

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

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**SEPTEMBER 20, 2022  
AGENDA**

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## Members

Steve Hardman, Board Chair

Joe Oliverio, Vice Chair

JP Hushion, Secretary

Donna Smith

Jason Landers

Stephanie McCoy

Ami Shaver

Blaine Hess

Savannah Morgan

Dr. Rose Beebe

Cody Irick

Lauren Hissem

Dr. Torie Jackson  
President



# SCHEDULE

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

**Tuesday, September 20, 2022**

11:30 a.m.	Executive Committee	President's Conference Room – Room 1100
12:30 p.m.	Lunch - EPPAC	Francis & Nina Phares Board Room – Room 1300
2:00 p.m.	Academic and Student Services Committee	President's Conference Room – Room 1100
2:00 p.m.	Administrative Services Committee	WVUP Proud Conference Room – Room 1207
3:15 p.m.	Board Meeting	Francis & Nina Phares Board Room – Room 1300

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of September 20, 2022  
Francis & Nina Phares Board Room  
3:15 p.m.

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| 1. Call to Order  | Board Chair, Steve Hardman   |
| 2. Roll Call  | Brady Whipkey<br>Chief of Staff to the President<br>Secretary to the Board |
| 3. President’s Report   | Dr. Torie Jackson,<br>Interim President                                    |
| 4. Approval of Minutes  |  |
| • Regular Meeting – August 16, 2022 .....   | 4  |
| 5. Committee Reports  |  |
| • Executive Committee   | Steve Hardman  |
| • Academic and Student Services Committee   | Joe Oliverio   |
| • Administrative Services Committee   | JP Hushion   |
| 6. Information Items  |  |
| • Fiscal Update   | Alice Harris, Executive VP<br>Finance & Administration .. 10               |
| 7. Action Items   |  |
| • Approval of WVUP Open Program Review  | Dr. Torie Jackson,<br>Interim President..... 11                            |
| • Approval of Higher Education Funding Formula<br>Mission Weight Selection  | Alice Harris, Executive VP<br>Finance & Administration .. 12               |
| 8. Possible Executive Session under the authority of WV Code §6-9A-4(b)(2A), to discuss consideration of Presidential Search and personnel matters. |  |
| 9. Board Comments/Announcements   |  |
| 10. Next Meeting<br>November 15, 2022   |  |
| 11. Adjournment   |  |

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
August 16, 2022

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday August 16, 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, Donna Smith, Jason Landers, Stephanie McCoy, Ami Shaver, Blaine Hess, Savannah Morgan, Rose Beebe, and Cody Irick. Others present included Dr. Torie Jackson 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. Swearing in of New Board Members**

The Honorable Anita Ashley, 5<sup>th</sup> Circuit Court Judge, performed the swearing in of new Board members, Blaine Hess, Savannah Morgan and Cody Irick.

**3. 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.

**4. President's Report**

Interim President Jackson delivered the following report:

Welcome, governors, WVUP family and special guests.

It's the second day of classes and a wonderful start to the semester. Last week, Vice Chair Joe Oliverio welcomed our faculty and staff to the beginning of Fall 2022 with some words of wisdom. He reminded us of how blessed we are to have the learning environments and teaching supplies that we find in abundance. He also reminded us that we are all learners.

To say the least, in the last few months, I've been learning. I'm blessed to have the opportunity to lead the institution that built me and I'm even more blessed to be surrounded by so many caring faculty and staff who feel the same way I do.

WVU Parkersburg is a special place. It was built from bond funds obtained through an election and community vision. We are a college that serves our community. We educate our students - the future workforce of our area. We teach citizenship and community service. We are partners in the growth and successes of the Mid-Ohio Valley.

(Dr. Jackson then recognized special guests from the community)

We celebrate our partnerships and our programs. No one entity alone has the capacity to be all things needed to the community - but here, at WVU Parkersburg, we play an integral role in helping all of our local leaders fulfill their visions.

It is what Governor Oliverio mentioned - opportunities for learners. We can change lives at WVUP. The proof of that stands before you. I'm a 1997 alumna of this institution - having achieved my first degree of an associate of applied science in journalism. It's been a long time since 1997. When I left this institution, I felt prepared to go into the workforce and be effective. That, I did, and I loved every story that I wrote. Yet, my path brought me back here. At first, it was an opportunity to build that same AAS Journalism program into a four-year degree - one with options that are now many because the vision of growth continues when we work to meet the needs of the community.

This entire community is full of success stories. At our opening session, four individuals were asked to share their reason for choosing WVUP - two alumni and two current students. One alum was encouraged and supported by her family to pick up the phone and call to start classes. She originally hoped no one would be nice and supportive so she could simply say she tried and it didn't work out. That's not the atmosphere of WVUP. She found so much love and support at this institution that she became a part of it and works as our alumni relations and career services executive director to assist students. Thank you, Nancy, for that dedication to our mission. The fellow alum that joined her shared a story that didn't involve support. Her husband had passed away and she had a new baby - one about the same age as her grandchild. Yet, she found the courage to attend WVUP. And, once here, found a community of support that enabled her to complete a four-year degree and find a job working with the Wood County Commission. This happened because at WVUP, she learned how to believe in herself and she gained confidence in her abilities. Her name is Cyndie Wade, and I'm honored to have had the opportunity to teach her in College 101. The students that shared their stories were Mitchel Allen and Aleeah Fletcher. Mitchel is a nursing student entering his second year at WVUP. His expectations are for a quality education that prepares him for a traveling nurse career. And the nursing faculty yelled from their table, "We've got you." They do. Our faculty and staff are so supportive of our students. The final student to speak was Aleeah. This was on her second day of working as a student worker in my office. We've decided to have a student worker at the front desk in the President's office. She's an Education major from Tyler County who recently moved to Parkersburg. She's so excited ... and yet so nervous ... to begin her first week with us. Yet, she received the same message - "We've got you." Maybe it will be one of our future taglines in marketing.

Last week was an opportunity to remind everyone that we are here for our students - our learners. We also spent much time discussing my two main goals - enrollment and assessment. I'm pleased to announce that our enrollment (minus the early college students who are still registering this week) started on Monday at ### - which is ## students increase. I've cautioned everyone to know that this is great, but we also need to remember that it doesn't include the melt from nonattendance or nonpayment. However, we are still very excited to see these numbers.

In regards to assessment, we simply shared the path of where we have been, where we are now, and where we will be when the December 2023 semester comes to a close. That will be the final semester results we can share when accreditors come to our campus in March 2024. This path is well paved and our journey down it will be fine. Sometimes, paving is about patching. That's not our solution. We have completed the difficult part of removing all the old asphalt and we've already been putting down the new pavement. Now, we are smoothing it out.

This has been a summer of much change. We wish our previous president - Dr. Chris Gilmer - the best in his adventures at Potomac State College. We've said goodbye to Vice President of Enrollment Management Steven Smith as he accepted a position in Georgia. Last week, we celebrated with Provost Chad Crumbaker, who will soon be leaving us to accept a similar position in South Carolina. Dr. Gilmer announced an academic restructuring before he left. Other announcements resulted in an administrative restructuring. Both of those brought much change to our institution. I've spent many hours in one-on-one conversations with those whose jobs were affected by the changes. Change doesn't always bring glee, but together we are moving forward.

The academic divisions of WVUP are led by four deans. We have Nursing and Health Sciences with Dean Kathy Frum, Arts and Sciences with Dean Jared Gump, Professional Studies with Dean David Lancaster, and Workforce, Technical and Computer Information Science with Dean Michele Wilson.

The administrative functions of the college are a bit different. My previous role as VP of Institutional Advancement will not be filled at this time. The VP of Enrollment Management position is also not being filled. The Provost role which oversaw both Academic and Student Affairs is being altered. Dr. David Lancaster has agreed to step in as the Interim VP of Academic Affairs. To allow him to focus on academics and assessment, the student affairs portion has been put under the President's office. We are using a team approach of marketing, recruitment, events planning and SGA to help guide our activities. You will find a very engaged group of staff and faculty members interacting with our students on campus. Next week, the President's office will host a bowling night for students and very soon a night at the Ohio Valley Speedway. We are going to make every attempt to connect with our students and help them find ways to engage in our institution and our community. The Human Resources function of the college is also reporting to the President's Office, as is Student Support Services.

In addition to Dr. Lancaster, I am joined in this adventure by two vice presidents that you know well - EVP Alice Harris and Brady Whipkey. Together, we can accomplish much.

Again, thank you for this opportunity. Know that your leadership team is WVU Parkersburg proud.

## 5. Approval of Minutes

Chairman Hardman, stated the minutes from the Regular Board meeting of June 14, 2022 are submitted for review. With no corrections to be made, minutes are approved as submitted.

## 6. Committee Reports

- Executive Committee

Chairman Hardman reported that the Executive Committee met to discuss Cosmetology grant, Administrative Restructure, Stepped Retirement, Funding Formula and other business.

- Academic and Student Services Committee

Mr. Oliverio reported Interim President Torie Jackson along with Todd Fox, provided an update the partnership between the university and Chemours.

- Administrative Services Committee

Ms. Smith reported VP Brady Whipkey, provided an update and tour of facility renovations to the Business Office, Early Learning Center-Coplin Clinic, and River Hawk farm.

## 7. Information Items

- Fiscal Update

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

- Presidential Search Timeline

Chairman Hardman provided a detailed tentative timeline for the Presidential search process. Chairman Hardman added that this timeline was tentative and could change during the process.

## 8. Action Items

- Approval of Stepped Retirement

Interim President Jackson, presented to the Board the resolution for approval of Stepped Retirement. Dr. Jackson reported that WVU Parkersburg, as is the case with most institutions of higher education, might find it fiscally or academic beneficial to enter into stepped retirement or one-time retirement incentives with members of its faculty or staff. This is common practice at institutions nationwide. WVUP does not currently have a stepped retirement in place. The Voluntary Stepped Retirement Program addresses possible arrangements under which employees and the college can plan together for transitions between full-time work and full-time retirement.

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 development and implementation of policies allowing and governing

additional retirement options for employees, including stepped retirement or one-time retirement incentives.

Mr. Oliverio seconded the motion. Motion passed.

- Approval of Delegation of Powers to the Interim President

Donna Smith, Board of Governors member, presented to the Board the resolution for approval of a delegation of powers for the Interim President. Ms. Smith reported that delegation of power was set for the President and this an adjustment to those. During the interim presidency, a few additional restrictions will be in place for presidential powers. Those restrictions include a monetary limit on entering into contracts of \$25,000, a monetary limit on acquiring necessary legal and consulting fees of \$25,000, and granting promotion and sabbatical in consultation with the leadership of the Board.

During review and discussion, members asked that the delegation of powers reflect that faculty promotion will follow the normal process and is not subject to consultation to the Board. After discussion Ms. Smith 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 Interim President of the West Virginia University of Parkersburg.

Mr. Landers seconded the motion. Motion passed.

**9. Board Comments/Announcement**

None

**10. Next Meeting**

Next meeting will be held September 20, 2022.

**11. 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



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Steve Hardman, Chair

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JP Hushion, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 20, 2022**

**ITEM:** Fiscal Update

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

EVP Harris will report on the state of the college's finances and the budget for month ending August 31, 2022.

**West Virginia University at Parkersburg Board of  
Governors Meeting of September 20, 2022**

**ITEM:** West Virginia University at Parkersburg  
Open Program Review

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the WVUP Open Program Review settlement agreement between WVUP and the United States Department of Education, Federal Student Aid Department, and that \$1,252,735 be used from the institution's reserve funds to reimburse the Department of Education.

**STAFF MEMBER:** Dr. Torie Jackson, Interim President

**BACKGROUND:**

On September 2, 2020, the US Department of Education issues a Program Review Report outlining findings from an audit. All but two of those findings were resolved. The remaining findings are in Unofficial Withdrawals and Satisfactory Academic Progress in regards to financial aid disbursements made in 2017-2018 and 2018-2019. The department believes it is the best interest of both parties to resolve the program review and not proceed with a final program review determination. The department is requesting that \$1,252,735 be reimbursed to them as a result of financial aid payouts.

**West Virginia University at Parkersburg Board of  
Governors Meeting of September 20, 2022**

**ITEM:** West Virginia University at Parkersburg  
Higher Education Funding Formula Mission  
Weight Selection

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors Approves the Institutional Mission Weight Selections for the Metrics Identified in the Higher Education Funding Formula for the Five-Year Cycle Beginning with State Fiscal Year 2024

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

**BACKGROUND:**

During the 2022 legislative session, the WV Legislature approved HB 4008 relating to the Higher Education Policy Commission funding formula. This bill amends WV Code §18B-1B-4 relating to the powers and duties of the WVHEPC. The bill requires the WVHEPC to establish a funding formula model governing its appropriation request to the Legislature for the distribution of general revenue to the state’s higher education institutions.

In compliance with HB 4008, the WVHEPC created a funding formula that identifies ten measurable performance metrics (see attached). Each of the metrics is weighted to reflect its importance in calculating funding. For the initial selection of the institutional values, the WVHEPC staff reviewed the performance results for the ten metrics based on the average three-year results, including fiscal years 2018-2020. Based on these results, the WVHEPC staff calculated the mission weights that result in the maximum amount of points for each institution.

West Virginia University at Parkersburg has the option of approving or modifying these weights to reflect known changes that may impact performance within the ten metrics. WVUP’s executive staff has reviewed and analyzed the mission weight selection and feels that the amounts proposed by the WVHEPC represent the best option for WVUP to maximize the points earned within the funding formula based on our current performance over the projected three-year measurement period. Therefore, the executive team recommends approval of the attached mission weight values for the five-year funding cycle beginning in 2024.