

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**MAY 8, 2019  
AGENDA**

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## Members

Sam Winans, Board Chair

Donna Smith, Vice Chair

Steve Hardman, Secretary

Jeff Matheny

Joseph Oliverio

Jason Landers

John Denbigh

John Hushion

Chris Cunningham

JB Skidmore

Austin Grimmett

Dr. Chris Gilmer  
President



# SCHEDULE

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

**Wednesday, April 10, 2019**

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch – Chancellor Tucker	1300A(Board Room)
2:00 p.m.	Administrative Services Committee	President's Board Room
2:00 p.m.	Academic & Student Services Committee	1300B(Community Board Rm)
3:15 p.m.	Board Meeting	1300A(Board Room)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
 Meeting of May 8, 2019  
 Francis & Nina Phares Board Room  
 3:15 p.m.

1.	Call to Order	Board Chair, Sam Winans	
2.	Roll Call	Brady Whipkey Chief of Staff to the President Secretary to the Board	
3.	Board Chair Report	Chairman Winans	
	• 2019-2020 Slate of Officers		
4.	President’s Report	Dr. Chris Gilmer, President	
5.	Approval of Minutes		
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6.	Committee Reports		
	• Executive Committee	Sam Winans	
	• Administrative Services Committee	Steve Hardman	
	• Academic and Student Services Committee	Donna Smith	
7.	Possible Executive Session		
8.	Action Items		
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	• Five-Year Program Review	Dr. Chad Crumbaker, VP..... Academic & Student Affairs	11
	• Proposed Revision of Policy B-32, Annual Increment Payments	President Gilmer Scott Poe, Executive Director Human Resources.....	13
9.	Information Items		
	• Fiscal Update	Alice Harris, Executive VP Finance & Administration.....	18
	• Board of Governors Workshop	President Gilmer.....	19

10. Board Comments/Announcements

11. Next Meeting

TBD; Francis & Nina Phares Board Room

12. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
April 10, 2019

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday April 10, 2019, in the Francis and Nina Phares Board Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Sam Winans, Donna Smith, Steve Hardman, Jeff Matheny, Joseph Oliverio, Jason Landers, John Denbigh, Chris Cunningham, and JB Skidmore. Others present included Dr. Chris Gilmer and Brady Whipkey.

Guests present included administrators, faculty and staff.

**1. Call to Order**

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

**2. Roll Call**

Roll Call was taken by Brady Whipkey, Chief of Staff to the President and Secretary to the Board of Governors, noting that a quorum was present.

**3. Board Chair Report**

Chairman Winans, began his report by appointing a Nominating Committee for the 2019-2020 Slate of Officers. Committee members will consist of John Denbigh as Chair, John Hushion, and Chris Cunningham. Members will present the Slate of Officers for vote at the May 8, 2019 Board of Governors meeting. Chairman Winans also reported that the campus looks amazing and thanked all those involved for their hard work.

**4. President's Report**

Dr. Gilmer began his report by informing members of meaningful happenings since the last meeting. Dr. Gilmer and Brady Whipkey made and served banana pudding for 250 people as part of the United Way Men Cook Challenge, winning first place in the "Sweet" category. Former Interim President Jane Milley and her wife Charleen visited campus. Washington State Community College President Vicky Wood and Dr. Gilmer set reciprocal campus visits for later this spring. David Creel was named to the Board of Directors for the Actors Guild of Parkersburg, Brady Whipkey was named to the Board of Directors of the Boys and Girls Club. Dr. Gilmer taught Professor Joyce Stovers English class at the Jackson County Campus. Dr. Gilmer has the great honor of being selected along with Kiki Angelos to serve as grand marshals of the 10<sup>th</sup> Annual Easter Parade. Dr. Gilmer and Senta Goudy met in Charleston with the state director of the Appalachian Regional Commission, Jim Bush, and gained his support for our ARC Power Grant application. Dr. Gilmer, Senta Goudy and Brady Whipkey visited in Pittsburgh with Dr. Jim Denova, Vice President of the Benedum Foundation, who is very encouraging about the likelihood of additional funding for early college and local leadership in the arts. The college hosted a dinner for administrators and teachers from Pleasants and Tyler

Counties as part of our continuing and intensive outreach to the school districts in our service area. Dr. Gilmer also participated in the strategic planning forum of the Wood County Development Authority, as well as regular Board of Directors meetings of ArtsBridge and the Mid-Ohio Valley Regional Council.

Next, Dr. Gilmer discussed events held on campus since the last meeting. An arts development luncheon with 15 local leaders in the arts was held to discuss ways in which we can be a positive force in fostering collaboration among the organizations. The college also hosted an advisory council meeting for our surgical technology program/ hundreds of students and supporters for the Very Spectacular Arts; the Mid-Ohio Valley Consortium; and The Climb women's history month series. The college also continues to host visits from students of all ages from our service area. The Social Justice Committee, sponsored forums on religious freedom and autism awareness. The English department sponsored a poetry reading for National Poetry Month as well as a publication, The Poorhouse Rag. Dr. Gilmer then reported we honored Dr. Cindy Gissy and her staff, as the President's Point of Pride for the month of March, with a luncheon at Oakland Mansion. Dr. Gilmer also announced the Division of Education under the leadership of Dr. David Lancaster, as the President's Point of Pride for the month of April.

Dr. Gilmer then reported our finances are in excellent condition. We will be presenting today the 2019-2020 balanced budget for consideration, including implementation of the Governors recommendation for raises. Our state legislative allocation is almost \$1 million greater than in past fiscal year. We are one of only three community colleges in the state receiving a one-time supplementary funding, in our case \$500,000.

Dr. Gilmer reported that later this month construction on a new parking lot at our ATC building and reconnecting the two parking traffic thoroughfare areas on the front of the Parkersburg campus will begin. This summer the courtyard will be totally renovated, a new roof on the activities wing, upgrades to the elevator and sprinkler system. Significant cosmetic upgrades are occurring in the main building on the Parkersburg campus. Upgrades will continue throughout the summer, including new lights for the main entrance in Parkersburg, spreading into other buildings and onto the Jackson County Campus.

Dr. Gilmer also reported to the Board we have a standard mid-cycle due to the Higher Learning Commission (HLC) spring 2020 and our next scheduled HLC visit is 2024. During the most recent two visits, two areas of possible enhancement have been noted- shared governance and assessment of student learning. The college has retained contractual services of Dr. David Mathieu to help us build and implement a systemic plan toward ensuring an excellent HLC visit.

Next, Dr. Gilmer discussed the upcoming May Commencement Ceremony. Chad Shealy, Superintendent of the Vicksburg/Warren Public Schools in Mississippi, one of America's most transformative public educators, along with Sharon O'Neill, 83-year-old member of the graduating class of 2019, will serve as commencement speakers. Commencement will be at 10:30 a.m. on Saturday May 11, in the campus activities center. In conjunction with commencement, a small subgroup of National Institutes for Historically-Underserved Students members will be on campus to help draft a self-assessment instrument that colleges can use to assess their own degree of readiness to serve students. WVU

Parkersburg and four other institutions will then pilot this instrument fall 2019 and spring 2020, making necessary revisions after the pilot. We will share this important new tool with colleges nationally as the first significant academic product of the National Institutes. We are beginning the planning process for the third major national convening to be held in Parkersburg in November 2019.

Dr. Gilmer then informed the members that he is invited to take part in the commencement ceremony at Sinte Gleska University, one of the nation's most esteemed Native American-serving universities, in South Dakota in August 2019, and is attempting to bring Sinte Gleska fully into the work of the National Institutes. Dr. Gilmer also reported he has been selected as the Scholar-in-Residence for the Tennessee Williams Tribute in Columbus, MS, birthplace of the Pulitzer Prize winning author, September 2019. While in Columbus, he will also meet with newly inaugurated President of Mississippi University for Women, Nora Roberts, MUW is the oldest public college for women in America, and also hopes to bring them fully into the work of the National Institutes.

Lastly, Dr. Gilmer reported on upcoming events. Our Honors Ceremony is scheduled for Friday, May 3, at 5:30 p.m. in the activities center. The Board is cordially invited. United Bank sponsors the event. Our Business Partner of the Year, Camden Clark Medical Center, will be recognized, as well as a number of outstanding students, faculty and staff. On Saturday, May 4, under the leadership of VP Gaskin, the WVU Parkersburg Foundation will host a Kentucky Derby party at Oakland. In conjunction with the Chamber of Commerce of the Mid-Ohio Valley and the Belpre Chamber of Commerce, we will host a Chamber Business After Hours and a joint community open house from 4:30 p.m. until 7 p.m. on Tuesday, April 16, throughout the first floor of the main building.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of March 13, 2019, were approved upon a motion by Mr. Denbigh, seconded by Ms. Smith.

## **6. Committee Reports**

- Executive Committee  
Chairman Winans reported that the Executive Committee met to discuss finance update, financial aid audit, HLC, foundation, administrative reorganization, enrollment, salary equity review, physical plant upgrades, legislative update, tuition and fees discussion, and then an open discussion.
- Administrative Services Committee:  
Mr. Hardman reported that the Administrative Services Committee met and discussed renovations to facilities and campus. A report was received on Information Technology updates. A report was received on Institutional Advancement and Foundation updates. A report was received on marketing and communication efforts and website updates. A report was received on contracts, bids and financial budget updates.

- Academic and Student Services Committee:  
Ms. Smith reported that the Academic and Student Services committee met. A report was received on summer and fall semester registration, summer schedules and streamlining of new student process. A report was received on WED short term programs, community education programs, business & industry updates, and miscellaneous activity. A report was received on Professional Advising Center, Tutoring and Testing Center, and Career Services.

## 7. Executive Session

Chairman Winans asked for a motion to move into Executive Session, with no motion being made the Board moved on to the next agenda item.

## 8. Action Items

- Approval of Mercer Pay Scale Increases  
Alice Harris, Executive Vice President of Finance and Administration presented to the Board the proposed resolution to approve salary increases sufficient to bring employees up to the minimum of the new Mercer Pay Scale as approved by the State of West Virginia for qualified employees effective July 1, 2019. VP Harris provided detailed information on how this effects the proposed budget.

After review and discussion, Mr. Landers moved to approve the following resolution:

*Resolved,* That the West Virginia University at Parkersburg Board of Governors approves pay increases for all staff whose salaries are currently below the minimum of the new State of West Virginia approved Mercer pay scale.

Mr. Cunningham seconded the motion. Motion Passed.

- Approval of Governor Justice's 5% Pay Increase  
Alice Harris, Executive Vice President of Finance and Administration presented to the Board the proposed resolution to approve Governor Justice's 5% pay increase effective for the pay period including October 1, 2019, except for faculty that will become effective the date of the FY 2020 contract execution. VP Harris provided detailed information on how this effect the proposed budget.

After review and discussion, Mr. Denbigh moved to approve the following resolution:

*Resolved,* That the West Virginia University at Parkersburg Board of Governors approves a pay increase equal to the lesser of 5% or \$2,370 for employees

Mr. Cunningham seconded the motion. Motion passed.

- Approval of 2019-2020 Budget  
Alice Harris, Executive Vice President of Finance and Administration presented to the Board the proposed resolution to approve 2019-2020 budget. VP Harris provided the members with a copy of the budget to review prior to the meeting and presented a detailed overview.



After review and discussion, Ms. Smith 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 2019-2020

Mr. Matheny seconded the motion. Motion passed.

- Approval of Honorary Degree

President Gilmer, presented to the Board the proposed resolution to approve the granting of honorary degree during the Spring 2019 Commencement Ceremony. President Gilmer provided members with a bio the nominated individual.

After review and discussion, Ms. Smith moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the granting of Honorary Degree from West Virginia University at Parkersburg

Mr. Denbigh seconded the motion. Motion passed.

## 9. Information Items

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary for March 31, 2019. With review and discussion, Ms. Harris answered questions from the members.

## 10. Board Comments/Announcements

None

## 11. Next Meeting

May 8, 2019, Francis & Nina Phares Board Room

## 12. Adjournment

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held May 8, 2019, in the Francis & Nina Phares Board Room.

Respectfully submitted,

Brady Whipkey  
Chief of Staff to the President  
Secretary to the Board of Governors

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Sam Winans, Chairman

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Steve Hardman, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of May 8, 2019**

**ITEM:** Memorandum of Understanding between West Virginia University at Parkersburg and WVU at Parkersburg Foundation

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Memorandum of Understanding between West Virginia University at Parkersburg and WVU at Parkersburg Foundation

**STAFF MEMBER:** Dr. Chris Gilmer, President

**BACKGROUND:**

The Board of Governors of West Virginia University at Parkersburg recognizes the value that the WVU at Parkersburg Foundation adds to the college with support of students, faculty, and staff. Therefore, the attached agreement between the College and the Foundation, in support of each other, is requested for approval.

**West Virginia University at Parkersburg Board of Governors  
Meeting of May 8, 2019**

**ITEM:** Five-Year Program Reviews 2018-19

**RECOMMENDED RESOLUTION:** Resolved, that the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2018-19.

**STAFF MEMBER:** Dr. Chad Crumbaker  
Vice President Academic and Student Affairs

**BACKGROUND:**

As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, Policy Regarding Program Review, WVU at Parkersburg has conducted an internal follow-up review of nine (9) programs this academic year in accordance with these procedures. The internal review consisted of a thorough review by the Outcomes Assessment Committee, an Academic Affairs standing committee, based on strict criteria. The possible recommendations fall into six categories for the programs under review:

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

The recommendations are as follows:

**CONTINUATION WITHOUT SPECIFIC ACTION**

**Associate of Applied Science in Child Development.** The Associate of Applied Science in Child Development should be continued at the current level with no specific action. The next five-year program review report is due in 2023-2024.

**Associate of Applied Science in Criminal Justice.** The Associate of Applied Science in Criminal Justice should be continued at the current level with no specific action. The next five-year program review report is due in 2023-2024.

**Associate of Applied Science in Multi-Craft Technology.** The Associate of Applied Science in Multi-Craft Technology should be continued at the current level with no specific action. The next five-year program review report is due in 2023-2024.

**Associate of Applied Science in Occupational Development.** The Associate of Applied Science in Occupational Development should be continued at the current level with no

specific action. This degree is a program created and implemented by the West Virginia Community and Technical College System and offered at WVU Parkersburg. The next five-year program review report is due in 2023-2024.

**Associate of Applied Science in Technical Studies.** The Associate of Applied Science in Technical Studies should be continued at the current level with no specific action. This degree is a program created and implemented by the West Virginia Community and Technical College System and offered at WVU Parkersburg. The next five-year program review report is due in 2023-2024.

**Certificate of Applied Science in Child Development.** The Certificate of Applied Science in Child Development should be continued at the current level with no specific action. The next five-year program review report is due in 2023-2024.

**Certificate of Applied Science in Pharmacy Technician.** The Certificate of Applied Science in Pharmacy Technician should be continued at the current level with no specific action. The next five-year program review report is due in 2023-2024.

**Certificate of Applied Science in Technical Studies.** The Certificate of Applied Science in Pharmacy Technician should be continued at the current level with no specific action. This degree is a program created and implemented by the West Virginia Community and Technical College System and offered at WVU Parkersburg. The next five-year program review report is due in 2023-2024.

## **CONTINUATION WITH SPECIFIC ACTION**

**Bachelor of Arts in Multi-Disciplinary Studies.** The Bachelor of Arts in Multi-Disciplinary Studies should be continued at the current level with specific action. A follow-up report is due in 2019-2020 that details the following: specific curriculum changes that demonstrate that the student learning outcomes of the program are met; changes to program admission requirements that align with the mission of the institution; and standardization of learning outcomes for each of the minor areas of study. The next five-year program review report is due in 2023-2024.

**West Virginia University at Parkersburg Board of Governors  
Meeting of May 8, 2019**

**ITEM:** Proposed Revision of Policy B-32, *Annual Increment Payments*

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy B-32, *Annual Increment Payments*, and hereby authorizes revision of said policy without further action by the Board if no comments are received.

**STAFF MEMBER:** Dr. Chris Gilmer, President  
Scott Poe, Executive Director, HR

**BACKGROUND:**

Policy B-32, *Annual Increment Payments*, lists an outdated dollar amount associated with annual increment payments; therefore, a revision is necessary. Since the State Legislature, rather than the WVU at Parkersburg Board of Governors, is vested with the authority to establish the dollar amount, the attached revision replaces the actual dollar amount with a more general reference to “the statutorily defined” dollar amount. The revision also reinforces the policy’s applicability to “eligible” employees and includes some minor updates in accordance with West Virginia Code.

A notice of proposed rulemaking will be issued proposing the revision of Policy B-32, *Annual Increment Payments*. 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. Upon approval by the Board of Governors, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

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~~ outlines the guiding principles for determining annual increment payments (also called "longevity") payments for its eligible employees of West Virginia University at Parkersburg.
- 1.2 Authority. – Uniformed Services Employment and Reemployment Rights Act ("USERRA"), 38 U.S.C. §4301 et seq. (2017); West Virginia Code §5-5-1; §5-5-2; §12-3-13: §18B-1-6; §18B-2A-4; §18B-8-1; §18B-9A-2; §23-5A-4; West Virginia University at Parkersburg Board of Governors Policy B-2.
- 1.3 Effective Date. – July 1, 2007  
~~(Transferred from WVU Board of Governors on July 1, 2008)~~
- 1.4 Revision History. – July 1, 2006; July 1, 2007; Transferred from WVU Board of Governors on July 1, 2008

**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 eligible 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 eligible 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 **eligible** 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 **eligible** employee is responsible for obtaining verification of qualifying service and such service must be verified from each former West Virginia State employer. If an **eligible** employee subsequently provides verification of qualifying service, the service will be calculated into the **eligible** employee's totaled years of service. However, the **eligible** 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 **eligible** employee.
- 2.8 Separating **eligible** employees shall be paid the annual increment on a pro-rata basis for the portion of service rendered by the **eligible** employee during the current fiscal year of employment, in his/her final paycheck.
- 2.9 Where the **eligible** employee provided no service during the fiscal year, the **eligible** 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 **eligible** 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 **(or successor BOG rule)**, consistent with **subpart (f), section one, article eight, chapter eighteen-B of the West Virginia Code [§18B-8-1(f)] §18B-8-1(c)**. **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 May 8, 2019**

**ITEM:** Fiscal Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Alice Harris, Executive VP  
Finance & Administration

**BACKGROUND:**

Ms. Harris will report on the state of the college's finances and the budget for month ending April 30, 2019.

**West Virginia University at Parkersburg Board of Governors  
Meeting of May 8, 2019**

**ITEM:** Board of Governors Workshop

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Dr. Chris Gilmer, President

**BACKGROUND:**

The West Virginia Community and Technical College System, through the Office of the Chancellor will host a Board of Governors Workshop for all CTC Board of Governors members. The workshop will take place on June 12, 2019 from 8:30 a.m. to 4:00 p.m. at Stonewall Resort and Conference Center. Any member wanting to participate should contact Brady Whipkey for necessary arrangements.