

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**AUGUST 12, 2015  
AGENDA**

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## Members

Jeff Mathen, 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, August 12, 2015**

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Work Shop Lunch	President's Conference Room
1:30 p.m.	Administrative Services Committee	Conference Room 1004
1:30 p.m.	Academic and Student Services Committee	President's Conference Room
2:30 p.m.	Tour of EDA Wing	
3:15 p.m.	Security Badge	Student Welcome Center
3:30 p.m.	Board Meeting	President's Conference Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of August 12, 2015  
President's 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	
	<ul style="list-style-type: none"> <li>• Regular Meeting – June 10, 2015 .....5</li> <li>• Special Board Meeting – July 21, 2015.....9</li> </ul>	
6.	Committee Reports	
	<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Administrative Services Committee</li> <li>• Academic and Student Services Committee</li> </ul>	<ul style="list-style-type: none"> <li>Jeff Matheny</li> <li>Steve Hardman</li> <li>Donna Smith</li> </ul>
7.	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>	
8.	Action Items	
	<ul style="list-style-type: none"> <li>• Approval of Funds for Construction of a Student Services One Stop Center</li> <li>• Approval of Mercer Step Pay Increase for Qualified Classified Staff effective October 1</li> </ul>	<ul style="list-style-type: none"> <li>Dr. Fletcher Lamkin.....13</li> <li>Alice Harris, VP Finance &amp; Administration.....18</li> </ul>
9.	Consent Items	
	<ul style="list-style-type: none"> <li>• Revision of Policy A-34 Equal Opportunity Affirmative Action and Nondiscrimination</li> </ul>	Debbie Richards, Special Assistant to the President.....19
10.	Information Items	
	<ul style="list-style-type: none"> <li>• Alumni Relations Update</li> <li>• Fiscal Update</li> </ul>	<ul style="list-style-type: none"> <li>Elizabeth Godfrey Alumni Specialist.....22</li> <li>Alice Harris, VP Finance &amp; Administration.....23</li> </ul>

- Professional Development Week Schedule

Dr. Jane Milley, Interim Sr. VP  
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- WVU at Parkersburg Programs Available

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11. Board Comments/Announcements

12. Next Meeting  
September 9, 2015 - Multi-Purpose Room

13. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
June 10, 2015

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday June 10, 2015, in the College Activities Center at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Joe Campbell, Jamie Six, Cheryl Donohoe, Curtis Miller, Matthew Santer, Jeff Matheny, Sam Winans, William Bell, Steve Hardman, John Denbigh and Donna Smith. 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. Next Chairman Matheny recognized Jared Bailey, Electronic Media Technician, for his dedication and hard work on the CMT Empowering Education testimonial videos. Chairman Matheny presented Mr. Bailey with a certificate of appreciation, a gift certificate and a check.

**4. President's Report**

President Lamkin distributed a report to the Board members and provided an overview. Dr. Lamkin began with discussing the commencement ceremony held May 16 and that he had the opportunity to be the commencement speaker at Madison Elementary School, 5<sup>th</sup> grade graduation as well as the Wood County Adult Basic Education graduation. Dr. Lamkin also reported that Summer Semester classes began on May 18<sup>th</sup>, on May 21 the college hosted the CMT Concert and Tech Fair attracting about 60 prospective students. On May 26, the college hosted a town hall session on drug abuse that was led by Senator Joe Manchin and on June 3 we hosted a Workforce Investment Board event entitles "Opt-in: Be Part of the Solution."

Next Dr. Lamkin reported on enrollment. Dr. Lamkin stated that our situation continues to improve on new student headcount as well as closing the gap on returning students. The college is taking aggressive action regarding returning students by placing coals to more than 2000 "stop-out" students from the past five years, encouraging them to resume their studies with us. We are examining issues of customer service, communication, counseling, scheduling, class delivery, and content.

Dr. Lamkin, then reported that work continues on the update of the Strategic Plan and Master Plan. The Strategic Planning Committee is in the process of establishing goals and objectives. We are also analyzing our HLC report to ensure that the follow-up we will report in March 2016 will be appropriate. A draft of the Master Plan report prepared by Pickering that addresses proposed revisions and the future of the Readiness Center will be presented to the Board.

Lastly Dr. Lamkin reported on budget considerations. To ensure a balanced budget for next year he has established a hiring freeze. There has also been several faculty positions identified that may not be supported next year unless enrollment justifies them. We are also looking at reorganizations to make more efficient and mission-focused use of our people. There have also been program adjustments. As a result of low enrollments and an unworkable business model, the Culinary Arts program has been suspended, pending some alterations in staffing and program content. Dr. Lamkin then thanked the Board for their support and service to the college.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of May 13, 2015, were approved upon a motion by Mr. Miller, seconded by Mr. Campbell.

## **6. Committee Reports**

- Executive Committee:  
Board members present received a report on updates on reorganization, the Downtown Center, program reduction, budget, Master Plan, and the Strategic Plan.
- Administrative Services Committee:  
Board members present received reports from the Foundation on fundraisers, grants, events, and donations. They also 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 information technology project updates. A report was also received on marketing and public relations.
- 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, Outcomes Assessment, HLC, program review, Diversified Agriculture and Culinary Arts Program, and faculty; credit and non-credit programs; enrollment, stop out recruitment, loan default, Community Service Recognition, and student awards and accomplishments updates were given.
- Campus Development  
Board members present received a report on the status of funding for the Readiness Center. A meeting was held with General Hoyer and his staff. During the meeting General Hoyer stated that they are working toward locking down a date for federal funding for 2020. They have one million currently in reserve for the public portion of the center but there are no guarantees that it will be there in 2020. Adam Krason of

ZMM will make changes to the plans and then they will be presented to the County Commission.

## 7. Action Items

- Changes to Culinary Arts Program

Dr. Jane Milley, Interim Senior Vice President of Academic Affairs provided an overview of the proposed changes to the Culinary Arts Program. Members reviewed and discussed the proposed resolution and Dr. Milley answered questions.

Mr. Winans moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approve to suspend the Culinary Arts Program

Mr. Denbigh seconded the motion. The motion passed.

- Approval of Program Review

Dr. Jane Milley, Interim Senior Vice President of Academic Affairs provided an overview of the annual Program Review. Members discussed the proposed program review and Dr. Milley answered any questions.

Mr. Miller moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2014-15.

Mr. Campbell seconded the motion. The motion passed.

## 8. Information Items

- Non-Traditional Programs Update

Robin Ambrozy, Director of Non-Traditional Programs provided an overview her department, programs offered, and degrees that have been issued since the programs conception. Ms. Ambrozy answered questions from the members and thanked them for their time.

- Campus Master Plan

- Alice Harris, VP Finance and Administration provided an update on the Campus Master Plan. A copy of the plan was emailed to members prior to the meeting for review. Ms. Harris provided an overview sheet highlighting areas that have changes since the last time members reviewed. Ms. Harris stated that she would give the Board members time to review and would contact them at a later date for their approval.

- Fiscal Update:

Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of May 31, 2015.

**9. Board Comments/Announcements**

**10. Next Meeting**

August 12, 2015, College Multi-Purpose Room.

**11. Adjournment**

With no further business to be discussed, Mr. Miller moved that the meeting be adjourned. Mr. Campbell seconded the motion. Motion passed. The next meeting will be held August 12, 2015, at 3:15 p.m. in the College Multi-Purpose Room.

Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

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Jeff Matheny, Chairman

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Curtis Miller, Secretary

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
July 21, 2015

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday July 21, 2015, in the Community Room at the WVU Parkersburg Campus, beginning at 5:00 p.m. Board members present were: Jamie Six, Cheryl Donohoe, Violet Mosser, Curtis Miller, Jeff Matheny, Sam Winans, Bill Bell, Steve Hardman and participating via phone were Joe Campbell, John Denbigh, and Donna Smith. 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 provided an update on Dr. Milley to the Board. Next Dr. Lamkin discussed enrollment stating that we are within 3% of the FTE and asked Anthony Underwood, VP of Student Services to briefly discuss enrollment numbers. Mr. Underwood addressed the Board giving current enrollment numbers with a comparison to the previous year.

**5. Action Items**

- Program Fees  
Dr. Cynthia Gissy, Dean of Academic Success, provided an overview of the proposed program fees. Members reviewed and discussed the proposed resolution with Dr. Gissy answering questions.

Mr. Six moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approve additional course fees for the following programs for the 2015-2016 academic year.

Mr. Miller seconded the motion. The motion passed.

- Campus Master Plan

Alice Harris, VP of Finance and Administration provided an overview of the proposed resolution to accept the new Campus Master Plan. Members reviewed the proposed resolution.

Mr. Winans moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the updates to the WVU at Parkersburg Campus Development Plan

Mr. Bell seconded the motion. The motion passed.

- Demolition of Gateway Annex

Alice Harris, VP of Finance and Administration provided an overview of the proposed resolution for demolition of the Gateway Annex. Members reviewed and discussed the proposed resolution with Ms. Harris answering questions.

Mr. Campbell moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the demolition of the Gateway Property at the entrance of WVU at Parkersburg's Main Campus.

Mr. Miller seconded the motion. The motion passed.

- Downtown Center Lease

Senta Goudy, VP of Institutional Advancement provided an overview of the proposed resolution for lease of the Downtown Center to the Parkersburg Brewing Company. Members reviewed and discussed the proposed resolution with Ms. Goudy answering questions.

Mr. Winans moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors intends to lease 705 Market Street, Parkersburg, WV to Parkersburg Brewing Company LLC within three months of this date dependent on their obtaining financing and the stipulations outlined in the attached Letter of Intent to Lease 705 Market Street

Mr. Miller seconded the motion.

After further review and discussion Mr. Miller moved to amend the Letter of Intent to have the following changes:

- Property Tax and Insurance should become cost to the lessee

- A cap on depreciation of \$150,000 or lesser cost.
- Improvements cannot be used as collateral towards future loans

Ms. Donohoe seconded the motion. The motion passed.

Mr. Six motioned to propose and amendment allowing President Lamkin and staff to work with WV CTCS legal counsel to develop a template for potential leaser to ensure lease is approved by the State.

Mr. Denbigh seconded the motion. Mr. Campbell did not vote due to possible conflict of interest as WesBanco could be possible lender. The motion passed.

## **8. Information Items**

- Change in Organizational Structure  
Dr. Lamkin, provided an overview of changes in the West Virginia University at Parkersburg Organizational Structure, noting that there are no changes in rate of pay and there are no positions currently staffed that are being cut. Dr. Lamkin answered questions from members.
- Property Update  
Dr. Lamkin provided an update on property purchased at 180 Cedar Grove Road, informing members that the house on the property has been taken down, with cleanup of the lot now under way. Once all debris is removed the ground will be graded and grass seed will be sown.
- Course Prefix Change for Prior Approved Fees for Engineering Technology Courses  
Dr. Cynthia Gissy, Dean of Academic Success, provided an overview on course prefix changes for prior approve fees for Engineering Technology Courses. Dr. Gissy, noted that the prefix change does not have any change to the previously establish course fee. The prefix change was done to courses would be distinguished from which division is offering them.

## **9. Board Comments/Announcements**

### **10. Next Meeting**

August 12, 2015, College Multi-Purpose Room.

### **11. Adjournment**

With no further business to be discussed, Mr. Miller moved that the meeting be adjourned. Mr. Campbell seconded the motion. Motion passed. The next meeting will be held August 12, 2015, at 3:15 p.m. in the College Multi-Purpose 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 August 12, 2015**

**ITEM:** Approval of Funds for Construction of a Student Services One Stop Center

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the use of Reserve Funds to retrofit the first floor of WVUP's main campus building for the construction of a Student Services One Stop Center, not to exceed **\$495,227**.

**STAFF MEMBER:** Fletcher Lamkin, President

**BACKGROUND:**

**Overall goal: Construct a Student Services One Stop Center to be completed and fully functioning by the Fall 2016 enrollment season. (Generally prior to May 2016)**

**Philosophy**

Providing a One-Stop solution for students is not simply about multiple services being located in the same place. That would not be enough to justify this project.

A one-stop student enrollment center is a fundamental change in philosophy. Students needing our standard front line service for Admissions, Records, Financial Aid and Testing and one-on-one advisement should not have to wait on a specific person to be on duty. Rather the staff and physical space should be flexible enough to service any student who walks through the doors at any time. Our current segmented physical space does not support this philosophy.

By completing a full schedule of cross training and sharing our resources in a central location we can effectively have more people working on challenging projects as the need arises without disrupting individual, smaller offices by shuffling people from one desk or office to another and without the fiscal burden of adding additional staff.

In their report dated October 20, 2011, Ferrilli Information Group a consulting group hired by WVU at Parkersburg to assess our student services strongly recommend the need to create a one stop shop for administrative services. Following is an excerpt from that report:

“One of our strongest recommendations is to create a one-stop shop for administrative services. Your current model takes students through the initial enrollment and advising processing but does not allow for financial aid advisement, bill paying or registrar type functions (transcript requests, graduation application, address change, etc.) By enhancing what you already currently do, students could complete over 80% of all administrative tasks in one area thus eliminating the need for multiple points of service and multiple areas for

processing delays. This would also allow you to properly service your evening students and online population. It is our recommendation that all telephone and external email inquiries also be brought into this model and the back office functions of the various departments be segregated to the back offices. The staff would need to be cross trained in the various areas and would need an engaged manager to supervise the service delivery to students.”

## Goals of the Student Services One Stop Center

- More satisfied students and better trained staff
  - Less student “runaround”
  - Increased Satisfaction of Students
  - More cross-trained experts (without adding staff positions)
  - Increased retention
- Increased efficiencies
  - Better trained and more cross trained staff with greater expertise means quicker frontline coverage and processing time.
  - More cross trained personnel to share work during specific large or stressful projects or times of high volume means no need to hire additional staff.
  - Dedicated processing positions will not be assigned regular front line duty so there will be quicker turnaround on essential documentation.
  - More efficient use of space will improve service to students.
- Streamlined delivery of services
  - More cross trained personnel means students will need to see fewer staff members to receive complete steps for enrollment.
  - In conjunction we are improving online student service which will mean less foot traffic and quicker work flow.
  - See <http://www.bmcc.cuny.edu/thehub/> at Borough of Manhattan Community College, called “the Hub” for an example. Our version of the Hub will be ready for use this fall.

## A Tested Method of Improvement

Student Services One Stop Centers are now a standard configuration at many of our in state and out of state peer institutions. The development team for the Student Services One Stop Center reviewed many of these as case studies including a training seminar from University of Minnesota, a visit to the one-stop at Mountwest Community and Technical College in Huntington, WV and consultation with LaGuardia Community College of New York who has recently completed a similar project.

The number of institutions who have implemented the student services one stop center is extensive and includes such institutions as:

- Community College of Philadelphia
- Great Bay Community College (NH)
- Fairmont State University
- Indian Hills Community College (IA)

- Jefferson Community & Technical College (KY)
- Lorain County Community College (OH)
- Mercer County Community College (NJ)
- Miami University (OH)
- Stark State College (OH)
- University of North Carolina at Asheville
- University of Tennessee Knoxville
- Westchester Community College (NY)

## Specific Practical Concerns Impacting Service to Students

**Testing** – Currently, the volume of college placement testing outstrips the small 11 seat testing facility. Testing as many as 40 new students at a time, the Enrollment Office must now schedule placement testing, the crucial first step in registration, in academic labs in-between class times. This leads to fewer testing opportunities and an inefficient use of personnel who must be stationed in three different locations on two different floors for three hours during each event.

A Student Services One Stop Center will eliminate each of these testing center challenges and eliminate the need to shuttle a student from one location to another. All placement testing facilities will be located in the Student Services One Stop Center allowing a student to be tested both on-demand and in large efficient groups on a significantly expanded schedule.

**Staffing** – A key element in serving students is efficient and continual staffing. Currently, Enrollment, Records and Financial Aid have discrete and separate service areas which serve thousands of students each semester. Unfortunately, these service areas have only one or two frontline staff at times of full staffing. This means that illness, injury, unexpected but necessary leave, vacation and, at peak times, just a simple bathroom break can significantly increase service time the quality student experience.

The Student Services One Stop Center will have a three person frontline with two onsite immediate back-ups, as well as a frontline services area easily overseen by two administrative leaders, all of which will be cross trained (a process that has been happening for more than a year). Never again will a student have to wait on a specific staff member to be present to use a basic service.

**Hurry and Wait** – Often students have issues that require multiple processes to solve. This means that even with our very best service students will have to move from one service office to another to address enrollment or service issues. While frustrating at the best of times this roadblock to enrollment can increase exponentially during peak enrollment and service times.

The Student Services One Stop Center will eliminate this problem in two major ways. First, since all major student service offices (enrollment, testing, records, financial aid and financial assistance) will be co-located so that there will rarely be a need to shuttle a student from one

location to another. Even a student whose problem is related to billing will find the Business Office directly across the hall from the Student Services One Stop Center.

### Creating More Expertise – Without Adding More Staff

Our division is full of experts. In fact, each support staff member is an expert in their area. To be maximally efficient and provide the very best service, we must have more experts so that those we already have do not become either bottlenecks or overburdened with shifting and uneven work assignments.

We can create more experts through cross-training and co-location. Currently the five people who provide frontline service and processing, and the five staff would provide one-on-one admission and financial aid counseling services are spread out of three offices at the Parkersburg campus. This significantly prevents efficient use of staff and college resources while frustrating students who are shuffled from one office to the next. While documented and structured cross-training has taken place over the past 18 months, co-location will increase the quality of cross training while eliminating service bottlenecks and greatly reducing student disaffection.

More experts will result in faster customer service (i.e. not having to wait for the one person to get back from lunch) and a lower stress atmosphere for staff (you can go on vacation, lunch or fitness breaks knowing students will still be served) which will lead to better customer service interactions. In short, the Student Services One Stop Center will act as a force multiplier, increasing the quality and effectiveness of service without the need to hire additional positions.

### Assessment: Service and Ticketing

We believe, and experience of our peers suggests, that the Student Services One Stop Center will improve quality and efficacy of service. We intend to prove it through regular assessment.

An important segment of assessing performance is growing the ability to track each individual student's experience through the processes provided. This can only be done with a comprehensive and easy-to-use customer service ticketing system. Used by healthcare, IT and a number of higher education institutions, this type of system will allow employees to quickly log student interactions categorized by common areas of service. Work flow analysis, time-to-service reviews, and quality feedback from students and the community will be available. The WVU Parkersburg IT department currently uses a ticketing system to track service and we will adapt that free system to the Student Services One Stop Center use. Our assessment measures will include tracking service time, satisfaction surveys, work flow analysis and website usability measures. Additionally, a periodic, mandated re-examination of processes will take place at least once per semester, using data generated from this assessment, improve the quality of services and improve quality of the ongoing assessment.

### Design, Costs and Financing

In order to assist us in developing a floor plan and determine the potential costs of this project, we hired professionals from Pickering Associates to assist us. Based upon their efforts, we have determined that the cost for construction of the Student Services One-Stop Enrollment Center will be between **\$380,944 and \$495,227**.

**How Do We Pay for the Project:**

	<u>Lower Limit</u>	<u>Upper Limit</u>
Current Budget for Capital Projects	\$202,800	\$202,800
WVUP Unrestricted Reserves	<u>178,144</u>	<u>292,427</u>
<b>Total project costs</b>	<b><u>\$380,944</u></b>	<b><u>\$495,227</u></b>

It is the goal of WVUP President and Vice President for Institutional Advancement to seek private donations to reimburse the college's unrestricted reserves. Additionally, a proposal will be presented to the WVU at Parkersburg Foundation seeking their financial support for the project. Every effort will be made to replenish these funds. However, in order for the college to complete the construction of this project in time for Fall 2016 enrollment season, planning, bidding and construction of the Center will need to start immediately.

Following is a summary of the probable construction costs:

Demolition	\$31,040
Interior Finishes	181,584
MEP	141,620
2.5% General Conditions	8,900
5.0% General Contractor Profit	<u>17,800</u>
Total Lower Cost Limit	\$380,944
30% Contingency	<u>114,283</u>
Total Upper Cost Limit	<u><u>\$495,227</u></u>

A copy of the proposed floor plan is attached.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 12, 2015**

**ITEM:** Approval of Mercer Step Pay Increases for qualified Classified Staff effective October 1, 2015

**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:**

Since 2011, West Virginia University at Parkersburg has elected 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 non-exempt classified staff with 15 or fewer years of experience. The Mercer scale step increases for FY 2016 affect 65 classified employees and total \$42,504. These amounts were included in the FY 2016 approved by the Board in April 2015.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 12, 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 a notice of proposed rulemaking for revision of Policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination, and hereby authorizes adoption of said revised policy without further action by the Board if no comments are received.

**STAFF MEMBER:** Debbie Richards  
Special Assistant to the President

**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 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 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 August 12, 2015**

**ITEM:** Alumni Relations Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Elizabeth Godfrey,  
Alumni Specialist

**BACKGROUND:**

Ms. Godfrey will provide a report on the West Virginia University at Parkersburg Alumni Relations to the Board of Governors.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 12, 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.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 12, 2015**

**ITEM:** Professional Development Week Schedule

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

Dr. Milley will share the schedule for Professional Development Week for faculty and staff to begin the new academic year.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 12, 2015**

**ITEM:** WVU at Parkersburg Programs Available

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

Dr. Milley will share a current listing of all Certificate, Associate, and Bachelor Degree options available at West Virginia University at Parkersburg.