

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

MARCH 9, 2016
AGENDA

Members

Jeff Matheny, Board Chair
Sam Winans, Vice Chair
Curtis Miller, Secretary
Joe Campbell
Steve Hardman
Donna Smith

Cheryl Donohoe
John Denbigh
Violet Mosser
Matthew Santer
William Bell

Dr. Fletcher Lamkin
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, March 9, 2016

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Work Shop Lunch	President's Conference Room
2:00 p.m.	Administrative Services Committee	Room 1314
2:00 p.m.	Academic and Student Services Committee	Room 1332A-Leadership Rm
3:15 p.m.	Board Meeting	President's Conference Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of March 9, 2016
Board Conference Room
3:15 p.m.

- | | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Call to Order | Board Chair, Jeff Matheny |
| 2. | Roll Call | Brady Whipkey
Executive Assistant to the President |
| 3. | Board Chair Report | Chairman Matheny |
| 4. | President’s Report | Dr. Fletcher Lamkin, President |
| 5. | Approval of Minutes | |
| | <ul style="list-style-type: none"> • Regular Meeting – January 13, 20165 | |
| 6. | Committee Reports | |
| | <ul style="list-style-type: none"> • Executive Committee • Administrative Services Committee • Academic and Student Services Committee | <ul style="list-style-type: none"> Jeff Matheny Steve Hardman Donna Smith |
| 7. | Possible Executive Session under the authority of WV Code §6-9A-4-9 | |
| | <ul style="list-style-type: none"> • Possible sale of 705 Market Street | |
| 8. | Action Items | |
| | <ul style="list-style-type: none"> • Database Fees • Sale of 705 Market Street • Approval of FY 2017 Fees • Approval of FY 2017 Mercer Step Increases For Classified Staff • Approval for FY 2017 Tuition | <ul style="list-style-type: none"> Dr. Jane Milley, Interim Sr. VP
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12. Next Meeting April 13, 2016: Board Retreat – Board Conference Room	
13. Adjournment	

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
January 13, 2016

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday January 13, 2016, in the President's Conference Room at the WVU Parkersburg Campus, beginning at 3:30 p.m. Board members present were: Jeff Matheny, Curtis Miller, Joe Campbell, Steve Hardman, Donna Smith, Cheryl Donohoe, John Denbigh, Violet Mosser, Matthew Santer, and William Bell. Others present included Dr. Fletcher Lamkin and Brady Whipkey.

Guests present included administrators, faculty, and staff.

1. Call to Order

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

2. Roll Call

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

3. Board Chair Report

Chairman Matheny thanked members of the Board and staff for attending the meeting and that he would save his report to the Executive Committee update.

4. President's Report

President Lamkin reported on the success of the professional development week, the beneficial training provided by our faculty and staff, and the positive feedback that was received.

Next Dr. Lamkin discussed Spring 2016 enrollments; new student enrollment is projected to be up 12% however overall enrollments are projected to be down by 2%. There are many new initiatives directed at improving retention and student success, most of which are long-term fixes that will take years to produce results. Immediate fixes that we have in place is the construction of the One-Stop Shop and personnel training. The Shop is a representative of a philosophical change in our treatment of students. We have already implemented improved counseling and have restructured our General Education to align with WVU. We are developing a first year seminar that will help prepare students for the rigors of a college curriculum.

Dr. Lamkin then discussed that a significant challenge to our forward progress is the prospect of additional appropriation cuts. Our response to the cuts will be to look for opportunities to raise additional revenue, while also cutting expenses in a manner that has the least effect on mission performance. Opportunities for revenue enhancements include seeking out additional grant opportunities, increasing tuition, expanding our workforce business education and community education non-credit programs, and more effective

fundraising. We also have several ideas for expense reductions, all of which diminish our mission performance and negatively affect program implementation, morale, efficiency, and student retention. We have discussed ideas for absorbing additional appropriations cuts with other CTC Presidents and CFO's, and are developing a detailed plan to face these challenges.

Next, Dr. Lamkin reported on our new initiative involving early college for high school students. This is a program that has proven to have positive effects on student participation and completion of college. We are initiating an expansion of this program that will bring students, where possible, to the college campus to offer a more realistic environment and a larger variety of offerings for students. The pilot for this program will be initiated in the fall with Parkersburg and Parkersburg South High Schools. To provide financial support for students needing financial aid from these schools, we have secured a gift for \$25,000 in scholarship money from the McDonough Foundation, which will be divided between the students from the two high schools needing support. Additionally, in coordination with Wood County School District, we are applying for Pell Grant assistance for students in this program. If the program is successful, we will expand it as much as practical in our region.

Lastly, Dr. Lamkin reported that we have secured a contract with Dr. Hank Dunn, who will replace Dr. Jane Milley and become the new Senior Vice President of WVU-P. Dr. Dunn will be visiting with his wife, Darlene, in mid-February to look for housing. Our plan is for Dr. Dunn to join us in April to overlap for two months with Dr. Milley, ensuring a smooth transition and the continuation of the important initiatives we have started.

5. Approval of Minutes

The minutes of the Regular Board meeting of December 2, 2015, were approved upon a motion by Mr. Miller, seconded by Ms. Smith.

6. Committee Reports

- Audit Committee:
Board member present received a report that the Audit Committee met and held a phone conference with auditors from CliftonLarsonAllen LLP to discuss the Independent Auditors Report for Year Ended June 30, 2015 and 2014. Mr. Campbell provided an overview of the report noting that Alice Harris, VP Finance and Administration would present in greater detail later in the meeting to be voted upon by members of the Board.
- Executive Committee:
Board members present received a report that the Executive Committee met prior to the Board meeting to discuss the President's contract, out of state tuition, State appropriations, and parking lot lease agreement.
- Administrative Services Committee:
Board members present received reports on renovations being done to facilities and campus. A report was received on the position vacancies, and new hires. A report

was received on marketing and communication efforts, alumni news and development update. A report was received on financial budget updates.

- Academic and Student Services Committee:
Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of grants, programs, data and faculty; non-credit programs; enrollment and recruitment, were given.

Executive Session under the authority of WV Code §6-9A-4-9 and §6-9A-4-2A

Chairman Matheny asked for a motion to move into Executive Session to discuss status of the President's contract. Mr. Denbigh moved to adjourn to Executive Session. Mr. Miller seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:57 p.m. The Board Chair requested that Dr. Lamkin join Executive Session. Chairman Matheny announced that the Board would return to the regular meeting at 4:25 p.m. Mr. Miller moved to return to regular session. Mr. Bell seconded the motion. Motion passed.

7. Action Items

- Status of President's Contract
Chairman Matheny, provided an overview of the proposed resolution to renew President Lamkin's contract. Chairman Matheny also reported that Mr. Winans, Ms. Smith, and Mr. Miller have been appointed to a committee to review the contract.

Mr. Miller moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors intends to renew President Lamkin's contract at the time of its expiration, January 13, 2017.

Mr. Campbell seconded the motion. The motion passed.

- Approval Of WVU at Parkersburg Fiscal Year 2015 Audit
Alice Harris, VP Finance and Administration, provided a report on the audit for fiscal year ending June 30, 2105. The report was provided to members of the Board for review prior to the meeting.

Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Audit report for fiscal year ending June 30, 2015 as submitted

Ms. Smith seconded the motion. The motion passed.

- Approval of Modified Lease Agreement of Parking Lot
President Lamkin, provided an overview of the current lease agreement with the City of Parkersburg for the property located at 7th and Juliana Street and the proposed

change the City has requested.

Mr. Denbigh moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the lease modification of the parking lot on 7th and Juliana Street with the City of Parkersburg.

Ms. Smith seconded the motion. The motion passed.

8. Information Items

- Donation of Oakland Mansion
Senta Goudy, VP Institutional Advancement provided a report on the donation of the Oakland Mansion to the WVU at Parkersburg Foundation. Ms. Goudy reported on the planning process, excitement for the property as well as concerns.
- AAS Computer and Information Technology Program Review
Dr. Jane Milley, Interim Senior Vice President of Academic Affairs, introduced Dr. Jared Gump, Chair STEM Division. Dr. Gump provided a report on the process set for the CIT Program review.
- Patient Care Technician Program
Dr. Milley, introduced Dr. Rose Beebe, Chair Health Sciences Division. Dr. Beebe provided a report on the Patient Care Technician Program and its importance to the curriculum to help with students that may be waiting to get into the nursing program and it covers skill sets that may not be covered in other areas.
- Fiscal Update:
Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of December 31, 2015. Ms. Harris answered questions from the members.
- Staff Council Review
Tess Martin, Staff Council President, provided the Staff Council Annual Update and discussed projects that have taken place over the past year.

9. Board Comments/Announcements

10. Next Meeting

March 9, 2016, President's Conference Room.

11. Adjournment

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held March 9, 2016, at 3:15 p.m. in the President's Conference Room.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Jeff Matheny, Chairman

Curtis Miller, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of March 9, 2016**

ITEM: Database Fees

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approve an increase in course fees for LiveText database access codes beginning the 2016-2017 academic year.

STAFF MEMBER: Dr. Jane Milley, Interim Senior Vice
President of Academic Affairs

BACKGROUND:

Entering assignments and portfolios into the database, LiveText, is a requirement of the **Elementary Education Program** that all students must fulfill. Students currently pay a fee of \$120.00 each for an access code to LiveText. This access code has a lifetime usage of six years for each student. At the time the database was first implemented, the per-code cost to the Education Division was \$90.00; Education students have been charged a database fee of \$120.00, which provided for the purchase of the codes, and also covered related costs of administering the program with technical support. Since that time, LiveText actual prices have risen to \$115.00 per each code, leaving a much smaller margin of \$5.00 per student. A 12.5% increase in the database fee for Education students is requested, bringing the fee to \$135.00 beginning in the 2016-2017 semester.

Additional Rational Information: Consultants are brought to campus for faculty training and support from the LiveText organization. The additional money over the \$115.00 is used to support these additional costs. The data-base system is needed for national accreditation and is completely housed and monitored by the LiveText team. The hands on workings of LiveText at the college is administered by the Education Faculty. There is no WVUP campus support for the LiveText system.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 9, 2016**

ITEM: Sale of 705 Market Street, Parkersburg, WV

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors agrees to the sale of 705 Market Street to Hughes Properties LLC.*

STAFF MEMBER: Senta Goudy, VP Institutional Advancement

BACKGROUND:

The Downtown Center of WVU Parkersburg houses four separate addresses (705, 707, 709 and 711 Market Street). In 2015 the Board of Governors determined that the college should look for opportunities to sell its Downtown Center.

In order to meet requirements for selling state property, WVUP took the following steps.

First WVUP commissioned two separate property appraisals of 705, 707 and 709 Market Streets, apportioning the second floor address (711 Market Street) to its basement and first floors.

Second, as required by Series 12 of the West Virginia Code, the college placed legal notices advertising that the college would accept written proposals for all or part of the Downtown Center. Proposals were received and accepted by the Board of Governors in December 2015 for 707 and 709 Market Street.

At that time no proposals were made for the purchase of 705 Market Street. The college placed a second legal advertisement for 705 Market Street in January 2016 and set January 25, 2016 as the deadline for accepting proposals.

One proposal was received on that date. It met all the criteria established by WVUP and as required by Series 12.

Hughes Properties LLC presented the sole proposal for 705 Market Street.

Approval of this resolution will allow the WVUP to finalize the purchase of 705 Market Street by Hughes Properties LLC.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 9, 2016**

ITEM: Approval of FY 2016-2017 Fees

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the fees recommended for the 2016-2017 academic year.

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

BACKGROUND:

The administration of West Virginia University at Parkersburg recommends the approval of the attached fee schedule for FY 2016-2017 academic year. Following is the rationale for this request:

The overall goal in the preparation of the FY 17 fee request for West Virginia University at Parkersburg was to make the fee structure much easier for our students to understand. In that regard, where possible related program fees were combined or names were changed to make their purpose much more understandable. Following is a list of new fees and significant changes to existing fees:

- On-line Learning Center Fee \$30 per credit hour is the combination of the prior \$25 Distributed Learning Fee and the Blended Course \$5 Fee. This fee is utilized to pay for the personnel and technology costs associated with managing the on-line courses at WVUP. A separate fee is assessed for the cost of on-line content and delivery system.
- Education database increased by \$15 to keep pace with the increase in the cost of the electronic database utilized in that program.
- All nursing lab fees have been combined into one Nursing lab fee of \$200.
- WVUP is planning to offer a Patient Care Tech program in the Fall of 2016. The following new fees are requested to support the additional costs of this program:
 - Patient Care Tech Lab Fee \$70 per course
 - Patient Care Tech Testing Fee (PTEC 101) \$60 per course
 - Patient Care Tech Testing Fee (PTEC 102) \$160 per course
- Art Fee increased by \$15 due to rising cost of art supplies.
- Technical Program Fee of \$85 was created to combine the following fees into one common technical program fee. (Construction Management Fee, Electrical Technician Fee, Electricity & Instrumentation Course Fee, Industrial Maintenance Course Fee, Multi-Craft Course Fee, and Residential & Commercial Electricity Certification Fee) This fee pays for the high cost of disposable supplies necessary to teach the course.

- Welding Fee – In previous years there were two welding fees that were assessed depending on the course level. These fees have been combined into one fee with a blended rate of \$125 per course.

With the exception of the items listed above, all other fee levels remained the same as the prior year.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 9, 2016**

ITEM: Approval of Mercer Step Pay Increases for qualified Classified Staff effective October 1, 2016

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves step pay increases for classified staff with 15 years or less services as required to fully fund salaries in accordance with the Mercer Scale.

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

BACKGROUND:

Since 2011, West Virginia University at Parkersburg has elected to fully fund the 2001 Mercer Wage scale. The Mercer wage scale was developed by the State of West Virginia in 2001 and provides for incremental annual step pay increases to all classified staff with 15 or fewer years of experience. The Mercer scale step increases for FY 2017 affect 60 classified employees and total \$42,823. These amounts will included in the FY 2017 which will be submitted at the April 13, 2016 Board of Governors meeting.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 9, 2016**

ITEM: Approval of FY 2016-2017 Tuition

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the recommended range of tuition rates included below for submission to the West Virginia Community & Technical College System for 2016-2017 academic year.

STAFF MEMBER: Fletcher M. Lamkin, President and Alice Harris, Vice President of Finance & Administration

BACKGROUND:

On or before April 1st of each year, West Virginia University at Parkersburg (WVUP) is required to submit a request to the West Virginia Community & Technical College System (WVCTCS) to establish the next fiscal year's tuition rates.

In planning for this year's submission, the State of West Virginia's current financial challenges have led to uncertainty about the level of state appropriation funding WVUP can expect to receive in Fiscal Year 2017. In FY 16 alone, WVUP's state appropriation has decreased by \$462,318 (4.7%) over the FY 2015 level. Since FY 2013, WVUP's state appropriation has decreased by \$1,519,566 or 13.2%. Additionally, during the same period of time the college experienced decreases in enrollment resulting in a reduction of tuition revenues totaling \$1,860,000.

In response to these decreases in funding, WVUP has previously implemented a number of cost cutting measures such as:

- Per our FY 2015 audited financial statements, WVUP realized a reduction of operating expenses of \$1,659,000 due to the implementation of new purchasing procedures and a reduction in our reliance on outside consultants to assist with our information technology operation.
- Reduction in the number of faculty and staff resulting in savings totaling \$560,000.
- Elimination of travel except for travel required to maintain accreditation and those necessary to ensure our compliance with laws and regulations. Estimated FY 16 savings from this action total \$45,000
- Restricted hiring of vacant positions to only those deemed essential by the President.
- College wide cuts in FY 16 operating expense budget totaling \$462,500 to ensure that only those items essential to operate our programs are purchased.

Further cuts to our state appropriation will require that WVUP either raise tuition to cover the costs or make additional cuts to existing programs. In fact, a combination of these two

actions will most likely be required. However, the level of such actions cannot be fully determined until the current legislative session ends and we have a better idea of how the actions of the legislature will affect us next fiscal year.

In light of the above, the WVUP administration is requesting your approval of a range of acceptable tuition increases to use when submitting our tuition increase request to the WVCTCS on April 1st. We have estimated that an increase in our lower-level, in-state tuition rate ranging from 9% to 15% will be required to ensure appropriate financial resources to support the programs that have been deemed vitally important to the operation of the College. A 15% increase in this rate would bring our tuition rate to an amount equal to the FY 16 WV Community and Technical College average in-state tuition of \$154 per credit hour.

In addition, we have identified that our upper-level (baccalaureate) tuition rate of \$168 is 36.8% below the \$266 average tuition rate per credit hour currently charged by the other state funded four year colleges in WV. Baccalaureate level programs are more expensive to operate primarily due to the accreditation requirements associated with these programs. Therefore, we are requesting a slightly higher increase in our in-state upper level rate ranging from 10% to 17.2% to help us move toward a tuition for baccalaureate level courses that is in line with those charged by other baccalaureate degree conferring institutions.

Finally, we recognize that our out-of-state tuition rates are well over the per credit hour average tuition charged by other community and technical colleges in the State of West Virginia. Therefore, we are asking your approval for a significant decrease in those rates to allow us to be competitive in attracting and recruiting additional out-of-state students. The average of out-of-state tuition rate for the other seven community and technical colleges in WV is \$330. Therefore, we are requesting your approval to reduce our out-of-state tuition rate to \$330. During fiscal year 2016, the WVUP had 40 FTE students enrolled in the out-of-state category.

Following are the ranges of tuition requested:

	Current Rate (1)	Minimum Rate	Maximum Rate
Lower Level			
In State Tuition	\$134	\$146	\$154
Out-of-State Tuition	\$476	\$330	\$330
Upper Level			
In State Tuition	\$168	\$185	\$197
Out-of-State Tuition	\$487	\$350	\$350

(1) Per Credit Hour

Using fiscal year 2016 enrollment information, following is a calculation of the expected additional revenues generated by the increases in tuition with a 9% increase in tuition:

Tuition Type	FTE Students	FTE Tuition Increase	Expected Revenues
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Fall Lower Level In-State	1,494	\$144	\$215,136
Spring Lower Level In-State	1,310	\$144	\$188,640
Fall Upper Level In-State	364	\$204	\$74,256
Spring Upper Level In-State	367	\$204	\$74,868
Total			\$552,900

Using fiscal year 2016 enrollment information, following is a calculation of the expected additional revenues generated by the increases in tuition with a 15% increase in tuition:

Tuition Type	FTE Students	FTE Tuition Increase	Expected Revenues
Fall Lower Level In-State	1,494	\$240	\$358,560
Spring Lower Level In-State	1,310	\$240	\$314,400
Fall Upper Level In-State	364	\$348	\$126,672
Spring Upper Level In-State	367	\$348	\$127,716
Total			\$927,348

The above calculations assume level enrollment.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 9, 2016**

ITEM: Proposed Repeal of Policy E-58, Affordable Tuition Program

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for the repeal of Policy E-58, Affordable Tuition Program, and hereby repeals said policy without further action by the Board if no comments are received.

STAFF MEMBER: Anthony Underwood
Vice President for Student Services

BACKGROUND:

In order to simplify the marketing and recruitment of out-of-state students, foster fiscal best practices and streamline processing times, it is recommended that policy E-58, Affordable Tuition Program, be repealed.

A notice of proposed rulemaking will be issued proposing the repeal of this policy regarding the Affordable Tuition Program. If no comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

POLICY E-58
AFFORDABLE TUITION PROGRAM

Section 1. General

- 1.1 This policy establishes the Affordable Tuition Program for out-of-state students in qualifying geographic, academic and student populations.
- 1.2 Authority. W. Va. Code §§ [18B-1-6](#); [18B-2A-4](#)
- 1.3 Effective Date. September 19, 2011

Section 2. Purpose

- 2.1 This policy grants authority for WVU at Parkersburg to charge reduced out-of-state tuition to specific student populations.
- 2.2 As the college is centrally located in an important economic region that includes a significant population on the local state border and there are existing significant recruitment opportunities that current articulation agreements cannot fully address, a unique fee structure for students living across the state border or seeking admission into those academic programs as selected by the institution is necessary.
- 2.3 In no way should this policy be seen as a replacement for any articulation agreement that the college may have currently or negotiate in the future.

Section 3. Qualifications

- 3.1. Students shall qualify for the Affordable Tuition Program if:
 - 3.1.1 The student is a resident of Athens, Guernsey, Meigs, Monroe, Morgan, Noble, or Washington Counties in Ohio, **or**
 - 3.1.2 The student seeks admission to a degree program from a pre-defined list, as specified in institutional procedures approved by the President, **or**
 - 3.1.3 The student seeks admission as an Early Admission student, **and**
 - 3.1.4 The student is not considered a resident of the state of West Virginia for purposes of enrollment.

Section 4. Tuition Rate

- 4.1 The tuition rate to be charged will be approved on an annual basis by the Board of Governors and shall be greater than in-state tuition and less than out-of-state tuition.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 9, 2016**

ITEM: Proposed Revision of Policy B-55, Employee and Family Tuition Waiver Program

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy B-55, Employee and Family Tuition Waiver Program, and hereby authorizes revision of said policy without further action by the Board if no comments are received.

STAFF MEMBER: Anthony Underwood
Vice President for Student Services

BACKGROUND:

The purpose of the proposed revision of the Employee and Family Tuition Waiver Program at WVU Parkersburg is to increase the professional education opportunities for employees and their families, to extend service to educate the community and to provide an avenue for the retention of the college's talented workforce. This revision removes previous credit hour, degree and admission type limitations to the program.

A notice of proposed rulemaking will be issued proposing the revision of this policy regarding the Employee and Family Tuition Waiver Program. If no comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors.

**POLICY B-55
EMPLOYEE AND FAMILY TUITION WAIVER PROGRAM**

Section 1. General

- 1.1 This policy establishes an Employee and Family Tuition Waiver Program for West Virginia University at Parkersburg
- 1.2 Authority. – W. Va. Code [§18B-10-5](#)
- 1.3 Effective Date. – ~~February 18, 2010~~
Replaces version dated February 18, 2010

Section 2. Purpose

- 2.1 To provide tuition waiver benefit for the full-time benefits eligible employees of West Virginia University at Parkersburg and their qualified spouses or dependents beginning in the Fall, 2010 semester.

Section 3. Tuition

- 3.1 All qualifying employees who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients may be granted ~~six (6) credit hours of a~~ tuition per semester equal to full-time tuition. Employees must seek permission of their direct supervisor to qualify for the benefit.
- 3.2 All qualifying spouses and children who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients may be granted up to full time tuition per semester.
- 3.3 Applications for a tuition waiver must be submitted and will be awarded on a semester basis.
- 3.4 The Employee and Family Tuition Waiver Program will be the last source of grant or scholarship funds contributed to each student, wherein all other grants and scholarships must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition, when taken into aggregate with other forms of scholarship, waivers, or grants.

Section 4. Qualifications

- 4.1 To qualify for the benefit, a student must be either be a full-time benefits eligible employee of the college, a current spouse of such an employee, or a biological or legally adopted child of such an employee 24 years of age or younger who is a legal dependent of the employee.
- 4.2 ~~This fee waiver will not be available for high school early admissions students until they are applying for general, post-secondary admission.~~

- ~~4.3 Students must be pursuing a degree or program that is one academic level higher than the one the student currently holds.~~
- ~~4.4 Students may use this benefit until they earn 144 credit hours or earn a bachelor degree, whichever is first to occur.~~
- ~~4.5 Employees who are also spouses or children of other employees will be considered an employee only for the purposes of this benefit.~~
- 4.6 Those wishing to participate in the program must apply for the benefit for each semester of use. The deadlines for application will be determined and publicized by the Division of Student Services.
- 4.7 Only those classes being taken during the fall and spring semesters will be eligible for the program.

Section 5. Budget

- 5.1 The budget for the tuition waiver benefit program will be derived from the regular tuition waiver allotment as defined by the State of West Virginia and the President of the college.
- 5.2 The college reserves the right to limit the use of funds for the program at the discretion of the President in consultation with the Board of Governors.
- 5.3 The program may be placed into suspension by the WVU at Parkersburg Board of Governors with a six month notice to the college community.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 9, 2016**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris,
VP Finance & Administration

BACKGROUND:

Ms. Harris will report on the state of the college's finances and the budget for month ending February 29, 2016.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 9, 2016**

ITEM: Faculty Senate Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Torie Jackson,
Chair, Faculty Senate

BACKGROUND:

Dr. Jackson will provide the Faculty Senate annual update to the members of the Board of Governors.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 9, 2016**

ITEM: Early College Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Jane Milley, Interim Senior Vice President of
Academic Affairs

BACKGROUND:

Dr. Milley will report on Early College updates.