

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

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**AUGUST 10, 2021  
AGENDA**

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## Members

|                            |                 |
|----------------------------|-----------------|
| Steve Hardman, Board Chair | John Denbigh    |
| Joe Oliverio, Vice Chair   | Stephanie McCoy |
| JP Hushion, Secretary      | Ami Shaver      |
| Donna Smith                | Dr. Rose Beebe  |
| Jeff Matheny               | Kim McFee       |
| Jason Landers              | Lauren Hissem   |

Dr. Chris Gilmer  
President



## SCHEDULE

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

**Tuesday, August 10, 2021**

|            |   |   |
|------------|---|---|
| 11:30 a.m. | Executive Committee                     | Room 1100 National Institutes Conference Room |
| 12:30 p.m. | Lunch Dr. Dorothy McGill                | 1300A(Board Room)                             |
| 2:00 p.m.  | Academic and Student Services Committee | Room 1329/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 August 10, 2021  
Multipurpose Room/Zoom  
3:15 p.m.

|  |  |
|--|--|
| 1. Call to Order   | Board Chair, Steve Hardman   |
| 2. Swearing in of new Board member   |  |
| 3. Roll Call   | Brady Whipkey<br>Chief of Staff to the President<br>Secretary to the Board |
| 4. President's Report  | Dr. Chris Gilmer, President  |
| 5. Approval of Minutes   |  |
| • Regular Meeting – June 9 , 2021 .....                                      | 5  |
| 6. Committee Reports   |  |
| • Executive Committee  | Steve Hardman  |
| • Academic and Student Services Committee                                    | Joe Oliverio   |
| • Administrative Services Committee  | John Denbigh   |
| 7. Information Items   |  |
| • Fiscal Update  | Alice Harris, Executive VP<br>Finance & Administration .....14             |
| 8. Action Items  |  |
| • Proposed Revision of Policy E-39,Assessment,<br>Payment and Refund of Fees | Alice Harris, Executive VP<br>Finance & Administration .....15             |
| • Proposed Revision of Policy D-51, Admission<br>To WVU Parkersburg          | Dr. Steven Smith, Executive VP<br>Enrollment Management .....19            |
| • Approval in Principle of Lease with Coplin Clinics                         | Dr. Chris Gilmer, President .....25  |
| • Approval of Incorporation of R and D Corporation                           | Dr. Chris Gilmer, President .....26  |
| • Approval of MOU with Oil & Gas Museum                                      | Dr. Chris Gilmer, President .....27  |

|  |  |    |
|--|--|----|
| • Approval to Extend WVU Parkersburg Proud | Dr. Chris Gilmer, President<br>Dr. Torie Jackson, President & CEO<br>of the WVU at Parkersburg<br>Foundation ..... | 28 |
| • Approval of Salary Scale Adjustments     | Dr. Chris Gilmer, President<br>Alice Harris, Executive VP Finance<br>and Adminstration .....                       | 29 |
| 9. Board Comments/Announcements            |  |    |
| 10. Next Meeting<br>October 12, 2021       |  |    |
| 11. Adjournment                            |  |    |

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
June 9, 2021

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday June 9, 2021, in the Multipurpose Room of WVU Parkersburg and via Zoom Video Conferencing, beginning at 3:15 p.m. Board members present were: Donna Smith, Steve Hardman, Joe Oliverio, Jeff Matheny, Jason Landers, John Denbigh, JP Hushion, Stephanie McCoy, Ami Shaver, Rose Beebe, and Kim McFee. 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:

Good afternoon. How nice it is to see the Board of Governors returning face-to-face to the university they lead, and I know you will all join me in welcoming them back most cheerfully to West Virginia University at Parkersburg. When this community interviewed me three years ago for the presidency of WVUP, Dr. Torie Jackson asked me the most difficult question. I had talked a lot about humility that day, as I often do. She looked me square in the eye, smiled, and asked, "But how do you balance humility with pride?" Then she sat back to hear the answer. I thought for a moment, and I said these words: "I will be humble about anything I do alone, and I will be proud of what we all do together." Well, as I conclude three years as your president this month and prepare for us to begin a new chapter, not quite post-COVID-19, but with the pandemic seeming to allow a new normal, allow me to wax nostalgic today as you have given me more pride than I could ever have imagined, because we have accomplished much, and every bit of it we have accomplished together.

I wrote my first letter to this community shortly after I was selected for this great honor, to help you get to know me before I arrived, and I quoted the Book of *Esther* from the *Bible* my Mamaw Sarah made sure that I read: "For who knows but that you have been called to the kingdom for such a time as this." While I liken myself in no way to the Biblical queen, I felt that sentiment profoundly in that moment, and I still feel it now. The "time," I now see, was the pandemic. We accomplished a lot before it hit. We will accomplish even more after it subsides. We even accomplished a lot while it has been raging around us, if simply by enduring as a strong familial community, but I suspect years from now when I

reflect on the moment in time you gave me as your partner leader, I will reflect on the pandemic as the defining moment to which I was called to do my best, all day, every day, to keep you safe. Over these three years, I have gotten a few things quite right. There is a rare moment of personal pride amid the humility. I have gotten a few things quite wrong. There is a moment of realistic humility amid the pride, but I believe we are stronger now and stronger together than when we started our journey, unacquainted and alone. This much I will say about me. Even in the moments when I got it wrong, I have without exception considered your needs and the needs of this community above my own, as anyone decent to be called leader always does. David Creel and I have made so many friends among you, and one of them, Dr. David Lancaster, sat with me in my office one afternoon as he does fairly often and said this: "I hoped when you came that you would stay for at least three years." Well, David, together we have made those three years, and I look forward to starting the fourth year next month.

In one more moment of indulgence, I read a poem to you on the day I met this community, and I am going to read it again. I wrote it some years ago, and it is entitled simply *Papaw*.

He quit school in the first grade  
To plow the fields that fed his sisters  
Seven in all from Waunice to baby Glenda  
And him the only boy

His papa was sorry  
Meaning he enjoyed a good summer nap  
Avoided the hoe and cotton sack  
Was known to drink even when it wasn't Saturday  
Most of his mama's days were consumed  
With earnest prayers and rocking babies  
Cleaning turnips and gutting fish

Papaw could not read  
Loved to watch Walter Cronkite  
On the black-and-white TV  
Also Sanford and Son  
Sat on the same pew every Sunday  
At the Rocky Hill Church of God in Christ  
He taught me the capitals of every state  
From Bismarck to Santa Fe  
Smiled from deep inside as I recited them often to company  
His wife traded on credit at the general store  
Three sons inherited that same good name  
When he shook hands  
The deal was struck  
He plowed the fields that fed his family  
Until he died on Thanksgiving Day at seventy-four  
Eleven months after Mamaw went underground

On a cold New Year's Day  
Fifty acres and a Massey-Ferguson tractor finally all his own  
Withered and brown from decades of sun on topsoil  
Unrecognizable the little fair-skinned child  
In the one photograph from so long ago

He taught me the capitals of every state  
From Baton Rouge to Sacramento  
Sold cows to send his only grandson to college  
And now  
Early in the morning when the city is quiet  
As hot July noon on the endless terrace rows of my youth  
These words escape my mouth  
In his voice  
Augusta Maine  
Charleston West Virginia  
Jackson Mississippi

So, for good or for bad, the same person stands before you today, made a bit more wise perhaps by Shakespeare's premise that heavy is the head that wears the crown, but just as humble, just as thankful for the moment in time you have given me, and just as committed, perhaps even more committed, to be the ambassador to the world for the special place we now call home and the equally special people we now call family.

Governors, I am delighted to announce that WVUP has won a prestigious national honor, the first ever Mark Ivester Innovation Award from the Community Colleges of Appalachia, against very strong competition and in recognition of the excellent work being done by the Arts Collaborative of the Mid-Ohio Valley. CCA is a membership organization of approximately 100 colleges from across the entire Appalachian region, and our own former President, Dr. Eldon Miller, was one of its founders. The Arts Collaborative of the MOV, funded by a generous grant from The Ross Foundation, brings together more than a dozen area nonprofit arts and humanities organizations, and other service-oriented nonprofits supporting the arts and humanities, and WVUP is honored to serve as the convener, fostering collaboration and economies of scale among these free-standing arts leaders. While I want to thank the Ross Foundation and recognize everyone who has worked hard to bring this partnership to life, especially the President's downtown team, Dean Senta Goudy deserves special recognition for her leadership of this initiative. Senta, please join me at the podium and take possession of the award that you and our partners have earned, and may you display it proudly at our downtown office, one of many examples of WVUP leading the way, not only locally, but nationally.

I am pleased to report that our three primary enrollment indicators for fall 2021 are all trending very positively at this time, although I caution that they change on a daily basis and that we must remain vigilant to close the ground we still need to close between now and the beginning of the semester. As of Friday, June 4, day-to-day comparisons between this enrollment cycle and the 2021 fall enrollment cycle showed a 23 percent increase in Early College, a 10 percent increase in new students, and a 3 percent increase in continuing students for an overall full-time equivalent enrollment increase of 3 percent. I

say once again that while I am exceedingly proud of the hard work of our recruitment, retention, and marketing teams during this unusual recruitment and retention cycle, and while I am cautiously optimistic about fall enrollment, that we built the budget for the upcoming fiscal year conservatively because colleges nationwide are still expecting significant negative enrollment and retention impacts caused by COVID-19. We hope to buck that trend at WVUP. I share these numbers publicly not because they are final or even fully dependable at this early stage since so many of WVUP's students traditionally register late in the summer, but because I promised early on to tell you the truth when it is good and when it is not. Today, it is quite good related to fall enrollment.

I am also pleased to report, under the leadership of Dr. Torie Jackson and assisted by me and by many in our community, WVUP has received Proclamations of Congratulations on our 60<sup>th</sup> Birthday from every county in our primary service area, from county and city governments and from school districts, from Governor Jim Justice, the West Virginia Legislature, and others. Copies of these proclamations are included in the media coverage electronic file shared in advance with the Governors. Co-Chairs David Creel, Terry Hardman, Kiki Angelos, and Annette Fehrenbacher, and our events team, are hard at work planning our blowout birthday party to be held this December. I call to your attention that no such media coverage portfolio was routinely presented to the Governors prior to my tenure, and that in three years our earned media coverage has increased from about 25 pages in a printed document at each of your meetings to this month 151 pages, representative and not all-inclusive, and presented to you as an electronic document to be environmentally friendly. I was told when I arrived that WVUP is a "hidden gem." While it was meant as a compliment, I only like one of those two words, and I am guessing you know which one I do not like. Our media coverage and marketing are excellent, and we are hidden no more.

Since you last met, our digital media studies and business programs have been nationally ranked. We have submitted three Congressional community enrichment grant proposals which, if funded, will support the development of the Riverhawk Farm where we have achieved a full stand of potatoes this season with cooperative weather so far. We have submitted a Metallica Scholars grant proposal which is designed to elevate the stature of technical education, focusing on our excellent computer information technology major, and while I know more about the music of Loretta Lynn than Metallica, I am quite hopeful we will compete favorably. The faculty and students of our computer information technology major hosted a student showcase of their capstone projects which ranged from video games to business technology applications and greatly impressed all of those assembled. Provost Chad Crumbaker and Dean Michele Wilson are engaged in an exploration with the Wood County Public Schools and area business leaders to build a cosmetology program at WVUP, and I appeared before the Wood County Board of Education to secure their full partnership and collaboration.

I have recently met with Delegate Vernon Criss and Delegate Shannon Kimes to introduce newly-elected Delegate Kimes to WVUP and to begin discussing legislative priorities for the next session. I served on the local leaders roundtable to introduce the Mid-Ohio Valley to the Federal Reserve Bank of Richmond, represented WVUP along with Vice President Dr. Steven Smith as delegates to the inauguration of Dr. Carmen Walters

as the President of Tougaloo College, and had the honor of serving as the speaker for the Memorial Day program planned and implemented by our Student Veterans Corps under the leadership of Darren Shearlock and student President Jared Smith. In July, I begin my tenure as President of the Rotary Club of Parkersburg, having served as President-Elect and Program Chair.

Vice President Brady Whipkey and I continue discussions with Coplin Healthcare in anticipation of our campus-based health clinic opening in 2022, and Dean Senta Goudy and I are in discussion with Glen Kelly who leads the Mid-Ohio Valley Regional Airport about enhanced collaborations. You might find it interesting as I did that the Mid-Ohio Valley Regional Airport logs the most take-offs and landings of any airport in West Virginia. Any of the Governors who wish to attend are invited to our 2021 Constellium Scholars signing ceremony to be held on June 16 in Jackson County. Chancellor Dr. Sarah Armstrong Tucker is scheduled to be my guest as we officially welcome the newest class of Constellium scholars. I would also like to recognize Dr. Alicia Beeson who is working this summer in leadership of the Parkersburg Area Community Foundation-funded Civic Leadership Fellows which WVUP is coordinating for the first year. This program provides leadership development for college students from WVUP and local students attending many colleges statewide, and I look forward to speaking with the scholars as part of the agenda that Professor Beeson and Dean Goudy are developing for them.

Provost Crumbaker and I express our gratitude to the team at Workforce and Economic Development, under the leadership of Dean Wilson, for their willingness to take on every opportunity we send their way. They immediately jump in, do a full analysis of the opportunity to explore the best fit for the institution, and get started with the work it takes to get it done on time. Two examples are the new cosmetology program we are exploring and the recently submitted Metallica grant. We also recognize the diligent and persistent work of the professional advisors in the Professional Advising Center and the leadership and staff of the academic divisions in getting continuing students registered for fall 2021 in a timely manner. This work has enabled us to dig deeper to assist even more students who are uncertain about returning in fall. We thank the Curriculum Committee and the Outcomes Assessment Committee, vital working groups of the faculty, for their tireless efforts to continuously improve our curriculum and assessment practices. The work sometimes happens in the shadows, but is foundational to the success of students at WVU Parkersburg. We also salute Professor Traci Dolan-Priestley for completing all of the requirements to receive an Open Educational Resources grant from the Vice Chancellor's Office.

It is scholarship season, and Dr. Jackson and the Office of Institutional Advancement are in process of awarding \$180,726 in scholarships for the 2021-2022 academic year, made possible by the WVU at Parkersburg Foundation. The team has traveled to many high schools to deliver scholarship awards and had the opportunity to award Presidential scholarships to 14 students. While we report this as a number, it is worthy to pause and remember that these numbers are life-changing for students. Recently, a scholarship recipient wrote a thank you letter to WVUP, and here is what Adam Hoschar had to say: "I would like to thank you for awarding me the presidential scholarship last year. This scholarship means the world to me and it has taken a lot of the

stress of going to college away from me and my family. From early on, I always knew I wanted to go to a small college. WVU Parkersburg has truly been the perfect fit for me. My professors have all been very nice and helpful. I have been able to meet some wonderful people. My grandmother, both of my parents, and my brother all graduated from WVU Parkersburg. My parents actually met playing cards in the student lounge at WVU Parkersburg. We are definitely a WVU Parkersburg proud family." I thank the Foundation, under the leadership of the Chair of their Board, Becky Deem-McGinnis, for continuing to make such scholarships possible.

Our COVID-19 Task Force met last week, and while I could spend the afternoon detailing the deliberations of the task force and the WVUP executive team related to updating our COVID-19 protocols, I will say only that the community should expect revised protocols to be distributed in the near future which are in concert with the guidance received by Governor Jim Justice and other national, state, and local governmental and public health officials. WVUP will relax its mask mandate to a mask advisory in keeping with the Governor's guidance. Revised protocols are forthcoming and continue to be subject to further revision based on the trajectory of the pandemic.

I will ask Executive Vice President Alice Harris to present the college's proposed budget for the upcoming fiscal year for your consideration and hopeful approval later in this meeting. Alice and her team have worked collaboratively with the WVUP community throughout the budgetary process, and Alice and I have worked collaboratively to present a proposed no-deficit budget for the upcoming fiscal year, a budget which is also based on no tuition increase as a consideration to our students and an acknowledgement of the financial challenges many of them continue to face. Alice will also update you on our closeout of the current fiscal year with an anticipated budget surplus. We consider these updates and proposals to be a great accomplishment during the pandemic and acknowledge that this budget is based on the receipt of significant federal pandemic relief dollars. We will also be asking this Board to allow us to carry over as part of next year's budget certain reserve funds which were already approved for use by this Board to fund the strategic recruitment plan implementation, capital projects, the downtown expansion, and other purposes, but which were not yet fully expended due to the confines of the pandemic. We do not at this time anticipate any request for further release of reserve funds beyond those already approved as an element of balancing next year's budget. WVUP is fortunate to have withstood the pandemic without significant fiscal challenges, keeping every employee fully on payroll for the entirety of the remote work period, while many if not most colleges statewide and nationwide have had to cope with very difficult financial realities. We acknowledge that the strong financial position of the college when the pandemic began, based on a pattern of generally conservative spending by the administration and college community as a whole, coupled with federal stimulus funding, has significantly contributed to our relative immunity, to date, to the fiscal crisis faced by many institutions of higher learning. While we were spared making such decisions, however, I want this Board to be certain that I would have been prepared to make difficult choices necessary to present you with a no-deficit budget, believing it is the responsibility of the president to ensure that the college lives within its means.

The outdoor commencement on May 8 was a huge success as we welcomed graduates from May 2020, December 2020, and May 2021, along with their families, in a safe and socially-distanced face-to-face commencement. A total of 358 credentials from certificates through associate and bachelor's degrees were conferred by WVUP during the spring of 2021. We also awarded honorary degrees to Dr. Torie Jackson as the commencement speaker; Hershel "Woody" Williams, World War II Medal of Honor recipient and former commencement speaker; Sam Winans, former Chair of the WVUP Board of Governors; and Cheryl Donohoe, former member of the WVUP Board of Governors. Ms. Donohoe is with us today, and I would like to ask Chair Donna Smith to join me at the podium. Cheryl, would you join us so that we may have the honor of presenting you with your honorary degree and thanking you publicly for your distinguished service.

Finally, as this is the last scheduled Board of Governors meeting to be presided over by Donna Smith as our Chair, I wish to acknowledge, both as president of WVUP and personally, Donna's tireless support of the university and her wise and amiable counsel to me during her tenure as Chair. We are delighted that she will remain on the Board as we will welcome Steve Hardman as our incoming Chair beginning in July 2021. Madam Chair, if there are no questions and with respect to this Board, this concludes my report.

#### **4. Approval of Minutes**

Chairwoman Smith, stated the minutes from the Regular Board meeting of April 14, 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 fiscal update, enrollment, Coplin Clinic draft MOU, Oil & Gas Museum draft MOU, and COVID-19 Protocols.

- Academic and Student Services Committee

Mr. Oliverio reported on updates of academic affairs, new program, student success and retention, Workforce and Economic Development updates on sector strategy meetings, 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, COVID-19, events, activity center foundation, office renovations, JCC parking lots, sidewalk repair and lighting at Caperton, information technology, position vacancies and new hires.

- Nominating Committee

Mr. Denbigh reported the Nominating Committee met and present the following slate of officers:

Steve Hardman – Chair  
Joe Oliverio – Vice Chair  
JP Hushion – Secretary

With no further nominations from the floor Mr. Matheny motioned to approve the slate of officers as presented. Mr. Denbigh seconded. Motion passed.

## 6. Information Items

- Fiscal Update

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

## 7. Action Items

- 2021-2022 Budget

President Gilmer and Executive Vice President Harris presented to the Board the resolution for approval of the 2021-2022 Budget.

After review and discussion, Mr. Oliverio 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 2021-2022.

Mr. Hushion seconded the motion. Motion passed.

- Proposed Revision of Policy B-55, Employee and Family Tuition (and Fee) Waiver Program

Executive Vice President Harris presented to the Board the resolution for approval revision to the Employee and Family Tuition and Fee Waiver Program.

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

Ms. McCoy seconded the motion. Motion passed.

- Approval of New Program: AAS Electrical Technology

Provost Crumbaker presented to the Board the resolution for approval of new program; AAS Electrical Technology.

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

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

Mr. Landers seconded the motion. Motion passed.

- Approval of Delegation of Powers to the President

Vice President Whipkey presented to the Board the resolution for approval of delegation of powers to the President.

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

Mr. Matheny seconded the motion. Motion passed.

**8. Board Comments/Announcement**

Chairwoman Smith announced that she has enjoyed her time serving as the Chair of the WVU Parkersburg Board of Governors and thanked the members, Dr. Gilmer and staff for all of their efforts.

**9. Next Meeting**

The next meeting will be set after incoming Board Chairman Steve Hardman and President Gilmer meet to set the schedule for the upcoming academic year.

**10. Adjournment**

With no further business to be discussed, Chairwoman 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 4:13 p.m.

Respectfully submitted,

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

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Donna Smith, Chair

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Joe Oliverio, Secretar

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 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 July 31, 2021.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2021**

**ITEM:** Revision of Policy E-39, *Assessment, Payment and Refund of Fees*

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy E-39, *Assessment, Payment and Refund of Fees*, 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:**

The attached proposed revision of Policy E-39, *Assessment, Payment and Refund of Fees*, clarifies the due date and refund penalty schedule for early college students enrolled in dual credit courses at local high schools in our service area. These clarifications are necessary because there is no uniform start date among the West Virginia high schools, making it difficult to establish a definite payment deadline. The revision will allow students additional time to withdraw without financial or grade consequences. Additional edits simply clarify with active, rather than passive, language the responsibility for particular actions.

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 E-39  
ASSESSMENT, PAYMENT AND REFUND OF FEES**

**Section 1. General**

- 1.1 Scope – This document establishes general policies related to assessment, payment and refund of fees at West Virginia University at Parkersburg.
- 1.2 Authority – W.Va. Code §§ [18B-1-6](#), [18B-10-1](#), [18B-10-8](#)
- 1.3 Effective Date – November 10, 2016  
(Replaces version dated November 10, 2016; previously adopted on July 1, 2006 and transferred from WVU Board of Governors on July 1, 2008)

**Section 2. General Rules**

- 2.1 Tuition and fees must be assessed, waived or refunded in accordance with ~~any applicable West Virginia State Code W. Va. Code § 18B-10-1, et seq. and the Council's legislative rule Series 21, Tuition and Fees~~. The rates of tuition and fees ~~include those where as those terms are defined in W. Va. Code § 18B-10-1c, shall be approved by the Board of Governors' approval is required as specified in the West Virginia State Code and other special user fees~~.
- 2.2 All tuition and fees ~~must shall~~ be collected prior to the first day of classes for regular semester and nontraditional course registrations, except as provided in this policy.
  - 2.2.1 ~~The Chief Financial Officer may grant exceptions may be granted~~ where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.
  - 2.2.2 ~~The Chief Financial Officer may grant exceptions may be granted~~ for late financial aid disbursements for situations at no fault to the student.
  - 2.2.3 ~~The Chief Financial Officer may grant exceptions shall be granted~~ for deferred payment plans that shall be offered.
  - 2.2.4 ~~The Chief Financial Officer may grant exceptions for early college courses offered at local high schools where the first day of classes begins later than West Virginia University at Parkersburg's first day of classes.~~
- 2.3 The ~~College may allow the use of credit cards and or other electronic payment options may be offered and assess students processing fees may be assessed~~ for such options.
- 2.4 All fees charged to students ~~must have approval shall be approved~~ by the West Virginia University at Parkersburg Board of Governors and published so as to be readily available to students.

### **Section 3. Fee Charges**

- 3.1 Undergraduate students enrolled during traditional time periods (semesters) for twelve or more hours pay maximum tuition and fee charges in each basic tuition and fee category.
- 3.2 Undergraduate students taking fewer than twelve credit hours in a regular time period (semester) shall have their tuition and fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
- 3.3 Tuition and fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student registers in accordance with the pro rata formula established in the previous paragraph and with the exception of capital and auxiliary capital tuition and fees may not be limited to the total tuition and fees assessed during a traditional semester.
- 3.4 Upon approval by the Board of Governors, the college may establish and charge tuition and fees may be established and charged for all non-credit community service courses in an amount to ensure that the offering is self-supporting, including indirect costs.

### **Section 4. Refund of Tuition and Fees**

- 4.1 Only students who officially withdraw from all classes at the college shall be eligible for a refund in accord with an established schedule. For courses offered as part of the regular fall and spring semesters, the schedule shall be noticed on appropriate WVU at Parkersburg web site(s) and published in the WVU at Parkersburg course catalog. For other course offerings that do not follow the regular semester schedule, the refund schedule shall be established by the Vice President of Finance and Administration, and shall be noticed at appropriate WVU at Parkersburg website(s), and, shall to the extent practical, be available by linkage from the website of the unit offering the course.
- 4.2 Whenever Title IV funds are involved, the college shall refunded tuition and fees must be returned in accordance with the requirements of the federal Higher Education Act whenever Title IV funds are involved.

### **Section 5. Late Payment and Registration Fees**

- 5.1 The college shall impose a late registration fee shall be imposed on students who register for class(es) after the prescribed registration period.
- 5.2 The college shall impose late payment fees shall be imposed periodically at a reasonable time on students who do not pay fees by the prescribed due date associated with a registration period.
- 5.3 These fees shall be approved annually by the Board of Governors. Fees shall be posted on appropriate WVU at Parkersburg web site(s).
- 5.4 The college shall publish the due dates for tuition and fees must be published at a reasonable time in advance of the deadlines.

## Section 6. Early College Courses Offered at High School Campuses

6.1 Early College students who are taking courses at their high school campuses will have a separate penalty schedule to allow for the additional time required for communication between the high school instructor, high school counselor, and the college regarding student registration.

6.1.1 This penalty schedule for the Early College courses offered at the high school campus will be published on the appropriate WVU Parkersburg website(s) following the same process for and in alignment with other penalty schedules.

6.2 The Early College tuition rate applies only to Early College students who are timely registered for the course or courses. Early College students who are not enrolled in Early College course(s) at the beginning of the term who request and are approved to be added at the end of the term will be charged tuition for the course at the full regular student rate for the course, effective Fall 2021.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2021**

**ITEM:** Revision of Policy D-51, *Admission to West Virginia University at Parkersburg*

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy D-51, *Admission to West Virginia University at Parkersburg*, and hereby authorizes revision of said policy without further action by the Board if no comments are received.

**STAFF MEMBER:** Steven Smith, Executive Vice President,  
Enrollment Management

**BACKGROUND:**

The attached proposed revision of Policy D-51, *Admission to West Virginia University at Parkersburg*, complies with House Bill 2529 passed on April 7, 2021 to be in effect 90 days from passage. The legislation amended and reenacted §18-8-12 and §18B-1-1e of the Code of West Virginia, 1931, as amended; all relating to nondiscrimination in the higher education admissions process; allowing an institution, once a student has been fully admitted, to administer placement tests or other assessments for certain purposes; prohibiting state institutions of higher education from discriminating against graduates of private, nonpublic, or home schools by requiring them to submit to alternative testing as a precondition for acceptance into the institution of higher education; and prohibiting institutions of higher education from rejecting a person with appropriate diploma or credentialing for admission to an institution of higher education solely because their secondary education was not accredited by the state Board of Education or agency the board approves.

This revision also removes Section 10.5 since WVU at Parkersburg no longer offers an English as a second language program.

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 D-51  
ADMISSION TO WEST VIRGINIA UNIVERSITY AT PARKERSBURG**

**Section 1. General**

1.1 Scope - This Rule governs the general requirements for admission to West Virginia University at Parkersburg.

1.2 Authority – [W. Va. Code § 18B-1-1e\(d\)](#)

1.3 Reference: [W.Va. C.S.R. § 135-23](#);

1.4 Effective Date – April 22, 2020

Previous versions: April 22, 2020; January 30, 2018; August 3, 2017; November 10, 2016

**Section 2. Purpose**

2.1 It is the purpose of the Board this policy to establish standards and procedures for admission to West Virginia University at Parkersburg.

**Section 3. Categories of Admission**

3.1 Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs may have more rigorous admission standards, subject to the president's approval and consistent with the rules of the West Virginia Council for Community and Technical College Education. Students may be admitted to West Virginia University at Parkersburg under either of the following categories:

3.1.1 General Admission, Transfer Admission, Transient Admission, Early Admission, Readmission, Non-degree Admission, International Admission including English as a Second Language

3.1.2 Provisional Admission

**Section 4. Admissions Requirements - General Admission**

4.1 To be fully admitted under general admissions requirements, a student must:

4.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online.

4.1.2 Per financial aid regulations, and institutional obligations to such, submit either official high school transcripts and diploma from an accredited institution or source or another appropriate secondary credential evidencing successful completion of private, nonpublic or homeschool secondary education such as a diploma or completion scores from an accredited institution or source, such as a recognized school administrator, unless the applicant graduated from high school or received a secondary credential completion scores from an accredited institution or source more than five years before enrollment or has completed active military service. High school transcripts or other qualifying documents may be delivered to the college by the student applicant if it is provided in an unopened, sealed envelope, directly from the issuing school.

4.1.3 If seeking institution credit for prior work, applicant must submit official transcripts from each college or university previously attended. These transcripts must be sent directly from the issuing institution to the WVU Parkersburg Center for Student Services. Transcripts marked "issue to student," faxed or submitted directly by students cannot will not be accepted.

4.1.4 ~~Students seeking general admission to the college who have completed a secondary school credential through a home school process must adhere to the following steps for admission.~~

- a. ~~The home schooling of secondary students in West Virginia is governed by West Virginia Code § 18-8-1 subsection (c) and admission to the college from a home school environment will be analogous to the necessary requirements of said code to complete a final year of secondary school. Therefore;~~
- b. ~~In addition to all other admission requirements, home schooled students must provide only one of the following:~~
  1. ~~An official statement on letter head from the superintendent of the school district of residence confirming that the student has met the academic assessment requirements for the final year of secondary instruction with a recognized Home School Administrator as detailed in West Virginia Code 18-8-1 subsection (c), or~~
  2. ~~Submit official test scores from a secondary credential completion test from an accredited institution or source, or~~
  3. ~~Submit a transcript of class work from a secondary education program institution or organization recognized as accredited by an agency acceptable to the office of the Provost or the United States or West Virginia Department of Education.~~

## **Section 5. Admissions Requirements-Transfer Students**

5.1 A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study. To be fully admitted under transfer requirements, a student must:

- 5.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online.
- 5.1.2 Pursuant to federal financial aid regulations and institutional obligations to such submit a request to the registrars of all institutions previously attended to forward official transcripts of credit to the Center for Student Services. Only credits earned at regionally accredited institutions or meeting 70% of the learning objectives of a similar WVU Parkersburg course as determined by college faculty will be accepted for transfer. These transcripts must be sent directly from the issuing institution to the WVU Parkersburg Center for Student Services. Transcripts marked "issue to student," faxed or submitted directly by students cannot will not be accepted.
- 5.1.3 Per financial aid regulations and institutional obligations to such, submit official high school transcripts or ~~another high school equivalency exam, such as the General Education Development (GED) or Test Assessing Secondary Completion (TASC) scores from an accredited institution or source appropriate credential evidencing successful completion of private, nonpublic or homeschool secondary education,~~ unless the applicant graduated more than five years prior to WVU Parkersburg enrollment.

- 5.1.4. In order to transfer to WVU Parkersburg the student must have left his or her prior institution in good disciplinary standing and must not be barred from enrolling in the previous institution for disciplinary reasons. Transferring students who indicate that they have been separated from a prior institution for disciplinary reasons will be required to submit a written explanation of the issue, which may then be investigated by the college.

## **Section 6. Admission Requirement - Transient Students**

- 6.1 A "transient student" is defined as any student who is officially enrolled in another college (referred to as the "home college") and but who wants to take a course(s) or courses at WVU Parkersburg and have the credits for said courses transferred back to his/her home college. To be fully admitted under transient requirements, a student must:
- 6.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online-and
  - 6.1.2 Submit a transient approval form or letter of good standing from the home institution.

## **Section 7. Admissions Requirements - Early Admissions Students**

- 7.1 An "early admission student" is defined as a high school sophomore, junior, or senior (or a high school student approved for early admission at the discretion of the Provost) who has maintained a minimum cumulative 2.5 grade point average. To be fully admitted under early admission requirements, a student must:
- 7.1.1 Complete an Application for Early Admission, which is available from administrative centers or online-and
  - 7.1.2 Submit a written approval from the high school principal, counselor, or equivalent to take college courses while a high school or secondary student.
- 7.2 Only secondary students who meet these requirements are eligible to enroll in college course work while in high school. Early admission students are not eligible for financial aid. The President's designee may grant exceptions to these standards for entry may be granted by the Provost upon appeal upon request of the student and for good cause shown. Early admission students are not eligible for financial aid.

## **Section 8. Admission Requirements - Readmission Students**

- 8.1 A "readmission student" is defined as any student who has previously enrolled at WVU Parkersburg as a student. To be fully admitted under readmission requirements, a student must:
- 8.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online, if the student has not been enrolled for at least one academic year, and
  - 8.1.2 If the student has attended any other college since last enrolled with WVU Parkersburg, complete additional requirements for readmission transfer as established by the President's designee.

## **Section 9. Admissions Requirements - Non-degree Students**

- 9.1 A "non-degree student" is a person who has no plans to earn a degree or certificate at WVU Parkersburg and who does not intend to register for more than two courses in any semester. To be fully admitted under non-degree requirements, a student must complete an Application for Admission, which can be found at each administrative center of the college or online.
- 9.1.1 Complete an Application for Admission, which can be found at each administrative center of the college or online.
- 9.2 The nNon-degree students is are not eligible for financial aid.

## **Section 10. Admissions Requirements - International Students**

- 10.1 An "international student" is defined as a citizen of a foreign country who seeks admission to WVU Parkersburg. All documents must be on file by April 1 for admission to the subsequent fall semester and by October 1 for admission to the subsequent spring semester.
- 10.2 To be admitted as an international student, an applicant must, in addition to meeting the admission requirements of the student type for which they have applied:
- 10.2.1 Complete an International Application for Admission, which can be found at each administrative center of the college, submitted online, or can be emailed to any requesting individual.
- 10.2.2 Submission of certified copies of secondary school transcripts is not necessary unless the student is seeking transfer credit from the institution.
- 10.2.3 If transferring to West Virginia University at Parkersburg, submit a copy of official transcripts from all prior institutions attended transcripts. If the prior institution's location is outside the United States they student must be sent send the transcripts for evaluation to an accredited international transcript evaluation service as identified by the Registrar. The student shall pay for all fees for such services are to be paid by the applicant. International students are not required to submit certified copies of secondary school transcripts, unless they are seeking to transfer credit from the secondary institution.
- 10.2.4 Submit regional examination scores, if applicable, that have been evaluated and verified by the testing agency; no failures are accepted, and test scores should represent competency levels equivalent to a grade of "C."
- 10.2.5 Submit a score on the Test of English as a Foreign Language (TOEFL) of 173 for the computerized test, 60 or higher on the Internet based TOEFL and 500 for the paper test. A score of 7 or higher on the IELTS academic test will also be acceptable. If TOEFL is not available, WVU at Parkersburg also accepts the STEP EIKEN Proficiency 2A which is equivalent to the 500 score TOEFL. These scores must be sent to the college by the STEP EIKEN institute. An alternate means of English proficiency may be used if the student is attending WVU Parkersburg as part of a Cooperative Education Project Agreement between a recognized higher education institution and West Virginia University at Parkersburg as defined by said agreement.
- 10.2.6 Submit a notarized Affidavit of Financial Support showing financial commitment by the student and/or sponsor(s) equaling no less than the amount calculated by the Office of Financial Aid for an out-of-state student not living at home. Different levels and sources of necessary support may be defined by a Cooperative Education Project Agreement. Such agreements may supersede the requirement of an

Affidavit of Financial Support if alternate forms of funding are defined in the Cooperative Education Project Agreement.

10.2.7 All individuals and institutions providing funds listed in the Affidavit of Financial Support (if required) must provide certified bank statements (for private individuals) or statements of sponsorship (for institutions). Bank and / or sponsorship statements can be no older than 6 months at the time of submission.

10.2.8 Submit a copy of a current passport.

10.3 Upon receipt of all documentation, the Center for Student Services will complete an evaluation and notify the student of an admissions decision. The student shall submit All outstanding documents must be submitted to the Center for Student Services before the college can grant admission to the college can be granted.

10.4 Upon confirmation of a positive admission decision and confirmed deposit of funds with the Business Office of the college, the Center for Student Services will issue an I-20.

10.5 ~~Students who have not attained the necessary TOFEL, IELTS, or STEP EIKEN scores, and but who wish to participate in the WVU Parkersburg English as a Second Language (ESL) course of study, may do so provided that they complete all other provisions as defined in section 10 of this policy. The I-20 will be issued to qualifying students for ESL study according to federal regulations.~~

10.5.1 ~~Students will be limited to two consecutive semesters of participation in the WVU Parkersburg English as a Second Language course of study.~~

10.5.2 ~~Students completing two consecutive semesters or less must then pass a test of English proficiency as identified by the Office of Academic and Student Affairs or in this policy in order to be eligible for continued study at WVU Parkersburg.~~

10.5.3 ~~Students who complete two consecutive semesters and fail to meet the pre requisites for additional classes at WVU Parkersburg will not be allowed to continue study at this institution and will not be issued an additional student visa documentation.~~

## Section 11. Admission requirements - Provisional Admission

11.1 Applicants for admission who do not meet all of the requirements stated in Sections 4 through 10 above may be granted Provisional Admission for one semester by the President's designee. Such students must meet the Requirements for General Admission must be met by the completion end of the first semester enrolled to continue enrollment at WVU Parkersburg. Provisional Admission students are not eligible for financial aid.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2021**

**ITEM:** Approval in Principle of Lease with Coplin Clinics

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors grants authority to President Christopher Gilmer to finalize negotiation and execute on its behalf a lease agreement with Coplin Clinics to open and operate a public primary care health clinic on the Parkersburg campus, pursuant to final approval by local, state, and federal regulatory authorities.

**STAFF MEMBER:** Chris Gilmer, President, and Brady Whipkey, Vice President for Facilities and Internal Affairs

**BACKGROUND:**

The Board of Governors of WVUP and of the Board of Directors of Coplin Clinics, having signed an exploratory Memorandum of Understanding in 2020 to open a public primary care health clinic on the Parkersburg Campus of WVUP, now wish to enter into a lease agreement to bring the initial MOU to fulfillment. An advanced draft of the lease document is included for your consideration.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2021**

**ITEM:** Approval of Incorporation of R and D Corporation

**RECOMMENDED RESOLUTION:** *Resolved, that the West Virginia University at Parkersburg Board of Governors invests President Christopher Gilmer with the authority to incorporate a nonprofit Research and Economic Development Corporation on behalf of WVUP to provide an additional nonprofit fiscal agent for the receipt and management of grants and other external funds.*

**STAFF MEMBER:** Chris Gilmer, President

**BACKGROUND:**

While Research and Economic Development Corporations are not common at community colleges, they are common at universities to provide a more flexible means for the university to acquire and manage grants and other external funds in support of special projects to promote economic, educational, and cultural development of the university and the communities it serves. Possible examples of projects for the corporation include a partnership with the Oil and Gas Museum, expansion of the Riverhawk Farm, and other similar ventures. WVUP's proposed corporation is modeled on the long-established corporation founded by West Virginia State University. Additional background information is included in your Board packet. The proposed corporation will not be affiliated with, but also will not compete with, the WVU at Parkersburg Foundation, the primary function of which is to raise and administer funds for student scholarships and similar purposes that are not primarily related to research or economic development.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2021**

**ITEM:** Approval of MOU with Oil and Gas Museum

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors invests President Christopher Gilmer with the authority to finalize and execute on its behalf a Memorandum of Understanding to support the Oil and Gas Museum as a member of the Arts Collaborative of the Mid-Ohio Valley in carrying out its daily operations and to engage in joint planning and private fundraising to support mutual projects. The University does not anticipate expending WVUP's funds in the execution of this MOU.

**STAFF MEMBER:** Chris Gilmer, President

**BACKGROUND:**

The Board of Directors of the Oil and Gas Museum approached President Gilmer through Dean Senta Goudy and has requested that WVUP, through the Arts Collaborative of the MOV and other relevant channels, partner with the Museum in carrying out its short-term functions and establishing its long-range goals, and engages with the Museum in joint fundraising toward this end, with the possibility of a more substantial realignment with WVUP to be discussed as this MOU progresses. The Museum's Board retains complete managerial authority and responsibility over the Museum at this time. The Museum's Board has already endorsed this MOU, attached for your review.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2021**

**ITEM:** Approval to Extend WVU Parkersburg Proud

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors endorses the extension of the WVU Parkersburg Proud Campaign with a new non-binding goal of raising an additional \$5 million in external funds in five years, all in support of WVUP. Further, the Board endorses the widespread implementation and marketing of this campaign.

**STAFF MEMBER:** Chris Gilmer, President, and Torie Jackson, President and CEO of the WVU at Parkersburg Foundation

**BACKGROUND:**

As part of the inauguration of WVUP's President Chris Gilmer, Dr. Gilmer announced, in partnership with the WVU at Parkersburg Foundation, the WVU Parkersburg Proud campaign, the first systemic, sustained, goal-setting, and deliberate major fundraising initiative in the history of WVUP. With a goal of raising \$3 million in three years, the initiative raised more than \$6 million in two years, doubling its goal in two-thirds of the allocated time, through winning competitive grants and securing private donations. Based on this initial success, the goal of \$5 million over five years, to be announced as part of WVUP's 60<sup>th</sup> Birthday Year, seems ambitious, but entirely achievable. The Board of Directors of the WVU at Parkersburg Foundation has already endorsed this extension with this proposed new goal. The goal is aspirational, but is not binding to this Board, to the Foundation Board, or to WVUP.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2021**

**ITEM:**

Approval of salary increases to classified staff in accordance with the West Virginia salary scale as approved by the State of West Virginia for qualified employees, and to promote equity in salary among classified staff.

**RECOMMENDED RESOLUTION:**

*Resolved*, that the West Virginia University at Parkersburg Board of Governors authorizes President Christopher Gilmer to implement pay increases on or before October 1, 2021, to bring classified employees in line with the state salary scale, and to promote equity in salary among classified staff, in an amount not to exceed the \$175,000 previously approved in the FY 2022 budget. Should the amount exceed \$175,000, the Board authorizes the President to act on the Board's behalf in implementing raises in consultation with the Chair of the Board and the EVP of Finance and Administration in making any necessary budgetary adjustments which remain within the total of the approved budget.

**STAFF MEMBERS:**

Chris Gilmer, President, and Alice Harris, Executive Vice President of Finance and Administration

**BACKGROUND:**

In 2019, West Virginia University at Parkersburg pledged its commitment to increase classified employee salaries to include recognition of each employees experience at their current position. The approval of this payment is step one of the process as we continue to work toward salary equity in consultation with and with approval of this Board.