

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

SEPTEMBER 13, 2017
AGENDA

Members

Sam Winans, Board Chair

Donna Smith, Vice Chair

Steve Hardman, Secretary

Jeff Matheny

Joseph Oliverio

Jason Landers

Cheryl Donohoe

John Denbigh

John Hushion

Torie Jackson

Cody Irick

Austin Grimmatt

Dr. Fletcher Lamkin

President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, September 13, 2017

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Work Shop Lunch-Dr. Chad Crumbaker	President's Board Room
2:00 p.m.	Administrative Services Committee	1123A (Tutoring Center)
2:00 p.m.	Academic and Student Services Committee	1300 (Community Board Rm)
3:15 p.m.	Board Meeting	President's Board Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of September 13, 2017
 President's Board Room
 3:15 p.m.

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| 1. | Call to Order | Board Chair, Sam Winans |
| 2. | Roll Call | Brady Whipkey
Executive Assistant to the President |
| 3. | Board Chair Report | Chairman Winans |
| 4. | President's Report | Dr. Fletcher Lamkin, President |
| | <ul style="list-style-type: none"> • Recognition of Student Workers/Peer Coaches | |
| 5. | Approval of Minutes | |
| | <ul style="list-style-type: none"> • Regular Meeting – August 9, 20174 | |
| 6. | Committee Reports | |
| | <ul style="list-style-type: none"> • Executive Committee • Administrative Services Committee • Academic and Student Services Committee | Sam Winans
Steve Hardman
Donna Smith |
| 7. | Consent Items | |
| | <ul style="list-style-type: none"> • Revision of Policy D-51 Admission to West Virginia University at Parkersburg | Anthony Underwood, VP
Student Services.....8 |
| 8. | Information Items | |
| | <ul style="list-style-type: none"> • Fiscal Update | Alice Harris, VP
Finance & Administration....15 |
| 9. | Board Comments/Announcements | |
| 10. | Next Meeting | |
| | November 8, 2017 – Board Retreat – Community Board Room
Board Meeting; President's Board Room | |
| 11. | Adjournment | |

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
August 9, 2017

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday August 9, 2017, in the President's Board Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Sam Winans, Steve Hardman, Jeff Matheny, Joe Oliverio, Jason Landers, Cheryl Donohoe, John Denbigh, John Hushion, Torie Jackson, Cody Irick, and Austin Grimmatt. Others present included Dr. Fletcher Lamkin and Brady Whipkey.

Guests present included administrators, faculty, and staff.

1. Call to Order

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

2. Swearing in of new Board member

Debbie Richards, Special Assistant to the President, conducted the swearing in of new Board member Austin Grimmatt.

3. Roll Call

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

4. Board Chair Report

Chairman Winans, asked Tess Martin to step forward to present her with a certificate of appreciation for her 10 years of service on Staff Council. Members present applauded and thanked Ms. Martin for her service.

5. President's Report

Dr. Lamkin reported that the College begins this academic year with enthusiasm and optimism. Enrollments are strong and retention is up by 10%, the budget is balanced and faculty and staff are dedicated to our students and our institution. The college community is now enjoying the benefits of the hard work we have accomplished during the past two years. We have improved our academic programming, student support, class scheduling, budget management, campus beautification, and facilities.

Next, Dr. Lamkin discussed we have based our many efforts to improve teaching and learning, student administrative support, and facilities upon achievement of our strategic plan goals. Several of those highlights are:

- Full implementation of Guided Pathways for Success (GPS)
- Formation of the Center for Student Services (CSS) and Professional Academic Counseling Center (PAC)
- Improved class scheduling

- Renovation of the 3rd floor for functional space for Art and Music and allowing expansion on the 2nd floor for Health Sciences
- Improved signage for both inside and outside
- Installation of LED lighting in the main building and the parking lot
- Replacement of the roof over the library and replacement/refurbishment of air handlers
- Reorganization and movement of Career Services to Institutional Advancement in the main building.

Dr. Lamkin then discussed the focus for the coming year will be on continuous improvement of the college with particular emphasis on the teaching and learning process. The three main areas of focus for the coming year are:

- **Academic Quality.** With the formation of the Center for Teaching Excellence and the appointment of Dr. Torie Jackson as the Director we will be improving our teaching and learning.
- **Community Relations.** We will be building on last year's accomplishments to strengthen relationships in our community, particularly with secondary schools and business and industry.
- **Higher Learning Commission (HLC) Accreditation.** HLC has scheduled our accreditation visit for March 2018. There will be work that needs to be done to prepare for the visit and the follow-up to the report will provide information to continue the advancement of the institution.

6. Approval of Minutes

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

7. Committee Reports

- Executive Committee
Chairman Winans reported that the Executive Committee met to discuss the budget process and review of the Strategic Plan.
- Administrative Services Committee:
Mr. Hardman reported that the Administrative Services Committee met and discussed renovations being done to facilities and campus. A report was received on the position vacancies, and new hires. A report was received on marketing and communication efforts, alumni news and development update. A report was received on financial budget updates.
- Academic and Student Services Committee:
Mr. Denbigh 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 HLC Accreditation, professional development week, new faculty, programs, enrollment, survey results, scholarship review, were given.

8. Action Items

- Correction to FY18 Fees

Alice Harris, VP Finance & Administration presented the proposal to amend two fees that had previously been approved for the 2017-2018 Academic Year. Ms. Harris provided an overview of the two fees and members reviewed and discussed the revision.

Mr. Oliverio moved to approve the following resolution:

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

Mr. Grimmatt seconded the motion. The motion passed.

- 2% Pay Increase to WVU-P Employees
President Lamkin, presented the proposal to approve a 2% pay increase effective October 1, 2017 for staff and August 16, 2017 for faculty. Dr. Lamkin presented how the pay increase will be applied to each group of Faculty, Non-Classified Staff, and Classified staff, with the estimated cost for each group, noting that the Classified Staff would either receive the annual Mercer Step Increase or the 2%, which ever would be greater. Dr. Lamkin then presented the budget justification. Members reviewed and discussed the proposal.

Mr. Matheny moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a 2% pay increase for employees as described below

Mr. Denbigh seconded the motion. The motion passed.

9. Information Items

- Annual Board Certification
Dr. Lamkin reported that the West Virginia Community and Technical College System (WVCTCS) requires members of the Governing Boards of each institution to complete training each year. New members must complete three hours of training in the fiscal year they are appointed with a total of six hours every two fiscal years. The West Virginia University at Parkersburg has an average of 16.8 hours during this reporting period with our new members averaging 12 hours of training.
- Fiscal Update
Ms. Harris provided a detailed report on the budget summary as of July 31, 2017. With review and discussion, Ms. Harris answered questions from the members.

10. Board Comments/Announcements

Mr. Irick introduced Michelle Nabers, Staff Council Chair, and Dr. Jackson introduced Mary Beth Held, Faculty Senate Chair to the Board of Governors.

11. Next Meeting

September 13, 2017, President's Board Room.

12. Adjournment

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held on September 13, 2017.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Sam Winans, Chairman

Steve Hardman, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of September 13, 2017**

ITEM: Revision of Policy D-51, *Admission to West Virginia University at Parkersburg*

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy D-51, Admission to West Virginia University, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.*

STAFF MEMBER: Anthony Underwood
Vice President for Student Services

The revisions proposed in the attached copy of Policy D-51 appear in Sections 4.1.2 and 4.1.4.b. and serve the purpose of more fully explaining the current admission process for home school students and interested third parties. The actual process, as mandated by state law, will not change.

A notice of proposed rulemaking will be issued proposing the revision of Policy D-51, *Admission to West Virginia University at Parkersburg*. 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.

POLICY D-51
ADMISSION TO WEST VIRGINIA UNIVERSITY AT PARKERSBURG

Section 1. General

- 1.1 Scope - This Rule governs the general requirements for admission to West Virginia University at Parkersburg.
- 1.2 Authority – [W.Va. C.S.R. § 135-23](#)
- 1.3 Effective Date – ~~August 3, 2017~~
Replaces version dated Previous versions: August 3, 2017; November 10, 2016

Section 2. Purpose

- 2.1 It is the purpose of the Board to establish standards and procedures for admission to West Virginia University at Parkersburg.

Section 3. Categories of Admission

- 3.1 Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs may have more rigorous admission standards, subject to the president's approval and consistent with the rules of the WV Council for Community and Technical College Education. Students may be admitted to West Virginia University at Parkersburg under either of the following categories:
- 3.1.1 General Admission, Transfer Admission, Transient Admission, Early Admission of High School, Students, Readmission, Non-degree Admission, International Admission including English as a Second Language
- 3.1.2 Provisional Admission

Section 4. Admissions Requirements - General Admission

- 4.1 To be fully admitted under general admissions requirements, a student must:
- 4.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online.
- 4.1.2 Per financial aid regulation and institutional obligations to such, submit official high school transcripts or a secondary credential, such as a diploma or completion scores from an accredited institution or source, such as a recognized school administrator, unless the applicant graduated from high school or received

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

- 4.1.3 If seeking institution credit for prior work, applicant must submit official transcripts from each college or university previously attended (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Enrollment office. Transcript marked "issue to student," faxed or submitted directly by students cannot be accepted.)
- 4.1.4 Students seeking general admission to the college who have completed a secondary school credential through a home school process must adhere to the following steps for admission.
 - a. The home schooling of secondary students in West Virginia is governed by West Virginia Code 18-8-1 subsection (c) and admission to the college from a home school environment will be analogous to the necessary requirements of said code to complete a final year of secondary school. Therefore;
 - b. In addition to all other admission requirements, home schooled students must provide only one of the following:
 1. An official statement on letter head from the superintendent of the school district of residence confirming that the student has met the academic assessment requirements for the final year of secondary instruction with a recognized Home School Administrator as detailed in West Virginia Code 18-8-1 subsection (c), or
 2. Submit official test scores from a secondary credential completion test from an accredited institution or source, or
 3. Submit a transcript of class work from a secondary institution or organization recognized as accredited by an agency acceptable to the office of the Vice President for Student Services or the United States or West Virginia Department of Education.

Section 5. Admissions Requirements-Transfer Students

- 5.1 A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another regionally accredited college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study. To be fully admitted under transfer requirements, a student must:
 - 5.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online.
 - 5.1.2 Pursuant to federal financial aid regulations and institutional obligations to such submit a request to the registrars of all institutions previously attended to forward official transcripts of credit to the Office of Enrollment of WVU Parkersburg. Only credits earned at regionally accredited institutions will be accepted for transfer. (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Enrollment office. Transcripts marked "issue to student," faxed or submitted directly by students cannot be accepted.)

- 5.1.3 Per financial aid regulations and institutional obligations to such, submit official high school transcripts or General Education Development (GED) scores from an accredited institution or source, unless the student has completed at least 24 college level credit hours.
- 5.1.4. In order to transfer to WVUP the student must have left his or her prior institution in good disciplinary standing and must not be barred from enrolling in the previous institution for disciplinary reasons. Transferring students who indicate that they have been separated from a prior institution for disciplinary reasons will be required to submit a written explanation of the issue, which may then be investigated by the college.

Section 6. Admission Requirement - Transient Students

- 6.1 A Transient student is defined as any student who is officially enrolled in another college (referred to as home college) and wants to take a course(s) at WVU Parkersburg and have the courses transferred back to his/her home college. To be fully admitted under transient requirements, a student must:
 - 6.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online.
 - 6.1.2 Submit a transient approval form or letter of good standing from the home institution.

Section 7. Admissions Requirements - Early Admissions Students

- 7.1 An Early Admission student is defined as a high school junior or senior who has completed all high school requirements through the sophomore year and has maintained a minimum cumulative 2.5 grade point average. To be fully admitted under early admission requirements, a student must:
 - 7.1.1 Complete an Application for Early Admission, which is available from the Office of Enrollment in Parkersburg or from the Jackson County Center.
 - 7.1.2 Submit a written approval from either the high school principal or equivalent to take college courses while a high school or secondary student.
 - 7.1.3 Submit a partial, official high school transcript.
 - 7.1.4 Applicants for the Early Admission programs who are pursuing a home school course of study must document the following: the equivalent of a 2.5 grade point average and the equivalent junior or senior standing at the secondary level by an official transcript of completed coursework, either notarized in the state of residence or mailed directly from a recognized accrediting agency as defined by the Division of Student Services.
- 7.2 Only secondary students who meet these requirements are eligible to enroll in college course work while in high school. Early admission students are not eligible for financial aid. Exceptions to these standards for entry may be granted by the Senior Vice President for Academic Affairs upon appeal.

Section 8. Admission Requirements - Readmission Students

8.1 A readmission student is defined as any student who has previously enrolled at WVU Parkersburg as a student. To be fully admitted under readmission requirements, a student must:

8.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online, if the student has not been enrolled for at least one academic year.

8.1.2 If the student has attended any other college since last enrolled with WVU Parkersburg, complete additional requirements for admission transfer.

Section 9. Admissions Requirements - Non-degree Students

9.1 A non-degree student is a person who has no plans to earn a degree or certificate at WVU Parkersburg and who does not intend to register for more than two courses in any semester. To be fully admitted under non-degree requirements, a student must:

9.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online.

9.2 The non-degree student is not eligible for financial aid.

Section 10. Admissions Requirements - International Students

10.1 An International student is defined as a citizen of a foreign country who seeks admission to WVU Parkersburg. All documents must be on file by May 1 for admission to the subsequent fall semester and by October 1 for admission to the subsequent spring semester.

10.2 To be admitted as an international student, an applicant must, in addition to meeting the admission requirements of the student type for which they have applied:

10.2.1 Complete an International Application for Admission, which can be found at each administrative center of the college or can be mailed to any requesting individual.

10.2.2 Submission of certified copies of secondary school transcripts is not necessary unless the student is seeking transfer credit from the institution.

10.2.3 If transferring to West Virginia University at Parkersburg submit a copy of all prior institution transcripts. If the prior institution's location is outside the United States they must be sent for evaluation to an accredited international transcript evaluation service as identified by the Registrar. Fees for such services are to be paid by applicant.

10.2.4 Submit regional examination scores, if applicable, that have been evaluated and verified by the testing agency; no failures are accepted, and test scores should represent competency levels equivalent to a grade of "C."

- 10.2.5 Submit a score on the Test of English as a Foreign Language (TOEFL) of 173 for the computerized test, 60 or higher on the Internet based TOEFL and 500 for the paper test. A score of 7 or higher on the IELTS academic test will also be acceptable. If TOEFL is not available, WVU at Parkersburg also accepts the STEP EIKEN Proficiency 2A which is equivalent to the 500 score TOEFL. These scores must be sent by the STEP EIKEN institute. An alternate means of English proficiency may be used if the student is attending WVU Parkersburg as part of a Cooperative Education Project Agreement between a recognized higher education institution and West Virginia University at Parkersburg as defined by said agreement.
- 10.2.6 Submit a notarized Affidavit of Financial Support showing financial commitment by the student and/or sponsor(s) equaling no less than the amount calculated by the Office of Financial Aid for an out-of-state student not living at home. Different levels and sources of necessary support may be defined by a Cooperative Education Project Agreement. Such agreements may supersede the requirement of an Affidavit of Financial Support if alternate forms of funding are defined in the Cooperative Education Project Agreement.
- 10.2.7 All individuals and institutions providing funds listed in the Affidavit of Financial Support (if required) must provide certified bank statements (private individuals) or statements of sponsorship (institutions). Bank and / or sponsorship statements can be no older than 6 months at the time of submission.
- 10.2.8 Submit a copy of a current passport.
- 10.3 Upon receipt of all documentation, the Office of Enrollment will complete an evaluation and notify the student of an admissions decision. All outstanding documents must be submitted to the Office of Enrollment before admission to the college can be granted.
- 10.4 Upon confirmation of a positive admission decision and confirmed deposit of funds with the Business Office of the College the Office of Enrollment will issue an I-20.
- 10.5 Students who have not attained the necessary TOEFL, IELTS, or STEP EIKEN scores and wish to participate in the WVU Parkersburg English as a Second Language (ESL) course of study, may do so provided that they complete all other provisions as defined in section 10 of this policy. The I-20 will be issued to qualifying students for ESL study according to federal regulations.
- 10.5.1 Students will be limited to two consecutive semesters of participation in the WVU Parkersburg English as a Second Language course of study.
- 10.5.2 Students completing two consecutive semesters or less must then pass a test of English proficiency as identified by the Office of Academic Affairs or in this policy in order to be eligible for continued study at WVU Parkersburg.
- 10.5.3 Students who complete two consecutive semesters and fail to meet the pre-requisites for additional classes at WVU Parkersburg will not be allowed to continue study at this institution and will not be issued an additional student visa documentation.

Section 11. Admission requirements - Provisional Admission

- 11.1 Applicants for Admission who do not meet all of the requirements stated above may be granted Provisional Admission for one semester. Requirements for General Admission must be met by the completion of the first semester enrolled to continue enrollment at WVU Parkersburg. Provisional Admission students are not eligible for financial aid.

**West Virginia University at Parkersburg Board of Governors
Meeting of September 13, 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 August 31, 2017.