Lamkin, President

**BACKGROUND:**

During our 2017 Spring Commencement Ceremony we will be honoring eight, retiring faculty members with emeritus status. Those individuals are as follows:

- Matthew Santer, Professor of Psychology, following 43 years of service
- Rebecca Phillips, Professor of English, following 29 years of service
- Alita Sellers, Professor of Nursing, following 26 years of service
- Patricia Gaston, Professor of English, following 24 years of service
- Beth Cox, Professor of Art, following 20 years of service
- Nancy Nanney, Professor of English, following 17 years of service
- Dianne Davis, Associate Professor of Business, following 13 years of service