

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**MAY 10, 2017
AGENDA**

Members

Jeff Matheny, Board Chair

Sam Winans, Vice Chair

Donna Smith, Secretary

Steve Hardman

Joseph Oliverio

Jason Landers

Cheryl Donohoe

John Denbigh

John Hushion

Torie Jackson

William Bell

Cody Irick

Dr. Fletcher Lamkin
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, May 10, 2017

11:30 a.m.	Executive Committee	Room 113
12:30 p.m.	Work Shop Lunch	Room 107
2:00 p.m.	Administrative Services Committee	Room 115
2:00 p.m.	Academic and Student Services Committee	Room 113
3:15 p.m.	Board Meeting	Student Lounge

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of May 10, 2017
 Jackson County Center
 Student Lounge
 3:15 p.m.

1.	Call to Order	Board Chair, Jeff Matheny	
2.	Roll Call	Brady Whipkey Executive Assistant to the President	
3.	Board Chair Report • Slate of Officers	Chairman Matheny	
4.	President’s Report	Dr. Fletcher Lamkin, President	
5.	Approval of Minutes • Regular Meeting – April 12, 2017		5
6.	Committee Reports • Executive Committee • Administrative Services Committee • Academic and Student Services Committee	Jeff Matheny Steve Hardman Donna Smith	
7.	Possible Executive Session under the authority of WV Code §6-9A-4-2A • Discuss President’s Evaluation		
8.	Action Items • Five Year Program Reviews 2016-2017 • 2017-2018 Budget	Dr. Chad Crumbaker Interim VP Academic Affairs..10 Alice Harris, VP Finance & Administration.....12	
9.	Consent Items • Proposed Revision of Policy D-51, Admission to West Virginia University at Parkersburg • Proposed Policy B-21, Employee Discipline	Dr. Chad Crumbaker Interim VP Adademic Affiars..13 Scott Poe, Director Human Resources.....20	
10.	Information Items • Fiscal Update	Alice Harris, VP Finance & Administration.....23	

- 2017-18 Holiday Schedule

Dr. Fletcher Lamkin,
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11. Board Comments/Announcements

12. Next Meeting
TBD

13. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
April 12, 2017

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday April 12, 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, John Denbigh, John Hushion, Torie Jackson, and Cody Irick. 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 a Nomination Committee was needed for the next year's slate of officers. Chairman Matheny requested Mr. Denbigh to chair the committee with Mr. Hushion and Mr. Oliverio serving. Members were informed that they would need to meet and discuss a slate of officers to be presented at the May Board meeting. Next Chairman Matheny discussed the day's event of the retreat and having the opportunity for Senator Manchin to meet with the Board.

4. President's Report

Dr. Lamkin reported on the retreat and the opportunity the Board had to meet with Senator Manchin before his town hall to the public.

Dr. Lamkin discussed that the campus is very busy as the students enter their last month before the end of the Spring Semester. Two of our students held recitals down town for the public and again on campus. The Music Department will also be hosting a concert on April 29th.

Next Dr. Lamkin reported that the college will be hiring a Director of the Center for Teaching Excellence. This will provide the tools necessary for faculty to succeed and to help our students succeed.

Lastly Dr. Lamkin reported that as the semester comes to an end there will be many exciting things happening. On April 13th there will be a dinner honoring donors and scholarship recipients. There will be a Professional Development training on May 1 featuring a presentation by Dr. Andrew Hacker. As part of the professional development

day, we will host a luncheon for all and the Board members are invited to attend. Nurses pinning ceremony will be at 6:00 p.m. on May 5, and Commencement will be at 10:30 a.m. on May 6, with featured Speaker Woody Williams.

5. Approval of Minutes

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

6. Committee Reports

- 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:
Ms. Smith reported that the Academic and Student Services committee met and received reports from Academic Affairs, Workforce and Economic Development and Student Affairs: an overview of Vice President of Academic Affairs transition, HLC Accreditation update; non-credit programs; enrollment, MyDegree update and recruitment, were given.

7. Action Items

- Approval of Honorary Degrees
President Lamkin presented the proposal of honoring three individuals with Honorary Degrees at the May 6 Commencement. The names presented are Joe Campbell, Curtis Miller and Tom Taggart. Bio's and nomination forms were presented to members for review. Members reviewed and discussed the names presented.

Ms. Smith moved to approve the following 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.

Mr. Denbigh seconded the motion. The motion passed.

Chairman Matheny requested to let the record show that Mr. Miller will receive his degree at the December 2017 Commencement.

- Approval of Mercer Step Pay Increase for Qualified Classified Staff
Alice Harris, VP Finance and Administration, presented the proposal to accept the Mercer Step Pay Increase for qualified classified staff effective October 1, 2017. Ms. Harris provided information on the total number of staff and the total in cost. Members reviewed and discussed the proposal.

Ms. Smith moved to approve the following 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.

Mr. Oliverio seconded the motion. The motion passed.

- Approval of FY2017-18 Tuition Rate Request

Alice Harris, VP Finance and Administration, presented the proposal to accept the submission of a tuition rate request to the WVCTCS Board for FY 2017-2018. Ms. Harris presented to the members information comparing current rates to the proposed rates. Ms. Harris also asked members to approve a lower percentage increase in case the CTC would not approve the initial request. This would allow the college to proceed with tuition and budget in a timely manner. Members reviewed and discussed the proposal.

Mr. Oliverio moved to approve the following 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.

Mr. Landers seconded the motion. The motion passed.

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

Alice Harris, VP Finance and Administration, presented the proposal to accept the FY 2017-2018 Baccalaureate tuition rate for 100% on-line programs. Ms. Harris reported that the college currently has three Baccalaureate programs that are delivered solely on-line, therefore their cost of instruction is less than that of live classes. The College is seeking approval to charge in-state tuition rates for these programs to any student that is accepted into the program. Members discussed and reviewed the proposal.

Mr. Denbigh moved to approve the following 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.

Mr. Oliverio seconded the motion. The motion passed.

- Approval of FY 2017-2018 Fees

Alice Harris, VP Finance and Administration, presented the proposal to accept the FY 2017-2018 fees. Ms. Harris presented a list of recommendations for the fee schedule.

Ms. Harris also went into detail on the new fees that have been added to the fee schedule. Members reviewed and discussed the proposal.

Ms. Smith moved to approve the following resolution:

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

Mr. Hardman seconded the motion. The motion passed.

8. Consent Items

Chairman presented the following to be approved under the Consent agenda.

- Final Approval of Policy A-63, Rights of Pregnant and Nursing Mothers

Ms. Smith made the motion to approve the Consent Agenda as presented. Mr. Landers seconded the motion. The motion passed.

9. Information Items

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of March 31, 2017. With review and discussion, Ms. Harris answered questions from the members.

- Emeritus Status Update

President Lamkin reported to the Board that Emeritus status has been awarded to seven faculty members that have retired or will be retiring at the end of the academic year. A list of names and years of service were provided to the Board.

10. Board Comments/Announcements

Tess Martin, Staff Council Chair reported to the Board that the Annual Purse Bingo would be held on Saturday April 22, and invited members to attend.

11. Next Meeting

May 10, 2017, JCC.

11. Adjournment

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held on May 10, 2017.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Jeff Matheny, Chairman

Donna Smith, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of May 10, 2017**

ITEM: Five-Year Program Reviews 2016-17

RECOMMENDED RESOLUTION: Resolved, that the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2015-16.

STAFF MEMBER: Dr. Chad Crumbaker
Interim Vice-President of Academic Affairs

BACKGROUND:

As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, Policy Regarding Program Review, WVU at Parkersburg has conducted an internal follow-up review of five programs this academic year in accordance with these procedures. The internal review consisted of a thorough review by the Outcomes Assessment Committee, an Academic Affairs standing committee, based on strict criteria. The possible recommendations fall into six categories for the programs under review:

- 1) Continuation of the program without specific action,
- 2) Continuation of the program with specific action;
- 3) Continuation of the program at a reduced level;
- 4) Identification of the program for further development;
- 5) Development of a cooperative program with another institution; or
- 6) Discontinuation of the program.

The recommendations are as follows:

CONTINUATION WITHOUT SPECIFIC ACTION

Bachelor of Applied Technology. The Bachelor of Applied Technology should be continued at the current level with no specific action. The quality of the report was good, but can be improved by providing more detailed discussion of faculty qualifications. The next report is due in 2021-20.

Associate of Applied Science in Computer Information Technology. The Associate of Applied Science in Computer Information Technology should be continued at the current level with no specific action. The quality of the report was good, but can be improved by providing more detailed discussion of faculty qualifications and plans for improving identified program strengths and weaknesses. The next report is due in 2021-20.

Associate of Applied Science in Engineering Technology. The Associate of Applied Science in Engineering Technology should be continued at the current level with no specific action. The quality of the report was good. The program has developed an assessment plan

and now needs to move forward with collecting and analyzing the data. The next report is due in 2021-20.

Associate of Applied Science in Drafting. The Associate of Applied Science in Drafting should be continued at the current level with no specific action. The quality of the report was good, but can be improved by providing more detailed discussion of faculty qualifications. The program has developed an assessment plan and now needs to move forward with collecting and analyzing the data. The next report is due in 2021-20.

CONTINUATION WITH SPECIFIC ACTION

Regents Bachelor of Arts. The Regents Bachelor of Arts should be continued at the current level with specific action. The quality of the report was good, but the program does not have an existing program assessment plan to determine the program's overall success. A follow-up report incorporating the committee's recommendations and a full assessment plan should be submitted in Fall 2017. The next five-year review report is due in 2021-20.

Board of Governors Associate of Applied Science. The Board of Governors Associate of Applied Science should be continued at the current level with specific action. The quality of the report was good, but the program does not have an existing program assessment plan to determine the program's overall success. A follow-up report incorporating the committee's recommendations and a full assessment plan should be submitted in Fall 2017. The next five-year review report is due in 2021-20.

Certificate of Applied Science in Criminal Justice. The Certificate of Applied Science in Criminal Justice should be continued at the current level with specific action. The quality of the report was good, but the certificate program needs to revise outcomes to be more measureable and data needs to be collected for this level of the program. A follow-up report incorporating the committee's recommendations should be submitted in Fall 2017. The next five-year review report is due in 2021-20.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 10, 2017**

ITEM: 2017-2018 Budget

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2017-2018*

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

BACKGROUND:

West Virginia University at Parkersburg is statutorily required to submit a Board of Governor's approved budget operating and capital budget to the West Virginia Community and Technical College System on or before May 25, 2017. The budget for FY 2017-2018 for West Virginia University at Parkersburg, as attached, is presented to West Virginia University at Parkersburg Board of Governors for approval. Future actions of the Legislature may require revisions to this budget. If so, a revised budget will be presented to the Board of Governor's at a future meeting for their consideration and approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 10, 2017**

ITEM: Proposed 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 the revision of Policy D-51, Admission to West Virginia University at Parkersburg, and hereby authorizes adoption of said policy revision without further action by the Board if no comments are received.*

STAFF MEMBER: Dr. Chad Crumbaker
Interim Vice President of Academic Affairs

BACKGROUND:

Board of Governors Policy D-51, *Admission to West Virginia University at Parkersburg*, specifies the basic admissions requirements of the institution as required by Section 4.1 of WV Council for Community and Technical College Education Series 23, which states, "Institutional admissions policies shall specify the basic admissions requirements of the institution as well as any requirements for entry into specific programs and participation in financial aid programs." Council Series 23 further states in Section 4.5, "Subject to Council approval, institutions may establish more rigorous admission standards for admission into specific programs."

Policy D-51 does not specify a protocol for approval of program admission requirements. The attached proposed policy revision, reflected in Section 3, would officially delegate to the President the responsibility for approval of program admission requirements. WVUP will continue to publish program admission standards in the online "Answer Book" to meet the posting requirements of §18B-1-6-c(3)(B), which requires the institution to post all approved rules, guidelines and other policy statements in a single location that can be accessed by the public.

The approval of this policy revision will allow WVUP to streamline the approval and implementation of program admission standards, which may require more frequent updating than the institution's general admission requirements.

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.

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 – ~~November 10, 2016~~
Replaces version dated November 10, 2016 ~~February 18, 2015~~.

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 ~~publish their own requirements for~~ 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 ~~any~~ 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 secondary credential completion scores from an accredited institution or source, 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 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 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 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 May 10, 2017**

ITEM: Proposed Policy B-21, *Employee Discipline*

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy B-21, Employee Discipline, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.*

STAFF MEMBER: Scott Poe, Director, Human Resources

BACKGROUND:

The attached policy proposal is based on a West Virginia University policy that WVU Parkersburg has followed for many years and listed in the WVUP Answer Book. The policy has been personalized for WVUP and is being proposed for adoption by the Board in keeping with statutory rulemaking requirements.

Procedures referenced in the policy draft will continue to be in effect as presently posted in the WVUP Answer Book, and will also be updated and personalized for WVUP upon approval by the President in the near future.

A notice of proposed rulemaking will be issued proposing the adoption of Policy B-21, *Employee Discipline*. 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.

**Proposed POLICY B-21
EMPLOYEE DISCIPLINE**

Section 1. General

- 1.1 Scope: This policy applies to employees of West Virginia University at Parkersburg, except at-will and temporary employees.
- 1.2 Authority: [W.Va. Code §18B-1-6; §135-9-12](#)
- 1.3 Effective Date:

Section 2. Purpose

- 2.1. The purpose of this policy is to outline the means by which West Virginia University at Parkersburg may take counseling and/or disciplinary action to correct an employee's work related behavior which does not meet the expectations set by the supervisor or other appropriate authority.

Section 3. Policy

- 3.1. When an employee does not maintain the standards of performance or conduct as outlined by the supervisor, or, does not comply with applicable policies, procedures or laws, disciplinary action, including but not limited to written notice, demotion, suspension, or dismissal may be taken, depending upon the actual and potential consequences of the offense. Employee misconduct may be considered minor misconduct or gross misconduct.

3.1.1 Minor misconduct, generally of limited actual and potential consequence, will result in the appropriate action being taken through progressive discipline. Progressive discipline includes notice of concern and expectations to the employee through letter(s) of warning, with subsequent similar offenses being addressed by suspension, demotion, and/or termination.

3.1.2 Gross misconduct, resulting in substantial actual and/or potential consequence to operations or persons, typically involving flagrant or willful violation of policy, law, or standards of performance or conduct, may result in any level of discipline up to and including immediate dismissal at the discretion of the supervisor.

Section 4. Due Process and Appeals

- 4.1. Before disciplinary action may occur, the supervisor must give the employee written notice of the charges against him/her, why the behavior is unsatisfactory, an explanation of the employer's evidence, and an opportunity to present his/her explanation of the behavior in question.

- 4.2. Written notice of intent must be issued prior to actions impacting wages and/or terms of employment, i.e. demotion, suspension, or termination, with an opportunity for the employee to present his/her explanation of the behavior in question.
- 4.3 All disciplinary action taken will be confirmed in writing to the employee.
- 4.4. An employee who believes he/she has been disciplined unjustly may pursue a grievance pursuant to [W.Va. Code § 6C-2. et seq.](#)

Section 5. Disciplinary Procedures

- 5.1. Institutional procedures for implementing this policy, as approved by the institution's president, shall be communicated to employees.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 10, 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 April 30, 2017.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 10, 2017**

ITEM: 2017-18 Holiday Schedule

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Fletcher Lamkin, President

BACKGROUND:

As authorized by Board of Governors Policy B-08, a holiday schedule for 2017-18 has been established and approved for West Virginia University at Parkersburg, a copy of which is attached. This holiday schedule has been aligned with the schedule of holidays observed by West Virginia University because of the payroll processing system of which WVU Parkersburg is a part. It has been announced campus wide and is posted in the online "Answer Book" for ongoing accessibility.

Title: #IV-4A. 2017-18 Holiday Schedule

Date: July 1, 2017

2017-18

July 4	Tuesday	Independence Day
September 4	Monday	Labor Day
November 22	Wednesday	
November 23	Thursday	Thanksgiving Day
November 24	Friday	
December 22	Friday	
December 25	Monday	Christmas Day
December 26	Tuesday	
January 1	Monday	New Year's Day
January 15	Monday	Martin Luther King, Jr. Day
March 30	Friday	
May 8	Tuesday	Primary Election Day
May 28	Monday	Memorial Day

In accordance with [W.Va. C.S.R. § 135-14](#) and Board of Governors [Policy No. B-8](#), Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King Day, are holidays on which the college closes on the legal holiday dates. Additional holidays are observed by West Virginia University at Parkersburg each year by closing the college on dates that accommodate the academic calendar, as indicated above.

If an observed holiday occurs on a nonexempt staff member's regular, scheduled day off, the staff member shall be paid for the holiday.

If any additional holidays are proclaimed by the Governor, a revised holiday schedule will be announced.

Responsible Administrator: President, 304-424-8200