

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JUNE 9, 2021
AGENDA**

Members

Donna Smith, Board Chair
Steve Hardman, Vice Chair
Joseph Oliverio, Secretary
Jeff Matheny
Jason Landers
John Denbigh

John Hushion
Stephanie McCoy
Ami Shaver
Dr. Rose Beebe
Kim McFee
Lauren Hissem

Dr. Chris Gilmer
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, June 9, 2021

1:00 p.m.	Executive Committee	1300A(Board Room)/Zoom
2:00 p.m.	Academic and Student Services Committee	Room 1321/Zoom
2:00 p.m.	Administrative Services Committee	Room 2214/Zoom
3:15 p.m.	Board Meeting	Multipurpose Room/Zoom

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of June 9, 2021
Multipurpose Room/Zoom
3:15 p.m.

1.	Call to Order	Board Chair, Donna Smith
2.	Roll Call	Brady Whipkey Chief of Staff to the President Secretary to the Board
3.	President’s Report	Dr. Chris Gilmer, President
4.	Approval of Minutes	
	• Regular Meeting – April 14 , 2021	5
5.	Committee Reports	
	• Executive Committee	Donna Smith
	• Academic and Student Services Committee	Joe Oliverio
	• Administrative Services Committee	Steve Hardman
	• Nominating Committee	John Denbigh
6.	Information Items	
	• Fiscal Update	Alice Harris, Executive VP Finance & Administration 10
7.	Action Items	
	• 2021-2022 Budget	Dr. Chris Gilmer, President Alice Harris, Executive VP Finance & Administration 11
	• Proposed Revision of Policy B-55, Employee And Family Tuition (and Fee) Waiver Program	Alice Harris, Executive VP Finance & Administration 12
	• Approval of New Program: AAS Electrical Technology	Dr. Chad Crumbaker Provost..... 15
	• Approval of Delegation of Powers to the President	Brady Whipkey Secretary to the Board of Governors..... 17

8. Board Comments/Announcements

9. Next Meeting
TBD

10. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
April 14, 2021

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday April 14, 2021, via Zoom Video Conferencing, beginning at 3:15 p.m. Board members present were: Donna Smith, Steve Hardman, Joe Oliverio, Jeff Matheny, John Denbigh, JP Hushion, Stephanie McCoy, Ami Shaver, Rose Beebe, Kim McFee, Elaina Segsworth. Others present included Dr. Chris Gilmer and Brady Whipkey.

Guests present included administrators, faculty and staff.

1. Call to Order

Ms. Smith, 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. President's Report

President Gilmer delivered the following report:

Oriah Mountain Dreamer wrote one of the most important poems which has guided my life, *The Invitation*, and in it she says: "It doesn't interest me who you know or how you came to be here. I want to know if you will stand in the center of the fire with me and not shrink back." Governors, I would submit that this metaphor well describes how the WVUP family has supported each other during the COVID-19 pandemic. We have not shrunk back from helping each other, and even as we try to move toward a new normal while the pandemic still rages, we will continue not to shrink back in our mutual support. Later in this meeting, I will ask this Board to formally approve an update to WVUP's COVID-19 protocols.

WVUP is planning a socially-distanced outdoor commencement to be held at 2 p.m. Saturday, May 8, on the back lawn of the Parkersburg campus. In case of inclement weather, the event will be postponed until 2 pm. Saturday, May 15. The event will not be moved indoors, and regrettably no official receptions will be held in order to promote social distancing. We will hold an outdoor pinning ceremony for our student nurses following the commencement ceremony and observing the same protocols. This is an important milestone in the lives of student nurses, and we are happy to support them. We note, however, that they are not receiving any special consideration for their events which is not received by the other academic programs, because the annual pinning ceremony is the only such academic program which has been part of WVUP's commencement traditions in recent years. I thank everyone who is working hard to plan a safe, but wonderful commencement for our graduates and their families. WVUP was forced to cancel the May 2020 commencement and to move

the December 2020 commencement to an innovative series of individual events. As we begin the attempt to resume some sense of normalcy, the administration determined to allow spring 2021 commencement to move forward in a limited way, recognizing the importance of this milestone to our graduates and to the community. Many other colleges and universities nationwide are planning similar events including West Virginia University. WVUP reserves the right to make any changes to current plans which guidelines from public health or other local, state, or federal authorities require, with as much advance notice to participants as possible. Masks will be required for participation even though the event is outside. I am pleased to announce that our own Dr. Torie Jackson, Vice President for Institutional Advancement and CEO of the WVU at Parkersburg Foundation, an alumna of WVUP and the current senior administrator with the longest service at WVUP, will serve as the commencement speaker.

Our Institutional Advancement staff has been busy since your last meeting. We reached nearly 36,000 engagements in the past month on Facebook. The biggest engager was the announcement that we would not be increasing tuition for the 2021-22 academic year. An announcement that students could complete their student teaching with a new partnership with Doddridge County Schools was well received. News about the college's Child Development program being ranked Number One in the nation also was well engaged. A request for users to share their stories about Women's History Month had high engagement, as did an interview with Board of Governors Chair Donna Smith. We now have a working chat bot on the homepage, a resource already enjoyed by our web users. Student marketing intern Joseph Whipkey has created a mascot for the WVU Parkersburg Riverhawk Farm, Chip the Potato. I have invited Joseph to join us today for your recognition, and I believe that Dr. Jackson is prepared to debut Chip at this time.

The Early College program is currently visiting area high schools to enroll students for the 2021-22 academic year. We have partnerships with 11 high schools and vocational centers. Those relationships continue to expand and the course offerings for schools is growing for next year. We will be offering 363 credit hours with our off campus partners in the 2021-22 academic year. These offerings make it possible for dedicated high school students to earn college degrees. A total of 19 Early College students applied for and earned their Certificate of Applied Science in General Education (with at least 30 hours completed) and six Early College students also applied for and earned their Associate of Arts in General Education (with 60 hours completed).

Executive Vice President Chad Crumbaker and I are pleased to share that all affected staff are almost moved into the Success Epicenter, the new name for our learning commons area which has physically collated the library, tutoring, advising, ASCEND, retention, and other academic support functions into one new location. The new space is terrific, and I look forward to showing it to you personally the next time you are on campus. Chad and I appreciate the patience and adaptability of the staff as we create a new vision for this space, especially at a time when we are fully engaged in advising students for summer and fall. Executive Vice President Alice Harris and I

announce that with COVID-19 stimulus funds, we have purchased a new state-of-the-art virtual anatomy and physiology table for our students and faculty, and we are seeking state approval to purchase a new security truck. The purchasing office is working on multiple bids to replace classroom computer equipment, and our payroll representative Melody Mercer is retiring after 28 years of faithful service. EVP Harris and I commend her for her devotion to WVUP.

I was honored to participate recently as a guest fundraiser on the Wood County Society's annual telethon which raised, even during the pandemic, significantly more money for this worthy local nonprofit than was raised last year. I also participated as a National Commissioner for College Readiness in the recent national meeting of the American Association of Community Colleges.

WVUP's chapter of Phi Theta Kappa, Sigma Omega Chapter, held its spring induction ceremony recently with Dr. Cynthia Gissy, our recently retired Associate Provost, as their inspiring guest speaker. During the recent regional awards celebration, WVUP's Chapter President Fallyn Buffington, Vice President Allison Ezell, and Secretary Serena Graham received the Order of the Torch Award, and collectively WVUP's Chapter won eight individual or Chapter awards including awards won by the advising team. Allison Ezell was elected President of the Ohio Region, and Fallyn Buffington was elected Eastern District Representative. I know you will want to join me in celebrating the many accomplishments of our students, faculty, and staff.

Madam Chair, with respect to the Board and if there are no questions, this concludes my report.

4. Approval of Minutes

Chairman Smith, stated the minutes from the Regular Board meeting of March 10, 2021 are submitted for review. With no corrections to be made, minutes are approved as submitted.

5. Committee Reports

- Executive Committee

Chairman Smith reported that the Executive Committee met to discuss COVID-19, enrollment, fiscal update, personnel update, and the Riverhawk Farm. Next Chair Smith announced the appointment of the Nominating Committee. The committee will be chaired by John Denbigh, with JP Hushion and Dr. Rose Beebe serving as members. The committee will present the slate of officers at the June 9, 2021 Board meeting.

- Academic and Student Services Committee

Mr. Oliverio reported on updates of academic affairs, 2020-2021 five year review, engagement and retention, Workforce and Economic Development updates on short term programs and business and industry, JCC updates and enrollment updates.

- Administrative Services Committee
Mr. Hardman reported on updates Foundation, alumni, marketing efforts, finance and administration, library renovation project, COVID-19, activity center foundation, activity wing door installation, office renovations, zoom rooms, events, information technology, position vacancies and new hires.

6. Information Items

- Fiscal Update
VP Harris provided a detailed report on the budget summary as of month ending March 31, 2021. With review and discussion, Ms. Harris answered questions from the members.

7. Action Items

- Five-Year Program Reviews 2020-2021
Provost Crumbaker presented to the Board the resolution for approval of Five-Year Program Reviews for 2020-2021.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2020-2021.

Mr. Hushion seconded the motion. Motion passed.

- Approval of Honorary Degrees
President Gilmer presented to the Board the resolution for approval honorary degrees to be presented at the May 2021 Commencement Ceremony.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approves awarding the degree Honorary Doctor of Humane Letters to Mr. Hershel "Woody" Williams for his service as the speaker for a prior commencement ceremony and to Dr. Torie Jackson for her service as the speaker for the upcoming commencement ceremony; and honorary bachelor's degrees to former Board of Governors Chair Sam Winans and former Board of Governors member Cheryl Donohoe for their distinguished service as Board members, as has been the custom of this Board.

Ms. Shaver seconded the motion. Motion passed.

- Approval of Revised COVID-19 Protocols
President Gilmer presented to the Board the resolution for approval of Revised COVID-19 Protocols.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the proposed revision of COVID-19 protocols which will govern the University until further action is taken and empowers the President of WVUP to enforce them and/or to amend them as needed with any material amendment shared in advance with the Chair of this Board.

Ms. McCoy seconded the motion. Motion passed

8. Board Comments/Announcement

Chair Smith announced the CTC will hold a virtual Board training on June 10, 2021. Information regarding the training has been sent with more information to follow.

9. Next Meeting

June 9, 2021, meeting will be held in person on campus with a zoom option available.

10. Adjournment

With no further business to be discussed, Chairman Smith, requested a motion to adjourn. Mr. Denbigh moved to adjourn the meeting. Mr. Hushion seconded. The regular meeting of the Board of Governors adjourned at 3:49 p.m.

Respectfully submitted,

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

Donna Smith, Chair

Joe Oliverio, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of June 9, 2021**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris, Vice President
Finance & Administration

BACKGROUND:

Ms. Harris will report on the state of the college's finances and the budget for month ending May 31, 2021.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 9, 2021**

ITEM: 2021-2022 Budget

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2021-2022

STAFF MEMBER: Dr. Chris Gilmer, President
Alice Harris, Executive Vice President of Finance & Administration

BACKGROUND:

West Virginia University at Parkersburg (WVUP) is statutorily required to submit operating and capital budgets that have been reviewed and approved by the WVUP Board of Governors to the West Virginia Community and Technical College System. Therefore, the attached FY 22 operating and capital budgets for WVUP are presented for approval.

An explanatory memo and the budget documents are attached.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 9, 2021**

ITEM: Proposed Revision of Policy B-55, *Employee and Family Tuition [and Fee] 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 [and Fee] Waiver Program, and hereby authorizes revision of said policy without further action by the Board if no comments are received.*

STAFF MEMBER: Alice Harris, Executive Vice President
Finance and Administration

BACKGROUND:

In keeping with changes to financial aid regulations and to keep the cost to WVUP affordable, waivers granted under Board Policy B-55 are meant to be a payment of last option after all other free financial aid is applied to the qualified student's account. The revisions proposed in the attached copy bring this policy in line with current financial aid policies governing other similar financial aid programs, including the need to complete an annual Free Application for Federal Student Aid (FAFSA) and a requirement for students to meet the standards of academic progress required by Title IV. Eligibility requirements are clarified and academic fees, rather than tuition only, will be covered by these waivers. The proposed updates to Policy B-55 will ensure fair and equitable implementation and will continue to provide educational opportunities to our employees and their legal dependents.

A notice of proposed rulemaking will be issued proposing the revision of this policy. If no comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors. 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-55
EMPLOYEE AND FAMILY TUITION AND FEE WAIVER PROGRAM

Section 1. General

- 1.1 This policy establishes an Employee and Family Tuition and Fee Waiver Program for West Virginia University at Parkersburg
- 1.2 Authority. – [W. Va. Code § 18B-10-5](#)
- 1.3 Effective Date. – ~~June 3, 2016~~
Replaces version dated June 3, 2016;
Originally adopted February 18, 2010 (to be effective with Fall, 2010 semester)

Section 2. Purpose

- 2.1 To provide a tuition and academic fee 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 and Academic Fees

- 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 a waiver tuition equal to their full-time tuition and academic fee charges. 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 100% of full-time tuition and academic fees per semester.
- 3.3 Applications for a tuition and academic fee waiver must be submitted once per academic year and will be awarded on a semester basis.
- 3.4 The Employee and Family Tuition and Fee 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 and fees, when taken into aggregate with other forms of scholarship, waivers, or grants.

3.5 Degree-seeking employees and all qualifying dependents must complete a Free Application for Federal Student Aid (FAFSA) each year in addition to the waiver application. Free aid (grants and scholarships) must be used prior to the waiver program.

Section 4. Qualifications

4.1 To qualify for the benefit, a student must be one of the following: either be

- a–Full-time benefits-eligible employee of the college. Employee waiver recipients may be degree-seeking or non-matriculated (not regularly admitted to a degree program). Degree-seeking employees must complete the FAFSA each year in order to receive the waiver. Non-matriculated students do not qualify for financial aid, so the FAFSA is not required for non-matriculated employee students.
- a–Current spouse of such an full-time benefits-eligible employee. In order to qualify for the waiver program, a qualifying spouse must be degree-seeking student.
- or a–bBiological or legally adopted child of such an full-time benefits-eligible employee who is 24 years of age or younger and who is a legal dependent of the employee. In order to qualify for the waiver program, qualifying dependent children must be either degree-seeking students or high school students participating in WVU at Parkersburg’s Early College program.

4.2 Those wishing to participate in the program must apply for the benefit once per academic year for each semester of use. The deadlines for application will be determined and publicized by the ~~Division of Student Services~~Financial Aid Office.

4.3 Only those classes being taken during the fall, spring, and summer and spring semesters will be eligible for the program. For degree-seeking students, only those classes that are required for the student’s program of study will be covered by the waiver program.

4.4 Students must meet the Standards of Satisfactory Academic Progress established by the institution in accordance with state and federal requirements.

Section 5. Budget

5.1 The budget for the tuition and academic fee waiver benefit program will be derived from the regular tuition and academic fee 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 June 9, 2021**

ITEM: Approval of new program:AAS Electrical
Technology

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at
Parkersburg Board of Governors approves
the following program:
Associate of Applied Science in Electrical
Technology

STAFF MEMBER: Dr. Chad Crumbaker, Provost

BACKGROUND:

The Associate of Applied Science in Electrical Technology degree was designed to allow students the opportunity to broaden their electrical skills to include both residential and industrial experience and to provide a direct path to a bachelor's degree program. For several years the university has offered separate certificate degrees for residential and commercial electricity and for electricity and instrumentation (industrial electricity). Several students have chosen to pursue both degrees. As stand-alone certificate programs they do not lead to an associate option specifically in the electrical field and, currently, students interested pursuing an associate-level degree incorporating both areas utilize the Board of Governors Associate degree program and are required to complete additional general education hours. Adding the Associate of Applied Science in Electrical Technology degree as a program offering provides students the opportunity to have a career ladder within our electrical programs and qualifies them to enter the Bachelors of Applied Science in Supervisory Management upon completion.

The attached program of study has been approved by the College-Wide Curriculum Committee, the Provost, and the President.

Associate of Applied Science
Electrical Technology
 Curriculum

Semester 1:	Credit Hours	Semester 2:	Credit Hours
COLL 101	1	ELEC 117	3
ELEC 101	3	ELEC 118	3
ELEC 115	3	ELEC 260	1
ELEC 116	3	MTEC 102	2
MATH 125 or Higher	4	Comm. Art. (prefer COMM 112 or 202)	3
		ENGL 101 or 107 (preferred)	3
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Semester 3:		Semester 4:	
ELEC 102	3	ELEC 202	3
ELEC 103	3	ELEC 203	3
ELEC 104	3	ELEC 204	3
CS 101	4	Scientific Inq. (prefer PSCI 111)	4
People & Worlds (prefer PHIL 231 or PHIL 150)	3	ELEC 280 (new course – ET Capstone)	2

TOTAL : 60 Credit Hours

**West Virginia University at Parkersburg Board of Governors
Meeting of June 9, 2021**

ITEM: Approval of Delegation of Powers to the President

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the document enumerating the powers, duties and responsibilities retained by the Board of Governors and the powers, duties and responsibilities delegated to the President of the West Virginia University of Parkersburg.

STAFF MEMBER: Brady Whipkey, Secretary to the Board of Governors

BACKGROUND:

18B-2A-4 of the West Virginia Code sets forth the powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state.

The Delegation of Powers provides an enumeration of those powers, duties, and responsibilities that the West Virginia University of Parkersburg Board of Governors has retained and those this it chooses to delegate to the President of West Virginia University at Parkersburg.

Given its legal responsibility for the institution, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities that are delegated to the President represent the day-to-day operation of the institution and reflect implementation of policy.