

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JUNE 14, 2022
AGENDA**

Members

Steve Hardman, Board Chair
Joe Oliverio, Vice Chair
JP Hushion, Secretary
Donna Smith
Jeff Matheny
Jason Landers

John Denbigh
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 14, 2022

| | | |
|------------|---|--|
| 11:30 a.m. | Executive Committee | President's Office |
| 12:30 p.m. | Lunch | Francis & Nina Phares Board Room (Room 1300A) |
| 2:00 p.m. | Academic and Student Services Committee | Room 1330/Zoom |
| 2:00 p.m. | Administrative Services Committee | Room 1329/Zoom |
| 3:15 p.m. | Board Meeting | Francis & Nina Phares Board Room (Room 1300A)/Zoom |

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of June 14, 2022
Francis & Nina Phares Board Room/Zoom
3:15 p.m.

- | | | | |
|----|--|---|----|
| 1. | Call to Order | Board Chair, Steve Hardman | |
| 2. | Roll Call | Brady Whipkey Secretary to the Board | |
| 3. | President’s Report | Dr. Chris Gilmer, President | |
| 4. | Approval of Minutes | | |
| | • Regular Meeting – April 12, 2022 | | 5 |
| | • Special Meeting – May 3, 2022 | | 13 |
| 5. | Committee Reports | | |
| | • Executive Committee | Steve Hardman | |
| | • Academic and Student Services Committee | Joe Oliverio | |
| | • Administrative Services Committee | John Denbigh | |
| | • Nominating Committee | John Denbigh | |
| 6. | Information Items | | |
| | • Fiscal Update | Alice Harris, Executive VP Finance & Administration | 15 |
| 7. | Action Items | | |
| | • Approval of FY 2023 Budget | Dr. Chris Gilmer, President Alice Harris, Executive VP Finance & Administration | 16 |
| | • Approval of Pay Increase for FY 23 for Full-Time Employees | Dr. Chris Gilmer, President Alice Harris, Executive VP Finance & Administration | 20 |
| | • Approval of Pay Increase for Adjunct Faculty and Full-Time Overload Contracts | Dr. Chris Gilmer, President Alice Harris, Executive VP Finance & Administration | 22 |
| 8. | Possible Executive Session under the authority of WV Code §6-9A-4(b)(2A), to discuss confidential personnel matters. | | |

9. Board Comments/Announcements

10. Next Meeting
TBD

11. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
April 12, 2022

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday April 12, 2022, in the Francis & Nina Phares Board Room of WVU Parkersburg and via Zoom Video Conferencing, beginning at 3:15 p.m. Board members present were: Steve Hardman, Joe Oliverio, JP Hushion, Donna Smith, Jeff Matheny, Jason Landers, John Denbigh, 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

Mr. Hardman, 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, Governors and guests. Oprah Winfrey has said many things which have stuck with me, but nothing more than this. She says: "Real integrity is doing the right thing and knowing that nobody is going to know whether you did it or not." I pause to consider, and invite you to do the same. Has each of us lived up to this definition of integrity today? How many in our world have done so? Instead of settling for less in ourselves or assuming an impure motivation on the part of others, I invite us all to consider what the world would be like if each of us held himself, or herself, or themselves to this definition, and if we met each person with the assumption that she, or he, or they is internally holding to the same standard. I find myself wondering if we tried just a little bit harder whether we might always be able to muster that same sense of personal integrity which Oprah so well defines and that same ability to greet others with trust that I saw on the face of my infant great-nephew when I recently held him in my arms. Just a thought and a wish for a world which has become so much less trusting that it used to be.

While I caution us that drawing any conclusions is premature, as of Friday, April 8, we needed only 45 more FTE students to begin with level enrollment for summer 2022 with 46 or more representing an increase. Fall enrollment projections, Friday compared with the same day in the last enrollment cycle, indicate that we are up 22 percent. Both of these statistics are excellent and very encouraging leading indicators, but final enrollment totals are weeks down the road for summer and months down the road for fall. Still, this trend is encouraging and reinforces my projection, if the pandemic

continues to abate, that enrollment will rise above pre-COVID numbers in the near future. This is a good place at this time in the calendar year.

We look forward to hosting our first large-scale indoor events at WVUP since the pandemic began with a focus on commencement weekend. Leading up to commencement, we will make a formal announcement on May 4 of the C.O. and Charles F. Erickson Endowed Chair in Entrepreneurship and will recognize and celebrate the founding gift of the Erickson Foundation which is making WVUP's first endowed faculty chair possible. Laurie Erickson and Kathy Eddy will represent the Erickson Foundation. In the weeks following commencement, we will publish eligibility criteria and name a selection committee to have the first faculty chair in place to begin the fall semester. Current faculty members from any discipline may apply.

On Friday, May 6, at 7 p.m. in the WVUP theater, the evening prior to commencement, nationally renowned virtuoso violinist, Dr. Tami Lee Hughes, will present the President of WVUP's Concert for Healing. Dr. Hughes is developing a special program of inspirational music with a healing theme to begin our community's journey back from the COVID-19 pandemic. Tickets will be free and available from the Office of the President to the college community and the general public. Funds for this concert were privately raised, and no tuition or state funds are being used to support it. We will also celebrate the Arts Collaborative of the Mid-Ohio Valley and its funder, The Ross Foundation, as part of this concert event.

Dr. E. Gordon Gee, President of West Virginia University, will serve as our commencement speaker at 2 p.m. on Saturday, May 7, in the multi-purpose facility. Dr. Gee is generally acknowledged as the dean of university presidents, and we are deeply honored that such a distinguished West Virginian and an internationally renowned leader in higher education will speak to our graduates that day. We have the largest number of graduates scheduled to participate in the face-to-face ceremony that we have had in many years, and we are preparing overflow seating with Internet access for an expected overflow crowd. The ceremony will also be streamed live over the Internet. In addition to recognizing the Erickson Foundation as our Philanthropist of the Year, WVUP will also recognize at commencement the recipient of its Alumni of the Year Award, Alumna Christie Willis, assistant superintendent and incoming superintendent of the Wood County Schools, and its Business Partner of the Year, The Blennerhassett Hotel. We also expect to celebrate the McDonough Foundation's Faculty Member of the Year to be determined by the faculty and local business leader Justin Raber who made the largest donation at the United Way's Christmas Parade of Trees by purchasing the WVUP Foundation's tree for \$10,000 which we are matching with a student scholarship. This year's spring commencement promises to be one of the most exciting events held on our campus in a long time.

I am truly delighted and very proud to announce two large grants which have finally come to fruition since your last meeting. We have been discussing the \$570,000 Congressionally-directed grant for the Riverhawk Farm, sponsored by U.S. Senators Joe Manchin and Shelley Moore Capito, and this grant has recently been formally announced. We received excellent publicity on the WTAP news and in the *Parkersburg*

News and Sentinel this week for our work at the farm, thanks to Brett Dunlap and Mitchell Blahut. I remind the Governors that all of the expenditures made on the farm to date have been funded by private philanthropy and grant writing with additional grants already written and pending. We are, of course, now in the process of submitting our next request for Congressionally-directed funding which is to support our workforce development incumbent worker training. In other equally exciting grant news, Dean Kathy Frum and others worked very hard with a small window of time to secure \$690,000 from a fund established by Governor Jim Justice. WVUP will use these funds to create an expedited LPN to RN nursing training model to meet a critical need for the MOV community and the State of West Virginia. Governors, please join me in recognizing Dean Frum and her team for this accomplishment.

WVUP student Fiona Lane has recently been selected for the prestigious honor of the 2022 All-West Virginia Academic Team and is being recognized by The Coca-Cola Scholarship Foundation, Phi Theta Kappa, and the Office of Chancellor Sarah Armstrong Tucker. Fiona is so diligent with her studies that she could not leave her clinical rotation to take part in this meeting, but I ask our lead PTK Advisor, Marie Butler, to stand in recognition of this accomplishment and the many other awards and accomplishments of our PTK chapter this year. On your behalf, Marie and I will present Fiona with her beautiful medallion and certificate at a later time. Student Hayley Hufford has been selected to attend Disney College at Walt Disney World to gain real-life work and creative experience, and WVUP's Got Talent resulted in three student winners last week from a strong field of 13 competitors: Performance Winner Savanna Stolper, Fine Arts Winner Joseph Whipkey, and People's Choice Winner Autumn McKenna. Unique to this year's competition was an all-students panel of judges. Professor Jeff Holland and his business students earned a Global Top 100 ranking in an international competition. In fact, our team tied for Best Overall Score Performance of the Week, worldwide. There are 45,319 students in 2,462 classes at 443 locations in 46 nations participating in this competition, so that certainly makes me WVU Parkersburg Proud. Governors, Dean Holland and student James White are here today for your recognition. Additionally, our marketing team including our professional staff and student interns recently won five national awards in the 37th Educational Advertising Awards, one gold, three silver, and one bronze, bringing our three-year total to 23 national awards, the most of any college or university in West Virginia. What is most unique and special about this recognition is that while many if not most universities submit entries which were developed at significant cost by professional marketing firms, our entries and all of our marketing materials are developed by our talented team in-house, including significant leadership by students, allowing our marketing dollars to go much further toward saturating the MOV market with positive branding and messages about WVUP.

WVUP's Staff Council is undertaking an innovative fundraiser to raise funds for scholarship support of the children of our staff. I consider this to be one of the most unselfish and powerful volunteer efforts ongoing at this time, and while I thank them for their leadership, I also thank all of those on and off campus who have donated designer purses and exciting supplemental items. I look forward to joining Staff Council later this week to assist with the finalization of the raffle and the awarding of the big prizes. This is just one of many examples of the members of our community looking out for and

supporting the members of our community, and it makes me WVU Parkersburg Proud. Our OPEN Task Force has been busy promoting Diversity, Equity, and Inclusion (DEI). WVUP recently participated in Transgender Day of Visibility, and student Coleen Nicoles presented original creative work. Faculty member Danielle Kelly will present a master class in creative writing on April 12 followed by an open poetry reading on April 19. The poetry reading will be one of the first major events held in our newly renovated courtyard, and both of these upcoming OPEN events are to celebrate National Poetry Month and Sexual Assault Awareness Month.

The administration has been busy on our campuses and in our communities. EVP Alice Harris has been selected to fill a two-year term as treasurer of the Board of the Sisters Health Foundation. We have a long history partnering with this Foundation, currently through our support of the Substance Abuse Collaborative of which I am on the Board of Directors. COO Torie Jackson and I recently traveled with a group of local business leaders to Columbus, Ohio, where we toured the manufacturing facility of the company creating the exhibits for the Discovery World Children's Museum. The Governors were treated to a visit by Discovery World's Board Chair Tres Ross and Executive Director Wendy Shriver at lunch today, and I am honored to serve as Vice Chair of this Board. Fall 2022 promises to be an especially exciting time in the MOV as this world-class museum opens its doors. Dean Senta Goudy and I visited with Oil and Gas Museum President Paul Hobitzell and Delegate Vernon Criss as Delegate Criss presented state funding to complete physical plant repairs to the museum in downtown Parkersburg. WVUP's Memorandum of Understanding with the Oil and Gas Museum continues to serve both entities well, and we expect the museum to draw even closer to WVUP in the future. I was honored to serve as a VIP representative on the Wood County Society's recent telethon which raised more than \$250,000 in one day for this most worthy local nonprofit, and I was asked to Chair the awards committee for the Community Colleges of Appalachia's annual awards competition since WVUP won the coveted Ivester Innovation Award last year. Torie Jackson and I held a transition meeting with outgoing Wood County Schools Superintendent Will Hosaflook and incoming Superintendent Christie Willis to finalize a draft Memorandum of Understanding to come before you today broadly outlining our proposed joint cosmetology program. Further, we discussed ways to enhance already strong collaboration with the district and also with the Jackson County Schools since Mr. Hosaflook will take over as superintendent there. At the suggestion of Governor John Denbigh, I recently met with Steve McDavid, Esquire, President of the Algernon Sydney Sullivan Foundation in Oxford, Mississippi, and began the process of WVUP's application to be part of their prestigious network of colleges and universities committed to service learning. Their Foundation partners with many of the most prestigious institutions of higher learning in the southern United States, and we are hopeful that soon WVUP might be listed among their distinguished company.

EVP Harris and I are meeting regularly to prepare a proposed budget for the next fiscal year for this Board to consider at its summer meeting, and we anticipate presenting you with a balanced budget at that time. The compensation task force continues to meet, making progress toward non-binding recommendations to the administration and Board on salary equity, and a team of highly qualified consultants with both accreditation and subject matter content expertise has begun its work under the leadership of Provost

Chad Crumbaker and the divisional deans with a report expected by the end of summer 2022 that will greatly inform our preparation for the 2024 reaffirmation site visit of the Higher Learning Commission (HLC). The vice presidents are excelling in their leadership role of our strategic planning process expected to result in a new stakeholder-informed strategic plan by the end of summer 2022. They reported to the committees of this Board earlier today, and I am very pleased with the volume and robustness of stakeholder feedback received to date since we have so far employed online technologies to gather information due to the pandemic.

Governors, unless there are questions and with great respect for this Board, this concludes my report.

4. Approval of Minutes

Chairman Hardman, stated the minutes from the Regular Board meeting of March 8, 2022 are submitted for review. Ms. Smith motioned to make one correction to the resolution for tuition increase to reflect the amended increase. Minutes are approved with this correction being made.

5. Committee Reports

- Executive Committee

Chairman Hardman reported that the Executive Committee met to discuss the appointment of a nominating committee and discuss Strategic Planning Sessions. Chairman Hardman reported that Board Members Jeff Matheny and John Denbigh would serve as the nominating committee and present a slate of officers at the June 14, 2022 Board Meeting to be voted on by the full Board of Governors.

- Academic and Student Services Committee/Administrative Services Committee

Chairman Hardman reported the Academic and Student Services Committee and the Administrative Services Committee combined to one meeting to provide a full report on the Strategic Plan to all Board members at once.

6. Information Items

- Fiscal Update

EVP Harris provided a detailed report on the budget summary as of month ending March 31, 2022. With review and discussion, Ms. Harris answered questions from the members.

7. Action Items

- Approval of Five-Year Program Review

Provost Crumbaker presented to the Board the resolution for approval of Five-Year Program Reviews for 2021-2022.

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

Ms. Smith seconded the motion. Motion passed.

- Approval of Cosmetology MOU

President Gilmer and COO/EVP Jackson, presented to the Board the resolution for approval of Cosmetology MOU. The administration of WVUP and the administration of the Wood County Public Schools have been negotiating a MOU to co-develop and co-administer a cosmetology program for a year. Having negotiated general agreement about the roles and needed expenditures of each party, and having come to consensus, the administrations ask their respective boards to empower their chief executive officers to implement the program through this proposed MOU, within the parameters of authority granted to each CEO by the respective boards.

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 proposed Memorandum of Understanding with the Wood County Public Schools to co-develop and co-administer a cosmetology program.

Ms. Smith seconded the motion. Motion passed.

- Approval of Honorary Degree

President Gilmer, presented to the Board the resolution for approval of Honorary Degree. Dr. E. Gordon Gee is one of the most respected university presidents serving today and one of the most respected in American history. Currently serving for a second time as president of West Virginia University, Dr. Gee has been a leader in higher education for more than three decades. In 2009 *Time* magazine named him one of the top 10 university presidents in the United States. Recently, the website Great Value Colleges named him the nation's top university president. In addition to his service at West Virginia University, Gee served as president of The Ohio State University (twice), Vanderbilt University, Brown University, and the University of Colorado. Born in Vernal, Utah, Gee graduated from the University of Utah with an honors degree in history and earned his J.D. and Ed.D. degrees from Columbia University. Before starting his career in higher education, he clerked under Chief Justice David T. Lewis of the U.S. 10th Circuit Court of Appeals and was a judicial fellow and staff assistant to the U.S. Supreme Court, where he worked for Chief Justice Warren Burger. He is the co-author of over a dozen books and fulfills numerous roles of public service and leadership locally, statewide, nationally, and internationally.

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 Dr. E. Gordon Gee for serving as the speaker for the upcoming commencement, as has been the custom of this Board.

Ms. Smith seconded the motion. Motion passed.

8. Possible Executive Session under the authority of WV Code §6-9A-4(b)(2A), to discuss confidential personnel matters.

Chairman Hardman asked for a motion to move into Executive Session, under authority of WV Code §6-9A-4(b)-(2)(A) to discuss personnel matters. Ms. Smith moved to adjourn to Executive Session. Mr. Denbigh seconded the motion. The motion passed and the Board moved into Executive Session at approximately 4:06 p.m. Chairman Hardman announced the Board would return to the regular meeting at 4:27 p.m. Mr. Oliverio moved to return to regular session. Mr. Denbigh seconded the motion. Motion passed.

9. Action Items

- Consideration of Modification to President's Contract

Chairman Hardman presented to the Board the resolution for consideration of modification to the President's contract. Members of the West Virginia University at Parkersburg Board of Governors discussed the modifications to the President's contract during the Executive Session of the Board of Governors meeting. Board Chair, Steve Hardman provided a recommendation to members present. Members are asked to approve the proposed modifications as discussed. Upon approval by this Board of Governors, the proposed contract will be sent to the West Virginia Community and Technical College System (WVCTCS) for final approval.

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 modifications to the President's Contract.

Mr. Denbigh seconded the motion. Motion passed.

10. Board Comments/Announcement

None

11. Next Meeting

Next meeting will be held June 14, 2022.

12. Adjournment

With no further business to be discussed, Chairman Hardman, adjourned the regular meeting of the Board of Governors.

Respectfully submitted,

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

Steve Hardman, Chair

JP Hushion, Secretary

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
May 3, 2022

A special meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday May 3, 2022, in the Francis & Nina Phares Board Room of WVU Parkersburg and via Zoom Video Conferencing, beginning at 3:00 p.m. Board members present were: Steve Hardman, Joe Oliverio, JP Hushion, Donna Smith, Jeff Matheny, Jason Landers, John Denbigh, 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

Mr. Hardman, 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. Possible Executive Session under the authority of WV Code §6-9A-4(b)(2A), to discuss consideration of Interim President

Chairman Hardman asked for a motion to move into Executive Session, under authority of WV Code §6-9A-4(b)-(2)(A) to discuss consideration of Interim President. Mr. Denbigh moved to adjourn to Executive Session. Ms. Smith seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:06 p.m. Chairman Hardman announced the Board would return to the regular meeting at 4:55 p.m. Mr. Denbigh moved to return to regular session. Ms. Smith seconded the motion. Motion passed.

4. Action Items

• Consideration of Selection of Interim President

Chairman Hardman presented to the Board the resolution for consideration of selection of Interim President. West Virginia University at Parkersburg President, Chris Gilmer, has submitted his request to terminate his current contract. The Board of Governors will consider the approval of the appointment of an Interim President to fill this vacancy. Final approval is contingent upon approval of the proposed contract by the West Virginia Community and Technical College System.

After review and discussion, Mr. Oliverio moved to approve Dr. Torie Jackson to the position of Interim President of West Virginia University at Parkersburg, for a period to be determined at a salary to be negotiated and determined by the WVCTC effective July 1, 2022 and allow said person to be considered at the appropriate time for the permanent President position pending the search criteria to be established.

Mr. Denbigh seconded the motion. Motion passed with Ms. McFee voting against.

5. Adjournment

With no further business to be discussed, Chairman Hardman, adjourned the special meeting of the Board of Governors.

Respectfully submitted,

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

Steve Hardman, Chair

JP Hushion, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of May 3, 2022**

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, 2022.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 14, 2022**

ITEM: 2022-2023 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 2022-2023

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 23 operating and capital budgets for WVUP are presented for approval.

An explanatory memo and the budget documents are attached.

June 14, 2022

To: Board of Governors

RE: FY 22 Budget Development

Greetings Board Members,

Attached, please find copies of the FY 2023 budget for your review and approval. WVU Parkersburg is statutorily required to submit a budget to the West Virginia Community and Technical College System (WVCTCS) annually.

The budget preparation process began in November 2021 when budget worksheets were distributed to all budget managers. Budget managers were asked to submit a budget request that included all costs necessary to operate their programs. After the initial submission, the finance staff held budget justification meetings, allowing each division to defend its budget request. Part of this defense was that each division was required to document how their budget request helped the college achieve the goals outlined in the strategic plan.

Major Budget Points Explained:

Included in the FY 2023 budget is a request from the WVUP administration for Board approval to carry over unexpended reserve funds approved for various projects prior to 6/30/2022 totaling \$820,000 to the FY 2023 budget. Requests to utilize these reserve funds were approved in prior fiscal years but remain unexpended because we were able to utilize the current year's net income to meet our obligations rather than dipping into reserves. Approval of the carryover to FY 2023 will ensure that the university will have sufficient funding to meet its strategic objectives as we continue to recover from the impact of the COVID 19 pandemic.

Appropriation Revenue – Appropriation revenue reflects the restoration of the 1.5% reduction in funding as identified in FY 2022. In addition, the Legislature approved additional appropriations of \$480,402 to provide pay increases for all full-time eligible employees.

COVID Stimulus Round II Revenues – WVUP set aside \$900,000 of COVID stimulus funds to cover any revenue shortfalls caused by the ongoing effects of the pandemic. The U.S. Department of Education allows this pool of funds to cover expenses created by the impact of COVID-19.

Tuition Revenues – The tuition and fee revenues are based on projected enrollment levels times the requested hourly tuition rate. Tuition and fee revenue is budgeted conservatively, based on current enrollment trends, and includes the 5% tuition increase previously approved by the Board.

Grant Revenues – Grant revenues and expenses reflect only those grants that we are aware of as of the date of preparation of the budget.

Other Revenues – Due to decreases in interest rates, miscellaneous income includes decreases in investment income.

Faculty Salaries – Faculty salaries increased due to legislatively-funded pay raises.

Classified Staff – The FY 23 budget reflects increases resulting from legislatively-funded pay raises

Nonclassified Staff – The FY 23 budget reflects a reduction of 3 FTEs which is somewhat offset by legislatively-funded pay raises.

Payroll taxes, benefits, and employee insurance – Payroll taxes and benefits changed in proportion to faculty and staff salary changes.

Advertising and Promotion – Increasing funding available for the promotion of the college was identified as a top strategic priority as it has a direct impact on the recruitment of students and, ultimately, enrollment levels. The increase will allow for targeted marketing campaigns and additional saturation to improve the effectiveness of the campaign. Increases are funded by the utilization of carryover cash reserves approved by the BOG in FY 2022.

Hospitality & Food – This category includes the cost of food to operate Ricky's Café.

Student Activities – Due to staff reductions, additional funds from the student activity fee collected from students are available for student activities, lecture series, and targeted diversity and equity training programs.

Other General Expenses – Increases in other general expenses are related to ASCEND and Benedum grant stipends for students.

Utilities – Utility expenses have been adjusted to reflect the cost savings experienced in recent years due to energy-saving improvements.

Travel – The majority of the increase in travel is due to an increase in the number of admissions counselors in support of the approved strategic enrollment plan.

Professional, consultants, contract labor – this category is a catch-all for all non-employee-related payments to consultants and temporary employees. This category also includes salary reimbursements paid to Learn N Earn participating companies.

Capital Projects – The capital projects budget for FY 2022 is included in this package. These small but essential projects represent necessary upgrades and repairs and keep the WVUP physical plant aesthetically pleasing and operating efficiently. The increase

over the prior year reflects the completion of the business office and Coplin Clinic renovations which began in FY 2022.

As always, if you have questions, I will do my best to provide you with answers.

Alice M. Harris, CPA

Executive Vice President of Finance & Administration

**West Virginia University at Parkersburg Board of Governors
Meeting of June 14, 2022**

ITEM: Approval of a \$2,100 annual pay increase effective for the pay period beginning July 1, 2022, for all WVUP eligible full-time employees. Eligible full-time employees are those who were employed by WVUP on March 12, 2022, when the FY 2023 budget bill (SB 250) was signed into law.

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a \$2,100 pay increase for eligible WVUP employees as described below.

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

BACKGROUND:

During the recently completed West Virginia legislative session, Senate Bill 250 provided West Virginia University at Parkersburg with a \$480,402 increase in FY 23 state appropriations which are designated by the Governor for salary increases to full-time state employees.

When approved, the pay increases will be applied as follows to each group:

Faculty – All full-time regular faculty who have a minimum of nine months of credited service with West Virginia University at Parkersburg as of June 30, 2022, and are returning for the Fall 2023 term will be granted a \$2,100 pay increase beginning with their FY 23 contract date. Temporary faculty and those with less than nine months of credited service as of June 30, 2022, will not be eligible for this pay increase. The estimated cost of this pay increase will be \$150,360.

Nonclassified Staff – All eligible nonclassified regular staff employed at West Virginia University at Parkersburg on March 12, 2022, will receive a \$2,100 pay increase to be paid in equal amounts during FY 2023's 26 biweekly pay periods. The estimated cost of this pay increase will be \$107,400

Classified Staff – All eligible classified regular staff employed at West Virginia University at Parkersburg on March 12, 2022, will receive a pay increase in the amount of \$2,100 to be paid in equal amounts during FY 2023's 26 biweekly pay periods. The estimated cost of this pay increase is \$222,642.

Budget Justification

The increase is to equitably allocate the funding provided in budget bill SB 250 to the full-time, benefits-eligible employees at WVUP. By allocating the available funding in a flat amount per eligible employee, those employees in the lower pay scales receive a higher percentage increase per hour than those in the upper payroll scales, putting more money in the pockets of those who need it than would have been provided by a flat across-the-board percentage increase.

Adjunct faculty pay will be addressed by a proposed revision of Answer Book Policy IV-16A which is presented in a separate resolution.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 14, 2022**

ITEM: Approval of a \$65 per credit hour across the board pay increase for adjunct faculty and full-time faculty with overload contracts beginning for all contracts initiated for the Fall 2022 semester and thereafter.

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a \$65 per hour pay increase for adjunct faculty and full-time faculty with overload contracts beginning with the Fall 2022 term which are reflected in the proposed changes to the attached WVUP Answer Book Policy IV-16 A.

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

BACKGROUND:

During the current fiscal year, President Gilmer convened a compensation task force to review the salary structure of WVUP. Members of the task force expressed concern about the wages paid to our adjunct faculty and ask me if I could do a market survey of adjunct pay within the WVCTC system.

I reached out to my CFO colleagues in the system and gathered the following information on Adjunct Faculty Pay.

| <i>College</i> | Bachelors Credential Rate Per Hour | Masters Credential Rate Per Hour | Doctoral Credential Rate Per Hour |
|--------------------------------------|---|---|--|
| <i>Blue Ridge CTC</i> | \$500 | \$600 | \$700 |
| <i>Bridge Valley CTC</i> | \$500 | \$600 | \$600 |
| <i>Mt. West CTC</i> | \$465 | \$575 | \$575 |
| <i>Southern CTC</i> | \$600 | \$600 | \$600 |
| <i>WV Northern</i> | \$600 | \$600 | \$630 |
| <i>Average Rate in System</i> | \$533 | \$595 | \$621 |

Comparison of Current WVUP Rate with System Average

| <i>College</i> | Bachelors Credential Rate Per Hour | Masters Credential Rate Per Hour | Doctoral Credential Rate Per Hour |
|--------------------------|---|---|--|
| <i>System Average</i> | \$533 | \$595 | \$621 |
| <i>WVUP Current Rate</i> | \$485 | \$535 | \$565 |

Comparison of Proposed WVUP Rate with System Average

| <i>College</i> | Bachelors Credential Rate Per Hour | Masters Credential Rate Per Hour | Doctoral Credential Rate Per Hour |
|---------------------------|---|---|--|
| <i>System Average</i> | \$533 | \$595 | \$621 |
| <i>WVUP Proposed Rate</i> | \$550 | \$600 | \$630 |

As the information above indicates, the proposed adjustment to WVUP adjunct pay brings adjunct pay in line with the average adjunct faculty pay in the WV Community and Technical College System.

Budget Justification

The proposed estimated \$95,500 increase is funded by a substantial decrease in the rate the State of West Virginia is charging WVUP for the cost of funding its OPEB liability. The annual rate per employee decreased by \$80 per month per full-time employee with an estimated annual savings of \$189,000.

Title: #IV-16A. Adjunct and Supplemental Employment of Instructional Personnel

Date: June 14, 2022 (replaces version dated July 1, 2018)

I. Adjunct Faculty in Credit Courses Per Each Hour of Instruction

| <u>Associates</u> | <u>Bachelors</u> | <u>Masters</u> | <u>Doctorate*</u> |
|-------------------|------------------|----------------|-------------------|
| \$480 | \$550 | \$600 | \$630 |

*The J.D. shall be considered doctoral equivalent for pay purposes.

II. Adjunct Supervision of Student Teachers

Master's Degree or higher \$350 per student teacher

III. Adjunct Clinical Faculty in Nursing

| | | |
|---|----------|---------------------|
| A. First-Year Clinics (225 hrs. per semester, maximum) | | |
| 1. Bachelor's Degree | \$35/hr. | \$7,875/ sem. max. |
| 2. Master's Degree | \$38/hr. | \$8,550/ sem. max. |
| B. Second-Year Clinics (285 hrs. per semester, maximum) | | |
| 1. Bachelor's Degree | \$35/hr. | \$9,975/ sem. max. |
| 2. Master's Degree | \$38/hr. | \$10,830/ sem. max. |
| C. Laboratory Instruction | \$35/hr. | |

IV. Adjunct Laboratory Course Instructors

(Three-credit classes in Applied Technology programs that meet for six clock hours per week.)

| | |
|------------------------------|--------------------------|
| 1. Bachelor's Degree or less | \$17.00 per contact hour |
| 2. Master's Degree or higher | \$18.00 per contact hour |

V. Full-Time Faculty Supplemental Pay Rates

A. Overload classes in Fall or Spring Semester Per Each Hour of Instruction.

| <u>Associates</u> | <u>Bachelors</u> | <u>Masters</u> | <u>Doctorate*</u> |
|-------------------|------------------|----------------|-------------------|
| \$480 | \$550 | \$600 | \$630 |

*The J.D. shall be considered doctoral equivalent for pay purposes.

B. Special non-instructional projects \$22/hour

C. Full-Time Faculty in Summer Classes Per Each Hour of Instruction

| | | | |
|-------------------|------------------|----------------|-------------------|
| <u>Associates</u> | <u>Bachelors</u> | <u>Masters</u> | <u>Doctorate*</u> |
| \$600 | \$705 | \$780 | \$825 |

*The J.D. shall be considered doctoral equivalent for pay purposes.

Full-time faculty are compensated for teaching summer classes with the expectation that they will be available to meet with students, advise first-time and transient students, serve on committee assignments, and perform other duties normally associated with their courses, programs, and divisions.

VI. Non-Credit Instruction

- | | |
|--|---|
| A. Instructor for the delivery of short-term program through Workforce & Economic Development (WED) which does not lead to a recognized 3 rd party credential | \$ 39.00 per hour |
| B. WED Program Development/Curriculum (must be a new program and subject to availability of funds) | \$ 22.00 per hour |
| C. WED instructors for community education/personal enrichment courses | \$ 28.00 per hour |
| D. WED instructors for delivery of highly technical material or those authorized to deliver training or testing leading to a recognized 3 rd party credential | Negotiated rate not to exceed \$ 55.00 per hour |
| E. State Approved Course Program Coordinator stipend (i.e. Certified Nursing Assistant program requirement) | \$700.00 per year |
| F. WED Honorarium for Seminars | \$100.00 minimum |
| G. Contract Courses Business, industries, or organizations that contract the college to develop and deliver a course specifically for their own personnel may negotiate a salary and other expenses (e.g., travel, preparation, etc.) that will be covered entirely by the sponsoring agency. | Negotiated rate |
| H. Professional Development & Technical Certifications Highly qualified persons for Professional Development courses or courses resulting in technical certification may be hired at fee levels commensurate with existing custom and practice in the business and industry market. | Negotiated rate |

Note: All rates are effective beginning Fall 2022 term (2023-01)

Responsible Administrator: Director of Human Resources, 304-424-8212