

# **WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS**

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**AUGUST 14, 2013  
AGENDA**

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## Members

Joe Campbell  
Steve Chancey  
Cheryl Donohoe  
Gerard El Chaar  
Curtis Miller  
Jeff Matheny

Rock Wilson  
Jamie Six  
Violet Mosser  
Tyler Ohrn  
Matthew Santer

Marie Foster Gnage  
President



# SCHEDULE

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

**Wednesday, August 14, 2013**

1:30 p.m.	Remembrance Ceremony for Dr. Eldon Miller	Multi-Purpose Room
3:00 p.m.	Campus Development Committee	Community Room
4:00 p.m.	Administrative Services Committee	Community Room
4:00 p.m.	Academic and Student Services Committee	President's Conference Room
5:00 p.m.	Dinner	Community Room
5:45 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of August 14, 2013  
College Theatre  
5:45 p.m.

1.	Call to Order	Board Chair, Gerard El Chaar
2.	Roll Call	Brady Whipkey Executive Assistant to the President
3.	Board Chair Report	Chairman El Chaar
4.	President’s Report	Dr. Marie Foster Gnage, President
5.	Approval of Minutes	
	<ul style="list-style-type: none"> <li>• Regular Meeting – June 12, 2013 .....</li> </ul>	5
6.	Committee Reports	
	<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Audit Review Committee</li> <li>• Administrative Services Committee</li> <li>• Academic and Student Services Committee</li> <li>• Campus Development/Readiness Center Committee</li> </ul>	Chairman El Chaar Jamie Six Curtis Miller Jeff Matheny Joe Campbell/Curtis Miller
7.	Action Items	
	<ul style="list-style-type: none"> <li>• Property Acquisition</li> <li>• Completion of Construction</li> </ul>	President Gnage.....10 President Gnage.....11
8.	Consent Agenda	
	<ul style="list-style-type: none"> <li>• Revision of Policy F-60, Tobacco-Free Environment</li> <li>• B-32 Annual Increment Payments</li> <li>• Institutional Undergraduate Tuition &amp; Fee Waiver</li> </ul>	President Gnage.....12 Debbie Richards.....14 Anthony Underwood .....19

9. Information Items

- Fiscal Update for 2013-2014

Dr. Vincent Mensah, CFO...20

10. Possible Executive Session under the authority of WV Code §6-9A-4-2A  
Personnel  
Property

11. Board Comments/Announcements

12. Next Meeting

13. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
June 12, 2013

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, June 12, 2013 in the College Theatre at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Joe Campbell, Steve Chancey, Gerard El Chaar, Jeff Matheny, Rock Wilson, Jamie Six, Violet Mosser and Loren Bell. Absent were Matt Santer, Cheryl Donohoe, and Curtis Miller. Others present included Dr. Marie Foster Gnage and Brady Whipkey.

Guests present included administrators, faculty, and staff.

**1. Call to Order**

Mr. Six, 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 Six recognized and introduced the members of legislature that attended and thanked them for all they do for WVU at Parkersburg and the community.

Chairman Six thanked the members of the Board of Governors for allowing him to serve as chairman over the past year. Chairman Six also thanked the staff and faculty for all they have done and for their support of the Board of Governors meeting at the Jackson County Center in May.

Next, Chairman Six discussed the nomination of officers for 2013-2014. Nominations included: Chair: Gerard El Chaar; Vice Chair: Joe Campbell; Secretary: Cheryl Donohoe. After discussion no additional nominations were given. Nominations were approved upon a motion by Mr. Wilson and seconded by Ms. Bell. The motion passed.

**4. President's Report**

President Gnage also thanked the members of legislature for attending and their advocacy on behalf of the college.

President Gnage then thanked the Board of Governors for attending the ribbon cutting ceremony for the Early Learning Center.

President Gnage presented Ms. Bell with a certificate and thanked her for her hard work and dedication while serving on the Board as the Student Representative.

Next President Gnage discussed the progress with Dynamic Campus and that we are

moving on to the finance and human resources systems.

President Gnage reported on the upcoming TA3 conference being held in Copenhagen, Denmark on June 17, 2013 to June 19, 2013. The conference is focusing on Workbased Learning International Prospective. She noted that the trip was possible because of the WV Community & Technical College System office support.

## 5. Approval of Minutes

The minutes of the Regular Board meeting of May 15, 2013, were approved upon a motion by Mr. Campbell and seconded by Ms. Bell, with corrections.

## 6. Committee Reports

### Executive Committee:

There was no meeting held.

### Audit Review Committee:

There was no meeting held.

### Administrative Services Committee:

Board members present received reports from the Foundation on fundraisers, grants, and donations. They also received reports on renovations being done and an update on the key card access. A report was received on closing out FY2013 and preparation for FY2014. HR provided an update on position vacancies and new hires.

### Academic and Student Services Committee:

Board members present received an update from the academic area providing an overview of the reorganization of technical programs, an update on academic positions and new programs for 2013/2014. A report was given on meetings with Coplin Clinic to provide supervisor training and HR mentoring to employees. Murray Sheet Metal is interested in working with us to source graduates from our HVAC program specifically Commercial HVAC. Also Bureau of Public Debt needs OSHA training. An update was given on an OSHA seminar attended by 17 participants from various area companies. The feedback was generally positive and several training inquiries were received as a result. It was also reported that we have received an influx of resumes for individuals with industry expertise interested in teaching WCE courses.

### Campus Development Committee:

Board members present discussed opportunities for funding of the Readiness Center, when it will be needed and who will need to work on these opportunities.

### Readiness Center Liaison Committee:

Combined meeting with the Campus Development Committee.

## 7. Action Items

- Rules of Engagement between WVUP and WVU at Parkersburg Foundation  
President Gnage recommended approval of the Rules of Engagement between

WVUP and WVUP Foundation. A copy was provided to the members prior to the meeting for review. After review and discussion, the Memorandum of Understanding was approved upon a motion by Mr. Campbell and second by Mr. El Chaar. Motion passed.

- Salary Increases:

After questions and discussion, Ms. Mosser moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves salary increases for West Virginia University at Parkersburg for 2013-2014 as presented.

Ms. Bell seconded the motion. Motion passed.

- 2013-2014 Budget

BACKGROUND:

The final budget for 2013-2014 for West Virginia University at Parkersburg will be presented to West Virginia University at Parkersburg Board of Governors for approval.

After questions and discussion, Mr. El Chaar moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2013-2014.

Ms. Bell seconded the motion. Motion passed.

- Acceptance of Property

BACKGROUND:

WVU Parkersburg has the opportunity to make an offer on property that will enable the college to expand its programs present and future. The President requests permission for the college to make an appropriate and/or reasonable offer on the property.

After questions and discussion, Mr. Chancey moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves to accept and make an offer on available property.

Ms. Bell seconded the motion. Motion passed.

## **8. Consent Agenda**

Ms. Mosser moved to approve the following Consent Agenda items:

### A-45, Adoption or Amendment of Rules

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the revision of Policy A-45, Adoption or Amendment of Rules, as modified.

### B-33, Phased Retirement Program

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy B-33, Phased Retirement Program, as presented.

Ms. Bell seconded the motion. Motion passed.

## **9. Information Items**

None

## **10. Executive Session under the authority of WV Code §6-9A-4-2A**

Chairman Six entertained a motion to move into Executive Session at approximately 6:30 p.m. Mr. El Chaar moved to adjourn to Executive Session. Ms. Bell seconded the motion. The motion passed and the Board moved into Executive Session. The Board Chair requested that President Gnage join Executive Session. At approximately 7:15 President Gnage was excused from Executive Session. At approximately 7:45 p.m. President Gnage rejoined Executive Session. At approximately 7:54 p.m. Chairman Six announced that the Board would return to the regular meeting.

## **11. Board Comments/Announcements**

Mr. El Chaar thanked the board for electing him as the new Chairman and stated that he looked forward to serving.

Chairman Six, again thanked the members of the board and all the staff for their help, support and patience over the past year.

## **12. Next Meeting**

Wednesday August 14, 2013.

## **13. Adjournment**

With no further business to be discussed, Mr. Chancey moved that the meeting adjourn. Ms. Bell seconded the motion. Motion passed. The next meeting will be held on Wednesday, August 14, 2013.

Respectfully submitted,

Brady Whipkey

Executive Assistant to the President

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Jamie Six, Chairman

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Cheryl Donohoe, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 14, 2013**

**ITEM:** Property Acquisition

**RECOMMENDED RESOLUTION:** *Resolved,* that the West Virginia University at Parkersburg Board of Governors hereby approves the acquisition of the property discussed, not to exceed \$30,000.

**STAFF MEMBER:** Marie Foster Gnage, Ph.D.  
President

**BACKGROUND:**

West Virginia University has the opportunity to acquire two properties, one by donation and another by purchase. The President asks the Board approval to accept the donated property and to purchase property for a price not to exceed \$30,000. Both properties will serve to expand college programming.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 14, 2013**

**ITEM:** Completion of Construction

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors hereby approves the use of Reserve Funds for Phase 2 of renovation/construction project, not to exceed \$1.5 million.

**STAFF MEMBER:** Marie Foster Gnage, Ph.D.  
President

**BACKGROUND:**

The Board approved the use of reserve funds for Phase 1 of the science lab project. Phase 1 of the science lab construction has been completed. We would like to proceed to Phase 2, the final phase. It is possible that we will split Phase 2 between construction and casement work. The request is for the use of Reserve funds, not to exceed \$1.5 million, to complete the renovation/construction project.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 14, 2013**

**ITEM:** Revision of Policy F-60, Tobacco- and Smoke-Free Environment

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for the revision of Policy F-60, Tobacco- and Smoke-Free Environment, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

**STAFF MEMBER:** Marie Foster Gnage, President

**BACKGROUND:**

At its meeting on January 31, 2013, the Council for Community and Technical College Education approved a resolution advocating the establishment of tobacco product free campuses at all West Virginia community and technical colleges of higher education. The resolution recommended that all institutional Boards of Governors implement a policy to establish a tobacco product free environment on each campus.

It is recommended that Policy F-60, "Tobacco- and Smoke-Free Environment," be revised to eliminate designated smoking areas so that West Virginia University at Parkersburg may join other institutions in becoming a totally tobacco- and smoke-free campus. As indicated on the proposed revision attached, an effective date of January 1, 2014, is recommended.

A notice of proposed rulemaking will be issued proposing the revision of Policy F-60. If no comments are received during the 30-day comment period, this policy proposal will be considered approved for January 1, 2014, implementation, without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

**POLICY F-60**  
**TOBACCO- AND SMOKE-FREE ENVIRONMENT CAMPUS**

**Section 1: General**

- 1.1 Scope. This policy establishes a tobacco- and smoke-free ~~environment~~ campus at West Virginia University at Parkersburg in order to provide a safe and a healthful environment for students, faculty, staff and visitors.
- 1.2 Authority. W. Va. Code [§18B-1-6](#), [Mid-Ohio Valley Health Department Clean Indoor Air Regulation](#)
- 1.3 Effective Date. ~~February 19, 2013~~ January 1, 2014  
Replaces version dated February 19, 2013

**Section 2: Policy.**

- 2.1 The use of all tobacco and smoking products, including ~~e-cigarettes~~ electronic smoking devices, is prohibited in all ~~facilities~~ West Virginia University at Parkersburg owned, leased or operated property, buildings and vehicles of ~~West Virginia University at Parkersburg~~. ~~This policy applies to all buildings of WVU at Parkersburg in all locations and all state vehicles owned by WVU at Parkersburg.~~
- 2.2 "Tobacco-Free Environment Campus" and "No Smoking" signs shall be displayed in appropriate locations.
- ~~2.3~~ Smoking may be permitted outdoors ~~in designated areas only~~. The goal is to maintain a smoke-free environment ~~at all main entrances~~.
- 2.4 Designated smoking areas shall be identified by the institution and signs shall be posted to identify those locations. ~~In accordance with the Mid-Ohio Valley Health Department's [Clean Indoor Air Regulation](#), smoking areas in these designated locations shall be 15 or more feet away from any entrance, window or ventilation/HVAC system.~~
- ~~2.5~~ 2.3 Educational programs on health issues related to tobacco use and smoking cessation workshops will be provided to employees and students.
- 2.4 Advertisements promoting tobacco and smoking products are prohibited in college publications and facilities.
- ~~2.6~~ 2.5 Violators of this policy may be subject to disciplinary action. Fines may also be imposed by the Mid-Ohio Valley Health Department for violations under the [Clean Indoor Air Regulation](#).

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 14, 2013**

**ITEM:** Policy B-32, Annual Increment Payments

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors hereby corrects the reference to dollar amount in its Policy B-32, Annual Increment Payments, consistent with WVU Board of Governors Policy 32, which was amended effective July 1, 2008, and transferred to the WVU at Parkersburg Board of Governors.

**STAFF MEMBER:** Debbie Richards, Special Assistant to the President for Policy and Social Justice

**BACKGROUND:**

Pursuant to W. Va. Code §18B-2A-7a, effective July 1, 2008, policies of the West Virginia University Board of Governors in effect at the time continued to be in effect for WVU at Parkersburg until they were rescinded, revised, altered or amended by the West Virginia University at Parkersburg Board of Governors.

WVU Policy 32 was edited with the intent to reflect WVU at Parkersburg's name (as Policy B-32) as it was transferred to the WVU at Parkersburg Board of Governors. However, it was recently discovered that a revision to the policy, which became effective July 1, 2008, was not reflected in the version that was published in WVU at Parkersburg's name. That revision, which appears in Section 2.1, resulted from a legislative increase in the dollar amount for annual increment payments, as reflected in W. Va. Code §5-5-2B. WVU at Parkersburg employees have received the correct dollar amount in increment pay; however, the policy language needs to be corrected. A copy of the policy reflecting the necessary edits is attached.

A 30-day review period is not required for the purpose of correcting this policy previously promulgated by the WVU Board of Governors in 2008 and subsequently assumed by the WVUP Board of Governors the same year.

The corrected version of this policy will be posted on the Board's web page, as required.

West Virginia University at Parkersburg Board of Governors

**POLICY B-32  
ANNUAL INCREMENT PAYMENTS**

**Section 1. General**

- 1.1 This rule delineates the procedures to be followed by the West Virginia University at Parkersburg Board of Governors in determining annual increment (also called “longevity”) payments for its employees.
- 1.2 Authority. – West Virginia Code: §5-5-1; §5-5-2; §12-3-13; §18B-8-1; §18B-9-2; §23-5A-4; West Virginia University at Parkersburg Board of Governors Policy B-2; Uniformed Services Employment and Reemployment Rights Act (“USERRA”), 38 U.S.C. §4301 et seq.
- 1.3 Effective Date. – **July 1, 2007-2008**  
(Transferred from WVU Board of Governors on July 1, 2008)
- 1.4 Revision History. – July 1, 2006; **July 1, 2007**

**Section 2. General Requirements**

- 2.1 Every eligible employee, as defined below in Section 3, with at least three (3) or more years of credited West Virginia State service, shall receive an annual increment payment equal to **fifty the statutorily defined** dollars **(\$50.00)** times the employee’s eligible West Virginia State years of service, without limit.
- 2.2 During the month of July of each fiscal year, the Auditor’s Office shall pay annual increment to all eligible employees in the form of a lump sum payment. All eligible employees on a leave of absence without pay at the time payment is made shall receive any annual increment payment due to them concurrently with all other employees.
- 2.3 The annual increment payment shall be in addition to any across-the-board, cost of living, or percentage salary increases which may be granted in any fiscal year by the Legislature. This shall not be construed to prohibit other increases based on merit, seniority, promotion, or other reason, if funds are available for the other pay increases. The West Virginia University at Parkersburg Board of Governors shall first grant the annual increment payment to all eligible employees prior to the consideration of any increases based on merit, seniority, promotion, or other reason.
- 2.4 Only years of service earned while working in an eligible West Virginia State employee position are credited. Prior service with a county school board or political subdivision will not be considered eligible years of service for the purpose of calculating annual increment. Section 3 below further defines “eligible employee” and the years of service calculation for each type of West Virginia State employee. An eligible employee cannot be credited for more years of service than the total number of fiscal years that the employee has performed services for the State of West Virginia.
- 2.5 An employee hired into an eligible employee position shall not receive any credit toward the calculation of annual

increment for service earned in a temporary State employee position, including, but not limited to, Mountaineer Temp positions. Any current employee, hired prior to July 1, 2007, who previously received credit for Mountaineer Temp service, shall continue to receive years of service credit for his/her Mountaineer Temp service, so long as his/her employment with West Virginia University at Parkersburg is continuous and uninterrupted.

- 2.6 All eligible West Virginia State years of service shall be calculated based on the rules applicable to that type of service. For example: A nine (9) month, 1.00 fulltime equivalent (FTE), faculty member, who has prior service as a 9 month, 1.00 FTE, classified employee, would have their years of service during the time spent in the classified assignment calculated based on the rules applicable to classified service. Thus, the 9 months of service in the classified position **would not** be equal to 12 months of service for the purpose of calculating annual increment.
- 2.7 The employee is responsible for obtaining verification of qualifying service and such service must be verified from each former West Virginia State employer. If an employee subsequently provides verification of qualifying service, the service will be calculated into the employee's totaled years of service. However, the employee shall not be entitled to any back pay of annual increment for fiscal years prior to the fiscal year in which the obligation to verify service was met by the employee.
- 2.8 Separating employees shall be paid the annual increment on a pro-rata basis for the portion of service rendered by the employee during the current fiscal year of employment, in his/her final paycheck.
- 2.9 Where the employee provided no service during the fiscal year, the employee shall receive no annual increment payment consistent with the provisions of section thirteen, article three, chapter twelve of the West Virginia Code (§12-3- 13). However, an employee on leave without pay while receiving temporary total disability benefits, consistent with section four, article five-A, chapter twenty-three of the West Virginia Code (§23-5A-4), or on military service leave or certain types of service in the National Disaster Medical System, consistent with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), 38 U.S.C. § 4301 et seq., continues to accrue increment pay and service credit while on leave without pay from West Virginia University at Parkersburg, and such payment will be made as appropriate in July following the service year, concurrent with all other employees.
- 2.10 Any eligible employee who transfers from another West Virginia State agency, having received a prorated annual increment payment upon termination of employment, shall be responsible for notifying the West Virginia University at Parkersburg Department of Human Resources of the amount of prorated annual increment received. The eligible employee shall receive his/her annual increment payment concurrently with all other employees, less the amount of prorated annual increment received during that fiscal year.
- 2.11 Any employee overpaid the amount of annual increment entitled to him/her shall be responsible for reimbursing the college for the amount overpaid.

### **Section 3. Specific Requirements**

#### **3.1 Classified Employees**

- 3.1.1 Eligible employee means any classified employee who is appointed to a regular full-time or regular part-time position with the West Virginia University at Parkersburg Board of Governors, that is assigned a particular job title and pay grade in accordance with the personnel classification system, consistent with subpart (a), section two, article nine, chapter eighteen-B of the West Virginia Code [§18B-9-2(a)].
- 3.1.2 An eligible employee will be credited for all service performed as an eligible classified employee under the following calculation. All service will be calculated based on full years of totaled service as a classified employee of a West Virginia State institution of higher education, the Higher Education Policy Commission, or the Council for Community and Technical College Education, consistent with section one, article five, chapter five of the West Virginia Code (§5-5-1). For example: An eligible classified employee

must work twelve (12) months in order to earn (1) year of credited service. Service in eligible classified positions that are less than twelve (12) months, 1.00 FTE, will be given pro-rated service credit. The pro-rated service credit will be cumulative.

### **3.2 Faculty and Non-Classified Employees with Faculty Rank**

- 3.2.1 Eligible employee, as of the first day of July, two-thousand and six (07/01/2006), means any faculty or non-classified employee with faculty rank, who is appointed to a position with the West Virginia University at Parkersburg Board of Governors, that is at least a nine (9) month, 1.00 FTE position, which is defined as full-time per West Virginia University at Parkersburg Board of Governors Policy B-2, consistent with subpart (f), section one, article eight, chapter eighteen-B of the West Virginia Code [§18B-8-1(f)]. Eligible faculty positions are further defined as tenured faculty, tenure track faculty, clinical track faculty, non tenure track faculty, librarian track faculty, extension faculty, faculty equivalent/academic professionals (FE/AP) employees, and postdoctoral employees, consistent with West Virginia University at Parkersburg Board of Governors Policy B-2.
- 3.2.2 A faculty or non-classified employee with faculty rank, who is appointed to a position that is not at least nine (9) month or not at least 1.00 FTE, is not eligible to receive an annual increment payment. This type of service will not be given any credit toward the calculation of years of service for annual increment, even if the employee is later appointed to another position that is eligible to receive annual increment.
- 3.2.3 An eligible employee will be credited for all service performed as an eligible faculty or non-classified employee with faculty rank, under the following calculation. All service performed as an eligible faculty or non-classified employee with faculty rank, as an employee of a West Virginia State institution of higher education, the Higher Education Policy Commission, or the Council for Community and Technical College Education, will be calculated so that nine (9) or more months of service during the fiscal year is equal to one (1) full year of credited service, consistent with section one, article five, chapter five of the West Virginia Code (§5-5-1).

### **3.3 Non-Classified Employees without Faculty Rank**

- 3.3.1 Eligible employee means any non-classified employee without faculty rank, who is appointed to a regular full-time, benefits eligible position with the West Virginia University at Parkersburg Board of Governors, consistent with subpart (a) (1), section one, article five, chapter five of the West Virginia Code [§5-5-1(a) (1)].
- 3.3.2 An employee currently in a temporary non-classified position without faculty rank is not eligible to receive an annual increment payment.
- 3.3.3 An eligible employee will be credited for all service performed as an eligible non-classified employee without faculty rank under the following calculation. All service will be calculated based on full years of totaled service as a non-classified employee without faculty rank of a West Virginia State institution of higher education, the Higher Education Policy Commission, or the Council for Community and Technical College Education, consistent with section one, article five, chapter five of the West Virginia Code (§5-5-1). For example: An eligible non-classified employee without faculty rank must work twelve (12) months in order to earn (1) year of credited service. Service in eligible non-classified positions without faculty rank that are less than twelve (12) months, 1.00 FTE will be given pro-rated credit. The pro-rated service credit will be cumulative.

### **3.4 Other West Virginia State Employee Service**

- 3.4.1 For the purpose of crediting all other prior West Virginia State employee service, eligible employee means any regular full-time or part-time employee of the State of West Virginia or any spending unit thereof who is eligible for membership in any State retirement system of the State of West Virginia or any other

retirement plan authorized by the State.

- 3.4.2 Eligibility for annual increment shall not apply to any employee of the State whose compensation is fixed by statute or by statutory schedule, (except for the clerks, deputy clerks, and magistrate assistants of magistrate courts), nor shall it apply to any elected or appointed officer of the State of West Virginia. Conservation Officers, whose salaries are fixed by subpart (c), section one, article seven, chapter twenty of the West Virginia Code [§20-7-1(c)], are eligible for annual increment.
- 3.4.3 Any employee that is excluded from eligibility for annual increment as defined in 3.4.2 above, will not be given any credit toward the calculation of years of service for annual increment, even if the employee is later appointed to another position with the West Virginia University at Parkersburg Board of Governors that is eligible to receive annual increment.
- 3.4.4 An eligible employee will be given prior service credit for all service performed as an eligible West Virginia State employee, consistent with this policy, as well as section one, article five, chapter five of the West Virginia Code (§5-5-1). For example: An eligible West Virginia State employee must work twelve (12) months in order to earn (1) year of credited service. Service in eligible West Virginia State positions that are less than twelve (12) months, 1.00 FTE will be given pro-rated credit. The pro-rated service credit will be cumulative.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 14, 2013**

**ITEM:** Institutional Undergraduate Tuition and Fee Waivers

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors enter this report of the Institutional Undergraduate Tuition and Fee Waivers for FY 2012-13 into its minutes

**STAFF MEMBER:** Anthony Underwood  
Vice President for Student Services

**BACKGROUND:**

Pursuant to W.Va. Code § 18B-10-5, which establishes the rules for tuition and fee waivers, WVU at Parkersburg awarded a total of \$ 605,671.47 in undergraduate waivers to a total of 378 students during FY 2012-13.

W.Va. Code § 18B-10-5 stipulates that, “The awarding of undergraduate fee waivers shall be entered into the minutes of the meetings of the governing board.” Therefore, in accordance with the statute and BOG Policy E-20, the WVU at Parkersburg Board of Governors is asked to enter this report of Undergraduate Tuition and Fee Waivers for FY 2011-12 into the minutes of this meeting of August 14, 2013.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 14, 2013**

**ITEM:** Fiscal Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Vincent Mensah  
Chief Financial Officer

**BACKGROUND:**

Dr. Mensah will report on the state of the college's finances and the budget.