

This handbook is designed by [WVU at Parkersburg Staff Council](#) as a helpful guide to all West Virginia University at Parkersburg classified staff members.

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Internal/External Contact Information

Governance

[WV Higher Education Policy Commission](http://wvhepcnew.wvnet.edu) <http://wvhepcnew.wvnet.edu>
[WV Council for Community/Technical Colleges](http://www.wvctcs.org) www.wvctcs.org
[WVU Parkersburg Board of Governors](http://www.wvup.edu/board_of_governors) www.wvup.edu/board_of_governors
[Board of Governors Policies](http://www.wvup.edu/Board_of_Governors/policies.htm) www.wvup.edu/Board_of_Governors/policies.htm
[WV Advisory Council of Classified Employees](http://www.wvacce.org) www.wvacce.org
[WVU Parkersburg Classified Staff Council](http://www.wvup.edu/staff_council/page.htm) www.wvup.edu/staff_council/page.htm
[WVU Parkersburg Faculty Senate](http://www.wvup.edu/facultysenate/homepage.htm) www.wvup.edu/facultysenate/homepage.htm
[WV Advisory Council of Faculty](http://www.wvacf.org/wvacf/home.aspx) www.wvacf.org/wvacf/home.aspx
[WVU Parkersburg Student Government Association](http://www.wvup.edu/sga) www.wvup.edu/sga

[Administration](http://www.wvup.edu/college_administration.htm) – 304-424-8200 - Room 1105 www.wvup.edu/college_administration.htm

[President](#)
[Executive Staff](#)
[President's Cabinet](#)
[Online Faculty/Staff Directory](#)

[Academic Areas](#) – 304-424-8242
www.wvup.edu/Academics/wvu_parkersburg_divisions.htm

[Academic Affairs Office](#) - 304-424-8242 – Room 1211
[Business, Economics and Mathematics Division](#) - 304-424-8289 – Room 1089
[Cooperative Education and Placement](#) - 304-424-8208 – Room 1010
[Education and Humanities Division](#) - 304-424-8314 - Room 1215
[Health Sciences Division](#) - 304-424-8300 - Room 2331
[Jackson County Center](#) - 304-372-6992 – Ripley, WV
[Leadership Academy](#) – 304-424-8375 - Library
[Library](#) - 304-424-8260 – Room 1332
[Science and Technology Division](#) - 304-424-8303 - Caperton Center for Applied Technology
[Social Sciences and Languages Division](#) - 304-424-8253 - Room 1022
[Student Success Center](#) - 304-424-8278 – Room 0404

[Student Services](#) - 304-424-8209 www.wvup.edu/student_services
[Student Services Office](#) -304-424-8209 – Room 1209
[Admissions](#) – 304-424-8310 – Room 1110
[Advising](#) – 304-424-8310 – Room 1110
[Athletics](#) – 304-424-8209 – Room 1112
[Counseling](#) – 304-424-8388 – Room 1019
[Disability Services](#) – 304-424-8378 – Room o1019
[Financial Aid](#) 304-424-8210 – Room 121
[Jackson County Center](#) - 304-372-6992 – Ripley, WV
[Records](#) 304-424-8220 – Room

[Workforce and Community Education](http://www.wvup.edu/wce/default.htm) www.wvup.edu/wce/default.htm

[Education and Training](#) – 304-424-8277 – WCE Building
[Small Business Development Center](#) – 304-424-8391 – WCE Building
Marketing and Communications – 304-424-8203 – Rooms 1202
Graphics – 304-424-8274 - 1204
Print Shop – 304-424-8238 – Room 4010
Information Desk – 0 – 304-424-8000

Business Services – 304-424-8223 – Room 1018
Purchasing – 304-424-8264
Accounting – 304-424-8223
Travel – 304-424-8217

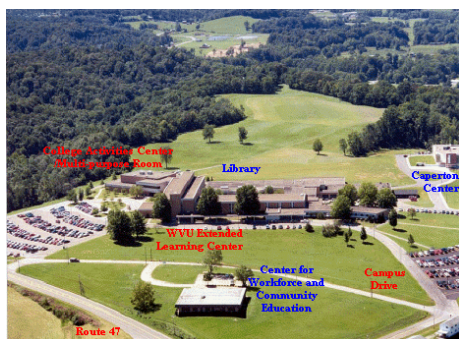
Facilities and Services - 304-424-8225 – Room 1122
Custodial – 304-424-8333 – Room 0104
Maintenance – 424-8265 – Room 0104
[Safety](#) – 304-424-8225 www.wvup.edu/safety
Security – 304-424-8235 – Room 1405
Fleet Management/State Cars – 304-424-8258 - 1116

[Human Resources](#) – 304-424-8290 www.wvup.edu/humanresources - Room 1008
Benefits/Retirement
Compensation/Classification
Orientation
Staff Professional Development

[Information Technology](#) – 304-424-8296 <http://it.wvup.edu> - 0103
Computer Assistance
Telephone Service
Audio/Visual
Email (Groupwise/Exchange)
R25 scheduling assistance

[WVU at Parkersburg Foundation](#) – 304-424-8340 www.wvup.edu/Foundation/Default.htm
Director of Development – Room 1102
Alumni

[Campus Map](#)



Main Campus



Jackson County Center



Downtown Center

Strategic Plan

Mission

West Virginia University at Parkersburg provides accessible, life-changing educational opportunities in a safe and supportive environment.

Opportunities include:

- Career Pathways from Certificate to Baccalaureate
- Global Studies
- Workplace Experience
- Civic Engagement
- Leadership Studies

Vision

WVU Parkersburg will be the regional college of choice as a student-centered, accessible learning community, dedicated to excellence in teaching and service, guided by shared values and principles, and committed to exceeding student and workforce development expectations.

Overview

The ultimate outcome of the institution's strategic planning process is to advance achievement of the college's goals to be an Exceptional Place to Learn, Work and Partner. The plan is monitored, evaluated and updated to enhance institutional opportunities to integrate its vision and objectives into the college's strategic decision-making and operational planning initiatives.

An Exceptional Place to Learn

Objectives

1. Establish multiple means by which faculty and staff remain current in their areas of assignment (discipline, field), uses of technology, and modes of instruction.
2. Provide support for learners to achieve their educational goals.
3. Integrate course content, civic engagement, and workforce experiences for the personal and professional development of the students.
4. Ensure that programs of study prepare students for the work place.
5. Provide learning opportunities that are flexible and accessible to meet student needs.
6. Utilize data effectively to ensure student success toward degree completion,
7. Ensure that our facilities are conducive to learning.

An Exceptional Place to Work

Objectives

1. Ensure effective communications.
2. Develop opportunities for recognition and appreciation of employees.
3. Create an environment conducive to job satisfaction.
4. Develop a resource bank of professional development opportunities for employees.
5. Offer single point of contact for employees seeking financial support for professional development.

An Exceptional Community Resource/Partner

Objectives

1. Develop, maintain, and nurture strategic partnerships.
2. Identify, build, and support internal and external alliances.
3. Establish opportunity for student engagement in the community.
4. Support the partnerships for early college experiences that set students on the pathway to access and completion.
5. Raise community awareness of the institution and its partnerships, its relationships and its resource capacity.

Classified Staff by Sector

Admissions Counselor Sr	Administrative/Managerial
Counselor	Administrative/Managerial
Director, Development Studies	Administrative/Managerial
Director, Financial Aid	Administrative/Managerial
Director, Outreach Programs	Administrative/Managerial
Director, Student Union & Activities I	Administrative/Managerial
Executive Assistant to the President	Administrative/Managerial
Manager, Computer Services	Administrative/Managerial
Office Administrator	Administrative/Managerial
Program Administrator Sr.	Administrative/Managerial
Program Manager	Administrative/Managerial
Accountant	Professional/Non-Teaching
Admissions Counselor	Professional/Non-Teaching
Associate Registrar	Professional/Non-Teaching
Certification Analyst	Professional/Non-Teaching
Financial Aid Counselor	Professional/Non-Teaching
Grant Resources Specialist (p/t)	Professional/Non-Teaching
Operations Coordinator	Professional/Non-Teaching
Program Coordinator	Professional/Non-Teaching
Project Coordinator	Professional/Non-Teaching
Staff Librarian	Professional/Non-Teaching
Accounting Assistant II	Clerical/Secretarial
Accounting Clerk II	Clerical/Secretarial
Administrative Associate	Clerical/Secretarial
Administrative Secretary	Clerical/Secretarial
Administrative Secretary Sr.	Clerical/Secretarial
Financial Aid Assistant III	Clerical/Secretarial
Fleet Coordinator	Clerical/Secretarial
Information Assistant	Clerical/Secretarial
Office Assistant (p/t)	Clerical/Secretarial
Payroll Representative	Clerical/Secretarial
Program Assistant I	Clerical/Secretarial
Program Assistant II	Clerical/Secretarial
Purchasing Assistant II	Clerical/Secretarial
Purchasing/Inventory Technician	Clerical/Secretarial
Records Assistant II	Clerical/Secretarial
Secretary (p/t)	Clerical/Secretarial
Academic Lab Manager II	Paraprofessional
AV Equipment Service Technician	Paraprofessional
Electronic Media Technician	Paraprofessional

Electronic Media Technician, Sr.	Paraprofessional
Graphic Arts Designer, Sr.	Paraprofessional
Information Systems Technician	Paraprofessional
Information Systems Technician	Paraprofessional
Library Technical Assistant I	Paraprofessional
Library Technical Assistant II	Paraprofessional
Library Technical Assistant II	Paraprofessional
Press Operator II	Paraprofessional
Campus Police Officer, Lead	Physical Plant/Maintenance
Campus Service Worker	Physical Plant/Maintenance
Campus Service Worker, Lead	Physical Plant/Maintenance
Child Care Assistant II (p/t)	Physical Plant/Maintenance
Child Care Associate	Physical Plant/Maintenance
Landscape Worker (p/t)	Physical Plant/Maintenance
Maintenance Worker I	Physical Plant/Maintenance
Maintenance Worker I	Physical Plant/Maintenance
Manager, Physical Plant	Physical Plant/Maintenance
Painter	Physical Plant/Maintenance
Security Guard	Physical Plant/Maintenance
Trades Specialist I	Physical Plant/Maintenance
Trades Specialist I	Physical Plant/Maintenance
Trades Specialist, Lead I	Physical Plant/Maintenance
Trades Specialist, Lead II	Physical Plant/Maintenance
Traffic Enforcement Officer	Physical Plant/Maintenance



Title: #III-5. Constitution and By-Laws of WVUP Staff Assembly

Date: April 28, 2010 [to replace version dated April 29, 2009]

CONSTITUTION

We the classified staff of West Virginia University at Parkersburg, in order to enhance communication, facilitate input into decisions, encourage cooperation and coordination among campus organizations, foster improvement of working conditions, clarify a role in campus governance, and convey concerns through the State Advisory Council of Classified Employees to the West Virginia Higher Education Policy Commission, do ordain and establish this Constitution for the West Virginia University at Parkersburg Staff Assembly.

Article I

All classified staff, full-time and part-time, of West Virginia University at Parkersburg, and its center in Jackson County, shall be members of the West Virginia University at Parkersburg Staff Assembly.

Article II

All decision-making powers of Staff Assembly shall be vested in a Staff Council established in accordance with WV Code §18B-6-6, which shall consist of the following: a Chair and two representatives from each of the five sectors defined in WV Code §18B-6-6, an Advisory Council of Classified Employees representative (ex-officio, voting) elected in accordance with WV Code §18B-6-5, a Board of Governors representative (ex-officio, non-voting) elected in accordance with WV Code §18B-2A-1, a Vice-Chair and Secretary-Treasurer elected in accordance with the By-Laws of Staff Assembly, and the immediate past chair (ex-officio, non-voting).

Article III

Staff Assembly shall meet every year in the spring to generate discussion on staff concerns. At this meeting in every odd-numbered year, Staff Assembly shall take nominations for Staff Council Chair and Advisory Council of Classified Employees representative. At the spring meeting of every even-numbered year, Staff Assembly shall take nominations for Board of Governors representative. Staff Assembly shall also meet every year in the fall to receive the previous year's annual report of activities, receive a mid-year update of Staff Council activities and to generate discussion on staff concerns.

BY-LAWS

Article I - Staff Council

Section 1. Staff Council is designated as the formal decision-making body of the Staff Assembly. Staff Council shall (1) serve to discuss issues and concerns of classified staff and provide input into the college decision-making process via communication with the campus president, representation on committees and task forces, and through formal resolution; (2) strive to communicate appropriate staff concerns through the State Advisory Council of Classified Employees to the West Virginia Higher Education Policy Commission; (3) facilitate the communication process internally; (4) coordinate and promote fund-raising activities for the Employee Scholarship Fund and the Children of Classified Staff Scholarship Fund; (5) provide a liaison to the Staff Development Coordinator; and (6) coordinate various campus social and/or community events.

Section 2. Staff Council shall consist of the following: Elected by the Staff Assembly, a Chair and two representatives from each of the five sectors defined in WV Code §18B-6-6 (administrative/managerial, professional/nonteaching, paraprofessional, secretarial/clerical, and physical plant/maintenance); elected in accordance with WV Code §18B-6-5, an Advisory Council of Classified Employees representative (ex-officio, voting); elected in accordance with WV Code §18B-2A-1, a Board of Governors representative (ex-officio, non-voting); elected in accordance with Section II of the By-Laws of WVUP Staff Assembly, a Vice-Chair and Secretary-Treasurer; and the immediate past chair (ex-officio, non-voting).

Section 3. The ten Staff Council representatives elected from the five sectors will be appointed by the Chair to be directly responsible to an identified group of classified staff and will be expected to communicate their respective constituents' concerns to Staff Council and to carry information from Staff Council back to that same constituency.

Section 4. The ten elected representatives and the Advisory Council of Classified Employees representative constitute the voting members of Staff Council.

Section 5. Alternate Staff Council area representatives shall be the runners-up in the annual election. Staff Council members may ask the appropriate alternate to attend, as a voting member, any meeting of the Council which the elected representative is unable to attend.

Section 6. Staff Council officers and representatives will serve for a term of two years beginning on July 1 of odd numbered years, and may be re-elected to succeed themselves.

Section 7. Any representative who fails to attend three consecutive meetings without notifying the Chair of Staff Council shall be removed from the Council and replaced by an alternate.

Section 8. Should an area representative accept a position in another sector, then the position on Staff Council becomes vacant.

Section 9. Should vacancies occur, the offices should be filled in the following manner:

Vacancy

Chair

Vice-Chair

Secretary-Treasurer

Replacement

Elected by Staff Assembly

Elected by Staff Council from
Council membership

Elected by Staff Council from

ACCE Representative
Board of Governors Rep.
Area Representative

Council membership
Elected by Staff Assembly
Elected by Staff Assembly
Alternate

If a vacancy occurs in both the Chair and the Vice-Chair positions, then a Chair shall be chosen by Staff Assembly. If a vacancy occurs among area representatives, and if the alternate is unable or unwilling to assume office, then his/her name shall be stricken from the list of alternates and the replacement shall be elected by the Staff Assembly.

Section 10. A member of Staff Council to be elected from within the Council membership will be a liaison to Student Government Association.

Article II - Officers

Section 1. The officers of the Staff Council shall be a Chair, a Vice-Chair, and a Secretary-Treasurer.

Section 2. The term of office for each officer shall be two years beginning on July 1 of each odd-numbered year.

Section 3. The Chair shall:

- A. be elected by Staff Assembly;
- B. be the chief officer of the Staff Council, directing activities of the Council within campus policies and procedures;
- C. preside at all Staff Assembly and Staff Council meetings;
- D. convene all meetings of Staff Assembly and Staff Council;
- E. authorize all Staff Assembly and Staff Council purchases;
- F. appoint, upon the request of the campus president, and with Staff Council confirmation, staff representatives to campus-wide committees and other groups;
- G. represent college staff and attend meetings as requested by the campus president;
- H. have no vote in Staff Council except when it affects the results as permitted in Robert's Rules of Order;
- I. distribute copies of the Staff Council Constitution, By Laws, and Policies & Procedures to members of Staff Council, and place copies on file in the library;
- J. become an ex-officio non-voting member of Staff Council for two years following his/her term of office.
- K. be an ex-officio, non-voting member of all Staff Council committees;

Section 4. The Vice-Chair shall:

- A. be elected by Staff Council from the Council's elected membership;
- B. represent the Chair in his/her absence;
- C. assure that committees meet assigned obligations;
- D. serve as staff liaison to Faculty Senate;
- E. serve as parliamentarian at all meetings;
- F. assume other duties at the request of the Chair or the Council;

- G. perform the duties of a Staff Council representative.

Section 5. The Secretary-Treasurer shall:

- A. be elected by Staff Council from the Council's elected membership;
- B. keep the minutes of the proceedings of the Staff Council and Assembly;
- C. distribute copies of minutes to all Staff Council representatives and officers, to the elected heads of other campus governance groups, and to the campus president and his staff (this can be done via electronic mail);
- D. notify all Council representatives and officers of meetings and distribute agendas;
- E. post all Staff Council minutes, meeting notices, and other pertinent information on the Staff Assembly bulletin board;
- F. at the direction of the Staff Council Chair, keep Staff Council informed of upcoming deadlines and important dates regarding campus policies and/or Council obligations;
- G. at the end of the Council year, place on file in the campus library a bound copy of the minutes of that year's Council proceedings;
- H. coordinate, along with the WVU at Parkersburg Foundation treasurer, the deposits and expenditures of all moneys for fundraisers and scholarships, and make a monthly report of transactions to Staff Council;
- I. perform the duties of a Staff Council representative.

Article III - Meetings

Section 1. Staff Assembly shall meet each year on or before the third Monday of the month of April. The purpose of this meeting will be to receive a mid-year update of Staff Council activities, generate discussion on staff concerns; and, in odd numbered years, to take nominations for Staff Council Chair and Advisory Council of Classified Employees representation; and, in even-numbered years, to take nominations for Board of Governors representative.

Section 2. Staff Assembly shall meet each year during the month of October. The purpose of this meeting will be to receive an annual report of Staff Council and to generate discussion on staff concerns.

Section 3. Staff Council shall meet monthly and at other times as called by the Chair.

Section 4. All meetings of Staff Assembly and Staff Council are open to all members of Staff Assembly.

Section 5. In meetings of Staff Assembly, the members present shall constitute a quorum. In meetings of Staff Council, a majority of the members of the council shall constitute a quorum.

Article IV - Elections

Section 1. Election of officers and representatives shall take place during college business hours on Monday, Tuesday and until noon Wednesday of the week following the April Staff Assembly meeting.

Section 2. All Staff Assembly members are eligible to vote in the election and make nominations for Chair, Advisory Council of Classified Staff Representative, and Board of Governors Representative, and to vote for all ten sector representatives.

Section 3. Nominations shall be accepted by the election committee during the five working days prior to the April meeting of Staff Assembly. Signed written nominations may be submitted to the election committee either in person or via electronic mail. Written and e-mail nominations close one hour prior to the scheduled start of the Staff Assembly meeting.

Section 4. Nominations may also be made from the floor during the April meeting of Staff Assembly. Nominations from the floor will close as moved.

Section 5. Absentee balloting, off-campus balloting and after hours balloting will be provided as outlined in Staff Council Election Procedures.

Section 6. The vote required for election of the office of Chair shall be a majority of the members voting. If no nominee receives a majority, then a run-off election shall be held involving the two nominees with the highest number of votes. The vote required for election of the other officers and representatives shall be a plurality of the members voting.

Article V - Annual Report

Staff Council will be responsible for the publication of a brief annual report. This report will be presented to Staff Assembly at the October Staff Assembly meeting. Copies of this report will be sent to the campus president, the chairpersons of other campus governance groups, and others as determined by Staff Council. The report will be bound along with minutes of that year's Staff Assembly and Staff Council meetings and placed on file in the campus library.

Article VI - Amendments

Section 1. Amendments to the Constitution or By-Laws may be proposed at any meeting of Staff Assembly. Amendments may be proposed by Staff Council (with signatures of a majority of the council) or by any Staff Assembly member (with signatures of at least fifteen Staff Assembly members).

Section 2. Proposed amendments will be placed on a ballot, and voting will take place during the week following the week of the Staff Assembly meeting.

Section 3. Proposed amendments will become part of the Constitution or By-Laws after having been approved by a two-thirds majority of those voting on the amendment.

Article VII - Committees

Section 1. Existing committees and chairs will be appointed by Staff Council Chair with Staff Council confirmation. Additional committees shall be appointed at the request of Staff Council by Staff Council Chair with Staff Council confirmation.

Section 2. The election committee will consist of three classified or non-classified staff members. The election committee will be formed by the solicitation of nominations by area representatives. At the September meeting, the nominations will be presented to the Staff Council for vote with the top three being named to the election committee for the year. While serving on the election committee, a classified staff member will be ineligible to run for elected Staff Council office or area representative.

Article VIII - Parliamentary Authority

In all matters not covered by the Constitution or By-Laws, the West Virginia University at Parkersburg Staff Assembly and Staff Council shall be governed by Robert's Rules of Order.

2011-2012 Classified Staff Council



STAFF COUNCIL CHAIR

Rodney Parker

ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES REPRESENTATIVE

Tim Beardsley

WVU PARKERSBURG BOARD OF GOVERNORS REPRESENTATIVE

Violet Mosser

STAFF COUNCIL REPRESENTATIVES

Administrative/Managerial Sector

Patsy Bee, Vice Chair

Violet Mosser

Professional/Non-Teaching Sector

Amy Dennis

Janice McCue

Clerical/Secretarial Sector

Tess Martin

Drema Starkey, Secretary/Treasurer

Paraprofessional Sector

Jeanne Catalano

Jessie Wass

Physical Plant/Maintenance Sector

Al Collins

Debbie McGinnis

Ex-Officio

Lisa Flowers-Clements, Faculty Representative

Kurt Klettner, Non-Classified Representative

GENERAL INFORMATION

Academic Information. All academic information, such as degree requirements and course descriptions, is located in the college catalog. The college catalog is available online at www.wvup.edu.

Academic Affairs Office. (EXT. 242 – Room 1211) This office is located on the first floor and takes care of all academic matters. The Sr. Vice President of Academic Affairs and the Office Administrator are located in this office. Additional information is available at www.wvup.edu/Academics/oa/index.htm.

Accidents and Illness. Information on campus safety is located at www.wvup.edu/safety. The Director of Facilities and Grounds serves as the Safety Director.

Admissions/Advising. (EXT. 310 – Room 1110) Admissions and advising are part of the Welcome Center. Students entering college for the first time or wishing assistance with registration and advising should be directed to the Welcome Center for assistance.

Advisory Council of Classified Employees. The ACCE was established by [WV Code §18B-6-5](#) is made up of classified staff representatives from all the colleges under the governance of the West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical College Education. Each college in the system elects a representative to serve on the Advisory Council for a two-year term. This individual also serves as an ex-officio voting member on the institutional Staff Council. Additional information is available at www.wvacce.org.

Athletics. Additional information on athletics is located at www.wvup.edu/student_services/athletics.shtml. See also Club Sports.

Answer Book. Campus procedures or guidelines that carry out policies of the WVU at Parkersburg Board of Governors, rules or directives of the West Virginia Council for Community and Technical College Education, West Virginia Higher Education Policy Commission, and/or WV State Code are published online in the WVU at Parkersburg Answer Book at www.wvup.edu/policies/index.htm.

ATM. An ATM machine is available in the College Activities Center.

AUDIX . (EXT 273) This is a voice mail message service, which allows callers to leave a message. For training in use of this system, refer to the Campus Directory or contact Information Technology (EXT 296) or <http://it.wvup.edu>.

Benefits/Retirement. Information on benefits and retirement can be found by contacting the Human Resources Office located in room 1008 or at 304-424-8290. Information is also available at www.wvup.edu/humanresources

Blood Donor Program. The annual Red Cross blood donor program is sponsored by Student Government Association. It is held each fall usually in October on the main campus and also at various times at the Jackson County Center. This program encourages participation of all faculty, staff and students. Additional information may be obtained at www.wvuplife.org/fitness.shtml.

Board of Governors. This institutional Board is established in accordance with [WV State Code §18B-2A-1](#). The role of this board is to set policy in the areas of mission, academic programs, budget and capital facilities, and to review proposals of the institution pertaining to these and other matters as requested by the WVU Parkersburg President. Additional information is available at www.wvup.edu/board_of_governors.

Board of Governors (Classified Staff Member). Every two years, a classified employee is elected to serve as a member of the WVU Parkersburg Board of Governors to represent all classified staff. This employee also serves as an ex-officio voting member of the Classified Staff Council. See [WV State Code §18B-2A-1](#).

Bookstore. (EXT. 240) The Barnes & Noble College Bookstore is located in the main hallway on the right past the Business Office. The Bookstore will cash personal checks up to \$5.00. The Bookstore carries gifts, bestselling books, snacks and medicines, and college apparel. Additional information can be found on the Bookstore website at www.wvup.bncollege.com.

Business Office. (EXT. 223) The Business Office is located in the main hallway and handles payroll, and tuition payments. All college business forms are available in this office. Most forms are also available online at www.wvup.edu/forms/index.htm. Ticket sales for the Distinguished Performance Series are also coordinated out of this office.

Cafeteria. (EXT. 313) The cafeteria is located in the College Activities Center and is operated by the AVI Foodservice. It offers a wide menu daily for faculty, staff and students. There are also vending machines located in the cafeteria and in the lower level. AVI also offers catering services for a variety of functions sponsored by the college.

Campus Meeting Minutes. Contains meeting minutes and links to various committees and departments where meeting minutes are located.

Caperton Center for Applied Technology.(EXT. 365). The Caperton Center for Applied Technology is located behind the main campus and is jointly owned by WVU Parkersburg and Wood County Schools. It involves an innovative approach to deliver programs which respond to evolving employment needs, especially for the area's concentration of chemical- and polymer-related industries. Additional information can be found at www.wvup.edu/caperton.

Center for Teaching and Technology. Provides training to instructors on all in-class technology, software and eCampus. Print and design for posters and video productions. Additional information available at www.wvup.edu/ctt/fac_resources.htm

Changes of Name and/or Address. Employee name and address changes are to be reported promptly to the Human Resources Office (EXT 290). This ensures that accurate records are maintained for payroll and for emergency contact.

Check-Cashing. Personal checks (up to \$5) may be cashed in the Bookstore.

Classification/Compensation: www.wvup.edu/humanresources/

CLUB SPORTS allow students with an interest in athletics and competition the chance to play against teams from other colleges and schools. Participating in club sports at the college is a way for students to represent our college, and enjoy the accomplishment and challenge of playing competitive sports. Additional information can be found at www.wvup.edu/student_services/athletics.shtml

College Activities. There are several activities on campus during the year:

- The College Chorale is a select chamber choir sponsored by the Education and Humanities Division which performs for college functions, in local and regional concerts, and on tour in West Virginia and surrounding states. Members may also earn academic credit for their participation. The Chorale also performs formally and informally for WVU Parkersburg faculty and staff.
- Intercollegiate sports teams include: basketball, volleyball, golf and soccer. Additional information is available at www.wvup.edu/student_services/athletics.shtml.
- The Activities Center is the center for student recreation, intramural sports, physical education classes, and Distinguished Performance Series. It is open on a daily schedule for both classroom and free-exercise activities.
- The Distinguished Performance Series is series of live entertainment programs scheduled throughout each semester. Discount tickets for staff can be obtained in the Business Office. www.wvup.edu/arts/index.html
- Student Publications include the campus newspaper, THE CHRONICLE. It is published six times each semester by journalism students who may earn academic credit.
- WVU Parkersburg Theater includes programs in Children's Theater, Readers Theater Troupes and major on-campus productions.

Committees/Councils. Staff may be asked to serve or run for an elected position on the following committees or councils:

- Advisory Council of Classified Employees
- Board of Governors
- Bookstore Advisory Committee

- Constitution/Bylaws Committee
- Disciplinary Hearing Committee
- Staff Council Election Committee
- Facilities Planning Task Force
- Fundraising Committees
- Honorary Degree Screening Committee
- Institutional Effectiveness Council
- Safety Committee
- Social Justice Committee
- Staff Council of the Staff Assembly
- Staff Development Coordinating Committee
- Student Success Council
- Sustainability Committee
- Threat Assessment Committee

Communications. The campus "virtual" E-Bulletin Board provides helpful links and up-to-date information about campus events, news and official college communications. It is located at: [www.wvup.edu/Bulletin Board/index.htm](http://www.wvup.edu/Bulletin_Board/index.htm). Also, a campus network of closed-circuit tv monitors provides general college information. The monitors are located throughout campus buildings and at the Jackson County Center. Information regarding how to submit items for inclusion on the Bulletin Board or tv monitors is available on the E-Bulletin Board site.

Contributions to Staff Council Sponsored Funds Through Payroll Deduction. Staff Council has created several funds with the WVU at Parkersburg Foundation (www.wvup.edu/Foundation/Campus_Community/Campus%20Community.html) including the Employee Scholarship Fund; Children of Classified Staff Scholarship Fund; and Employee Benefit Fund. Employees may make tax deductible contributions through payroll deduction to any of these funds by contacting the payroll office.

Cooperative Education and Career Services (EXT. 208 – Room 1012) Co-op is the integration of classroom and laboratory study with planned and supervised periods of relevant and meaningful employment. While on co-op assignment, students work as regular wage-earning employees with co-op employers and earn academic credit for the knowledge and skills acquired. Career Services assists students in defining career goals. Computerized career search programs, a career library, career files and internet access for career search are some of the components offered to students and the general public. This office is operated by the Director and Program Assistant. Additional information is available at www.wvup.edu/cooperative/index.htm.

Copy Machines. Duplicating machines are located at various locations throughout the College. At each of these copiers there are log sheets to record the number of copies and the budget code to which the copies will be charged. Personal copies can also be made and should be recorded on the log as personal copies. Employees are charged 5 cents per copy which is payable to the cashier in the Business Office.

Counseling. The Counseling Center is located in Room 1019A or at 304-424-8388.

Custodial Services. (EXT. 265 – Room 0104) Requests for custodial services should be submitted in advance to the Physical Facilities Supervisor. Request forms for these services are available at <http://it.wvup.edu/ServiceRequest.aspx>. For emergency situations call EXT 265 or the switchboard.

Disability Services. (EXT. 378 - Room 1019) Disability Services help qualified students with disabilities achieve their academic goals by providing reasonable academic accommodations. Additional information is located at www.wvup.edu/student_services/disability.shtml.

Discipline Policy. Each employee is expected to maintain standards of performance and conduct as outlined by the immediate supervisor and to comply with applicable policies, procedures and laws. See Answer Book # IV - 28 at www.wvup.edu/policies/index.htm.

Distinguished Performance Series. www.wvup.edu/arts/index.html Each semester, there is a series of entertainment performances open to the faculty, staff, students and the public. Faculty, staff and students may purchase specially priced advance tickets to the performances.

Division Chairpersons.

These individuals are responsible for particular academic disciplines and the faculty within those disciplines. There are five academic divisions:

- Business, Economics and Mathematics Division, located in the east wing (EXT. 289 – Room 1016)
- Education and Humanities Division, located in the 1200 hallway (EXT. 314 – Room 1215)
- Social Sciences and Languages Division, located in the east wing. (EXT. 253 - Room 1022)
- Science and Technology Division, located in the Caperton Center (EXT. 303 – Caperton Center-Room 0108)
- Health Sciences Division located on second floor (EXT. 300 – Room 2331)

Additional information available at: www.wvup.edu/Academics/wvu_parkersburg_divisions.htm.

Early Learning Center (EXT. 311 – Room 1532). The Early Learning Center is located in the College Activities Center and is designed to serve the children of WVU Parkersburg students, faculty and staff. For more information concerning rules, regulations, hours and fees, visit www.wvup.edu/Childcare_services/index.htm.

E-Bulletin Board. The college's virtual bulletin board is located at www.wvup.edu/bulletin_board. The e-bulletin contains announcements, news articles, and other communications on campus. There are links to a variety of resources including links to the academic calendar, events calendar, forms, newsletters, campus meeting minutes, employee of the month nomination form, and many other sources of information.

Emergency Situations. The following link provides instructions in the event of an emergency broadcast: www.wvup.edu/safety/paging.htm. These instructions are also listed on the back of faculty, staff and student ID's. Everyone should be familiar with instructions.

Employee Activity Fund. Funds raised for the Employee Activity Fund are used to provide seed money for fundraisers for the Employee Scholarship Fund and the Children of Classified Staff Scholarship Fund. It also helps provide support to classified staff activities held throughout the year. Additional information available at www.wvup.edu/staff_council/page.htm

Employee Assistance Resource. West Virginia University at Parkersburg offers an Employee Assistance Resource (EAR) to all faculty and staff. The EAR is intended to provide professional and confidential assistance to employees who are experiencing problems that may interfere with job performance and/or affect their personal lives. This program is designed to provide assistance as early as possible in order to minimize negative impacts. The EAR is designed to provide professional consultation, assessment, or brief counseling. The EAR professional will provide the most appropriate recommendations to the employee to help resolve the problem. Brochures that provide details about current resources and other pertinent information are available in the Human Resources Office. See Answer Book # IV - 24A at www.wvup.edu/policies/index.htm

Employee Benefits Booklet. This booklet is available from the Human Resources Office and includes information on retirement plans, insurance, TIAA Total Disability, Social Security, Leave, Emergency Pay Program, Check Cashing and Credit Union.

Employee Benefit Fund. www.wvup.edu/staff_council/page.htm The Employee Benefit Fund is a fund created by Staff Council to assist employees in times of crisis or unforeseen circumstances that may result in a severe financial burden. Employees may also choose to donate to the fund through payroll deduction.

Employee Directory: A campus directory containing employee names, office extensions, and room numbers is published each year. Additional information is also available online at www.wvup.edu/Directory/directory2011.htm.

Employee of the Month. Each month the Employee of the Month Committee votes for a faculty, classified staff or non-classified employee as the Employee of the Month. Nominations can be made by any WVU Parkersburg employee or student. Nomination forms are available at: www.wvup.edu/Bulletin_Board/index.htm. Nominees must be employees that work at or for WVU Parkersburg.

Employee of the Year. From the list of Employees of the Month for each calendar year, an Employee of the Year will be selected during the election process in April. The recipient of the Employee of the Year award is announced at the Employee Recognition in May.

Employee Scholarship Fund. Full and part-time employees are eligible to apply for a scholarship through our Employee Scholarship Fund. Staff Council established this

fund in June of 1979. Guidelines and applications are available online at <http://intranet.wvu.edu/wvupia>.

Equipment. All orders for office equipment must be approved by the appropriate department administrator and ordered through the Purchasing Department. Purchase requisitions can be obtained in the Purchasing Office located in the Business Office, or online at www.wvup.edu/forms/index.htm.

Evening Services. (EXT. 616) Several areas of the college remain open during evening hours when classes are in session. For inquiries regarding evening facilities and services call 304-424-8000 or ext. 616.

Events Calendar. The Events Calendar is located on the WVU Parkersburg web page at www.wvup.edu/Calendar/default.htm. The Events Calendar lists the daily activities on campus. Daily listings are also posted at the front entrances to the college. Inquiries, questions or additions to the Events Calendar should be directed to the President's Office at ext. 328.

Faculty/Staff Lounge. The faculty/staff lounge is located next to the cafeteria. There are tables, microwave, refrigerator, television, and lounge furniture for use during breaks and lunch.

FAX machines. The college has several facsimile machines available throughout the college for use by faculty and staff. College-related business, including memos, correspondence, purchase orders, etc. can be sent or received on the fax machine and budget codes should be recorded. For personal use, there is a minimum fee of \$2.00 or .50 per page and should be recorded as personal and paid to the cashier in the Business Office.

Financial Aid Office. (EXT. 210 – Room 1212) The Financial Aid Office is located in the Student Services Complex. Inquiries for Federal Pell Grant, Federal Supplemental Opportunity Grant, Federal Stafford loans, Federal College Work Study, and the West Virginia Higher Education Grant Program should be directed to this office. This office also handles inquiries on a variety of scholarship opportunities, and assists all veterans attending our campus in regards to veterans' educational benefits.

Fleet Office. (Ext. 258 – Room 1116) Coordinates state vehicle check-in and return process; daily operation of all fleet documentation as well as administering and streamlining operations of the fuel card program; drivers training program; and assists in safety and/or emergency preparedness.

Gifts to WVU Parkersburg. Gifts to WVU at Parkersburg shall be accepted in accordance with guidelines provided for receipt of gifts, bequests and donations. The standard Gift Acceptance Form, available in the Business Office, should be filled out by the person to whom a gift is offered and designated campus personnel. (See Answer Book # VII-16 at www.wvup.edu/policies/index.htm).

Graphics Department. The Graphics Department is located in Room 1204 at 304-424-8274. All requests of the Graphics Department must go through the Director of Marketing and Communications.

Grievance. Each staff member has the right to seek relief from working conditions he or she believes to be unfair, inequitable, discriminatory, or a hindrance to effective work. (See Answer Book # IV-26 Grievance Procedures – WV Code §6C-2. www.wvup.edu/policies/index.htm)

GroupWise. This is the electronic communication tool used by the campus administrative and academic areas to provide electronic messaging and calendar management. For questions regarding the use of this program, contact ext. 358.

Health and Wellness Center. (EXT. 205 – Room 1535) The Health and Wellness Center is located in the aerobics room and promotes health and wellness to faculty, staff and students.

Hospitality Forms. Hospitality forms are required for all purchases of food or caterings that will be charged to the state budget and must be signed by the President. The forms are available online at www.wvup.edu/forms/index.htm and procedures are available at www.wvup.edu/policies/index.htm.

Information Desk. (Dial 0) The Information Desk is located in the main hallway and is staffed from 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Fridays during the academic year and 8:00 a.m. to 4:00 p.m., Monday through Friday in the summer. This area provides general information about the college to students and visitors.

Information Technology. (EXT. 296) Office of Information Technology is located in the lower level. Services and assistance are explained at <http://it.wvup.edu>. Staff are encouraged to familiarize themselves with Board of Governors Policy E-57, Appropriate Use of Information Technology Resources in Answer Book #VII-1. http://www.wvup.edu/board_of_governors/policies.htm)

Jackson County Center. (EXT. 632) The Center is located at 105 and 107 Academy Dr., Ripley, WV. The Jackson County Center of WVU Parkersburg was established in 1974 as an outreach program in Jackson and Roane counties. Many services available on the Parkersburg campus are available at JCC. Courses are offered which enable JCC students to gain additional hours of credit before commuting to Parkersburg campus to finish degree work, and there are several degree programs that can be completed at the Center. For additional information, see www.wvup.edu/jcc/jcchome/default.htm.

Keys. Keys may be requested from the Physical Facilities Department personnel with approval from the department administrator. Keys must be returned upon departure from employment at the college.

Leadership Academy. The mission of WVU Parkersburg's Leadership Academy is to foster the acquisition, development, and application of leadership skills among faculty, students, and staff of WVU Parkersburg that will empower them as individuals to realize their life-long potential.

Leave Requests/Absence Reports. Requests for leave and reports of absences are made online at <http://myaccess.wvu.edu/> (See [Board of Governors Policy B-24](#) Employee Leave.).

Library. (EXT. 260 – Room 1332) Information on library resources is located at <http://www.wvup.edu/library/index.htm>. The Library is located near the College Activities Center.

Mail. (EXT 238 – Room 0410) The mail room is located on the lower level adjacent to the print shop. Each office is assigned a mail box. These are to be locked at all times. If combinations or keys are lost, check with the mail room personnel who are available from 8:00 a.m. to 4:00 p.m. Any outgoing mail should be prepared to go out as early in the morning as possible.

Maintenance. (EXT. 265 – Room 0104) In addition to maintaining the facility and grounds at WVU Parkersburg, the maintenance department provides a variety of maintenance services to individual offices at the request of the office employees. Service request forms can be submitted online at <http://it.wvup.edu/ServiceRequest.aspx>.

Marketing and Communications. (EXT. 203 – Room 1102) The Marketing and Communications Office is responsible for internal and external campus communications; disseminates information about the college and campus personnel to the various media; handles advertising done by the college; coordinates college marketing activities and publications; and manages the college web site.

Mediation. Mediation is peer based, impartial approach to managing conflicts between employees and is based on collaboration and development of mutually agreeable solutions. Participation in mediation is confidential and is always voluntary on the part of all parties. Additional information is available at www.wvup.edu/socialjustice/mediation.htm.

Mission of West Virginia University at Parkersburg

West Virginia University at Parkersburg provides accessible, life-changing educational opportunities in a safe and supportive environment. Opportunities include:

- Career Pathways from Certificate to Baccalaureate
- Global Studies
- Workplace Experience
- Civic Engagement
- Leadership Studies.

Movie Passes. Staff Council provides discount movie passes to classified staff which may be used at the Regal Cinema 12 in the Grand Central Mall and at the Lafayette

Cinema 7 in Marietta. For more information, contact any Staff Council member www.wvup.edu/staff_council/page.htm.

MyAccess. MyAccess is located at: <http://myaccess.wvu.edu>. This program is used for annual and sick leave requests for all full-time employees. It is also accessed for non-exempt employees to clock in and out to electronically record their work time.

Office Hours. Normal administrative office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. During the fall and spring semesters, some offices remain open to accommodate evening students and classes. Office hours for faculty vary to accommodate their teaching schedules.

Parking. Restricted parking spaces are those reserved for persons with disabilities, state vehicles, president, vice presidents, vendors, guest parking, employee of the month, and other labeled spaces deemed appropriate. Employees are required to obtain parking permits through the security office located by the student lounge. Additional information is available in the Board of Governors Policy F-28. Regulation of Parking and Traffic, and Answer Book Policy F-28 at www.wvup.edu/board_of_governors or www.wvup.edu/policies.

Personnel Files. Personnel files are located in the Human Resources Office. Employees may request to view their files at any time during business hours.

Policies and Procedures. Institutional policies and procedures are available at www.wvup.edu/policies/index.htm. Links are available to rules of WV Higher Education Policy Commission and WV Council for Community and Technical Colleges Council, policies of the WVU Parkersburg Board of Governors as well as specific guidelines and procedures of the institution found in the WVU Parkersburg Answer Book.

President's Office. (EXT. 200 – Room 1105) The President serves as the chief executive officer for WVU Parkersburg. Also located in the President's Office is the Executive Assistant to the President, Program Assistant, and Special Assistant to the President for Policy and Social Justice.

Printing Services. (EXT. 238 Room 0410) The Print Shop is open from 8 a.m. - 4 p.m. Monday through Friday for a variety of printing services.

Professional Development. Professional development funds are available through the college and the WVU at Parkersburg Foundation. Applications for professional development funds can be obtained at: www.wvup.edu/forms or the Staff Council web page at www.wvup.edu/staff_council/page.htm. All applications are reviewed by the Staff Development Coordinating Committee.

Publications. College publications, coordinated by the Director of Marketing and Communications, are those printed materials produced by the college and used for public information, marketing, recruiting and external distribution (excluding memos and letters) as well as those printed materials used internally, such as handbooks, calendars, etc. All of these materials must be approved by the Director of Marketing and Communications prior to distribution/publication. See Answer Book #VII-14

Coordination of Publications, for additional information.

www.wvup.edu/policies/index.htm

Purchase Requisitions. In order to make any purchases for equipment or supplies, a purchase requisition must be completed. It must be approved by the supervisor and returned to purchasing for processing. These forms are available online at www.wvup.edu/forms/index.htm and in the purchasing office.

Records. (EXT. 220 – Room 1208) The Records Office handles information concerning: academic student records, class rosters, grade reporting procedures, grade changes/address changes/name changes, transfer (to and from other colleges and universities) /transcript analysis, graduation, and Privacy Act (what student data may/may not be legally released), enrollment verifications, and requests for grade forgiveness.

Retirement Plans. Contact Human Resource Director or visit www.wvup.edu/humanresources/

Room Assignments/Scheduling. Rooms can be reserved through R25 Submit a Room Request located at [www.wvup.edu/Bulletin Board/index.htm](http://www.wvup.edu/Bulletin_Board/index.htm) or <http://it.wvup.edu> How to submit a room request: <http://it.wvup.edu/howtosubmitaroomrequest.aspx>

Schedule of Courses. Course schedules are printed prior to pre-registration the semester before classes are scheduled to begin. Schedules can be obtained online at www.wvup.edu.

Scholarships

The Classified Staff Council at WVU Parkersburg holds fund raisers to support several scholarship funds through the WVU at Parkersburg Foundation.

- **Classified Staff Scholarship Fund.** An application form and guidelines are available online at Staff Council web page located at www.wvup.edu/staff_council/page.htm. Scholarship applications should be submitted to the Financial Aid Office. Employees enrolling for classes at WVU Parkersburg may also qualify for tuition assistance through tuition waivers and staff development funds.
- **Children of Classified Staff Scholarship Fund.** Children of classified employees may be eligible for scholarship assistance through the Children of Classified Staff Scholarship Fund. Guidelines, applications and additional information are available at http://www.wvup.edu/staff_council/page.htm or by contacting Financial Aid.
- **Memory Garden Fund** – Funds are raised by Staff Council to purchase bricks in the memory garden for retired employees which also supports scholarships to students.

Secret Pal Program. Participating staff members exchange names and provide their secret pal with cards and small gifts throughout the year on holidays and other

occasions. At the end of the year in May, members of the Secret Pal Program get together. The program begins June of each year. Registration form is located at: www.wvup.edu/staff_council/page.htm

Service Request. Special maintenance and/or custodial services such as moving of equipment or set-up for special events, requires a service request form. These forms are available online at <http://it.wvup.edu/ServiceRequest.aspx>.

Snow Closings. In the event of heavy snow accumulations, listen to any local radio station. If the campus is closed, the TV/radio will carry that information by 6 a.m. A call to WVU Parkersburg's answering service (424-8000 or 424-8203) will also give the information. Notices are also posted on the college website at www.wvup.edu. If there is no weather-related message, assume the campus is open. Even if classes are canceled, staff usually must report for work.

Social Justice Program. (www.wvup.edu/socialjustice) WVU Parkersburg promotes an educational system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons, regardless of race, sex, age, religion, sexual orientation, color, national origin, veteran status or disability. This commitment is accomplished through the college Social Justice Program and implementation of an Equal Opportunity/Affirmative Action Plan. See Answer Book #VIII-6 for additional information at www.wvup.edu/policies/index.htm

Staff Development Coordinating Committee. The Staff Development Coordinating Committee reviews applications submitted by staff for professional development, and recommends staff development opportunities. Staff can request professional development by completing the [Staff Development Application](#).

Student Activities. (EXT. 309) www.wvup.edu/student_services This office is responsible for developing a variety of entertainment, enrichment and recreational programs for the student body, and is located in the College Activities Center.

Student Services Office. (EXT. 209 – Room 1209) www.wvup.edu/student_services. This office is located on the first floor 1200 hallway. Student Services is responsible for student life, student welfare, student discipline and any non-academic policies affecting students. The Student Services division also includes Financial Aid, Student Assistance, Student Activities, Disability Services, Learning Center, Health and Wellness Center, Records Office and Welcome Center.

Student Success Center. (EXT. 278 – Downstairs Room 0404) The Student Success Center offers support services using a variety of teaching strategies to all WVUP students. The facility is set up for supplemental instruction, video-tutoring, workshops, study skills, computer assisted learning, and group and private tutoring in Developmental Courses, CHEM 103 and MATH 011 through MATH 115.

Student Welcome Center. (EXT. 310 – Room 1110) The Student Welcome Center is located near the front west entrance to the campus on the right just passed the Information Desk. Advisors and admissions counselors provide services to students such as admissions counseling, registration, advising, general career information, placement testing and other academic testing services.

Testing Center. (EXT. 319 – Room 1210) Placement Tests, CLEP tests, Pass Keys and a variety of Licensing Exams administered by ACT are given in the Testing Center. Generally, tests are administered by appointment only with the Program Assistant.

Travel Authorization Form. Travel Authorization Forms are available online at <http://www.wvup.edu/forms/index.htm> and must be completed prior to travel, signed by the appropriate personnel, and submitted with reimbursement of expenses

Travel Reimbursement Form. Travel reimbursement forms are available online at <http://www.wvup.edu/forms/index.htm> and must be completed, signed by the appropriate personnel, and processed for reimbursement of expenses.

Vehicle Reservation. State vehicles must be reserved in the Fleet Office. Contact ext. 258.

Wellness Program. A comprehensive program has been implemented to enhance the health and wellness of employees. The components include medical assessment - the taking of blood pressures; blood chemistry analysis - a complete blood lipid profile of Triglycerides, HDL, LDL and ELDL Cholesterol, LDL-HDL ratio and coronary Heart Disease Risk Index; Physical Fitness Testing - body composition analysis, flexibility, muscular strength and endurance, cardiovascular endurance and flexibility. Workshops are also provided on various topics to increase awareness of specific elements relative to maintaining a healthy lifestyle. The Fitness Lab and Exercise Room in the college Activities Center is available for employees to use Monday through Friday. This is a carpeted area which is conducive to physical exercise and is equipped with an Aerobicycle, Jogger and free weights. Employees are encouraged to participate in these activities.

West Virginia Higher Education Policy Commission. The West Virginia Higher Education Policy Commission is responsible for developing, establishing, and overseeing the implementation of a public policy agenda for the state's four-year colleges and universities. Additional information is available at <http://wvhepcnew.wvnet.edu>

West Virginia Council for Community and Technical Colleges.

The mission of the Community and Technical College System of West Virginia is to deliver affordable, accessible high quality education and training that dynamically advances the economic and social development of West Virginia. Additional information is available at www.wvctcs.org.

West Virginia University at Parkersburg was founded in 1961 as the Parkersburg Branch of West Virginia University and on July 1, 1971, became the state's first

comprehensive community college. On July 1, 1989, the college became re-affiliated with WVU and its name was changed to West Virginia University at Parkersburg. WVU Parkersburg offers Bachelor of Arts, Bachelor of Science, Bachelor of Applied Technology, Associate in Arts, Associate in Science, and Associate in Applied Science degrees, and technical certificates, and undergraduate certificates. Additional information is available at www.wvup.edu.

WVU at Parkersburg Foundation. (www.wvup.edu/foundation/Default.htm) The WVU at Parkersburg Foundation is an independent nonprofit, tax-exempt corporation with 501-C-3 status, and its administrative office is located on the first floor in the main building. It was established in 1971 to promote, encourage and assist in the development and growth of West Virginia University at Parkersburg and to render service to and assistance to its faculty, students and alumni, and to the citizens of the state of West Virginia. The various gifts administered by the Foundation have provided many scholarships to students and have helped the college maintain high standards of quality through the purchase of needed instructional equipment and other education resources. Employees can make donations to the Foundation through payroll deduction. Some funds include:

- Children of Classified Staff Scholarship Fund
- Employee Benefit Fund
- Employee Scholarship Fund
- Various Foundation Scholarship Funds
- Alumni Association Fund
- Alumni Lifetime Membership
- Jackson County Center Fund
- Student Loan Fund
- WVU Athletic Association

WVU at Parkersburg Staff Council of Staff Assembly.

(www.wvup.edu/staff_council/page.htm) The Staff Council serves as the communication link with the Classified Staff Assembly, and functions as a communication source in an advisory capacity to the President in matters of staff welfare.

WVU at Parkersburg Staff Council Elections. Classified staff are elected to Staff Council in accordance with [State Code §18B-6-6](#) and Staff Council bylaws and election procedures and guidelines available on Staff Council web page at www.wvup.edu/staff_council/page.htm.

Workforce and Community Education. (EXT. 275 – WCE Building www.wvup.edu/WCE) This department is located in a separate building directly across from the front entrance of the main campus. It sponsors non-credit classes that are developed for our public audience and are taught by college staff and faculty. This office is also responsible for promoting economic development within our region since much of the emphasis has been in training and retraining services to local businesses and industries.