

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JANUARY 17, 2023
AGENDA**

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, January 17, 2023

11:30 a.m.	Executive Committee	President's Conference Room – Room 1100
12:30 p.m.	Lunch – Jason Hughes, Director Wood County Technical Education	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 January 17, 2023
 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
Secretary to the Board |
| 3. | President’s Report | Dr. Torie Jackson,
Interim President |
| 4. | Approval of Minutes | |
| | • Regular Meeting – November 15, 2022..... | 4 |
| | • Special Meeting – December 21, 2022 | 11 |
| 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
Finance & Administration .. 13 |
| | • Policy B-63 Voluntary Stepped Retirement Program | Dr. Torie Jackson,
Interim President..... 14 |
| 7. | Possible Executive Session under the authority of WV Code §6-9A-4(b)(9), to discuss consideration of real estate and legal matters. | |
| 8. | Board Comments/Announcements | |
| | • Introduction of and presentation from Academic Search, LLC. | |
| 9. | Next Meeting
March 21, 2023 | |
| 10. | Adjournment | |

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
November 15, 2022

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday November 15, 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, Jason Landers, Stephanie McCoy, Ami Shaver, Blaine Hess, Savannah Morgan, Rose Beebe, Cody Irick and Lauren Hissem. 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. 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

Interim President Jackson delivered the following report:

Governors, it is a pleasure to address you today. It's so easy for me to say that I love my job.

Let's start with a couple of recent successes.

The team at PraxisExam.org has released our 2022 rankings and is pleased to inform you that West Virginia University at Parkersburg has been ranked #2 on our list Colleges with the Best Praxis Elementary Education Pass Rates in West Virginia!

According to EduMed, an online ranking system, WVUP has been recognized for providing one of the nation's top online nursing programs - ranking in the top 30 - for a program that is relatively still new.

After looking at important factors like academic and career support services and affordable tuition, they also narrowed down which schools are providing the best fully & partially online programs to name the Best Online Child Development Programs. We are #4.

And again, we are ranked in the Top 10 for Best for Vets.

I like to remind the campus to remember that the value of this institution can be found in the amazing colleagues that surround us each day. What they do in their offices and

classrooms inspires many students to begin and complete their collegiate paths at WVUP - an avenue for so much opportunity.

Since our last meeting, I had the opportunity to travel to Washington, D.C. where I was able to learn alongside future community college presidents as presidential legends such as Walter Bumpus and Mary Graham shared their experiences. The American Association of Community College's Future Presidents Institute prepares those on a leadership journey specifically in transformational leadership.

The future of WVUP is grounded in transformational leadership.

I asked Dr. Michelle Foster, President and CEO of The Greater Kanawha Valley Foundation, to visit the campus and meet with our Diversity, Equity and Inclusion Committee in October.

She reminded us, "Diversity in the workplace or on campus is about bringing people together who are different from each other to maximize synergy and to maximize input." She said it was better to have people working together than to have people working in individual siloes, because that can improve impact.

I've had the opportunity to work with many different groups of campus offices in the last month to create co-curricular learning outcomes for their areas. With the upcoming visit from the Higher Learning Commission, we are focusing on not only the learning that occurs inside the classroom, but the learning that occurs throughout our campus. I'd like to share some of the work of my colleagues.

The recruitment staff worked together to create outcomes. The first step in that process is discovering what various offices hope to teach students in the time they get to work with them. For recruiters/admissions staff, they noted the following teaching goals:

- Provide hope and knowledge that you can come to college
- Create a sense of belonging
- Encourage students to achieve their goals
- Show value

How will they accomplish such goals? Some of their outcomes include:

1. Build relationships with students, their families, and school counselors to grow our new student enrollment.
2. Communicate expectations effectively so that students understand the process(es) and why they are important, i.e. SAP.
3. Support students while going through the admissions process, but also throughout their college career.
4. Provide exceptional customer service.

This work to define goals of recruiters mirrored statements by Dr. Foster. She talked about retention of employees and students. She noted that we needed to nurture a sense of belonging and community.

Frontline admissions also created learning outcomes, to include:

1. Recognize issues students are having with OLSIS/Email/MyDegree, and help them solve it.
2. Navigate processes including but limited to (withdraw, add/drop, financing advisor, registering for classes).
3. Identify the purpose of student ID cards.
4. Discuss student services offered to students.

The financial aid staff also participated in a co-curricular assessment day. They developed outcomes to include:

1. Educate prospective, new, and returning students/ families on timely and accurate FAFSA completion.
2. Instruct students (and parents if applicable) on how to use Student Forms.
3. Describe the Financial Aid sections of OLSIS to students so they can easily find what they need.
4. Execute high quality FA counseling sessions with each student, giving them a thorough explanation of their status.

The Records office staff defined what they teach students as well, to include:

1. Explain the importance of OLSIS.
2. Describe the steps within the Withdrawal Process
3. Promote usage of transfer equivalency database.

And most recently I met with the Business Office staff to share with them the process of creating outcomes for what they teach students. One of my favorite parts of that meeting was an employee saying, "I never knew that I taught students."

We all teach students.

It reminds me of another statement from Dr. Foster's recent campus presentation.

"Vision brings clarity and definition to life. Vision brings structure to chaos. It provides inspiration. It's like oxygen for your lungs... Vision drives and compels us to reach just a little higher, just press just a little farther," she said.

We are working on a new workplace culture benchmark for our strategic planning. A survey released on Monday will allow employees to respond all week to a series of questions from a third-party surveyor. We will then use those results to create a benchmark for improvement.

As a campus community, we've also defined a need to focus on retention efforts. Our percentage of retention dipped into 55% during the pandemic. While it is increasing again, we want it to be much higher. We started retention strategy meetings this week. One effort is our chat bot, which governors learned about in committee meetings today. To keep students, we must connect with them.

We are also working to make our campus safer. We have reinstated the Safety Committee and governors had a chance to learn about the advancements that group is making in planning for the unknown.

That vision that has us reaching higher and pressing farther is also prevalent in another learning outcome created by the recruitment staff - a goal to reduce the gap between applicants and registrants and from registrants to students in a classroom. Again, together, we as a campus are strategizing about ways we can interact with students well before the first day of class. Their plans are exciting and we will work to implement changes before the Fall 2023 freshman class joins our campus.

We must have a vision for WVUP. We know our vision, and it is always good to remind ourselves of it. We provide life-changing, accessible, quality education to students in a safe and supportive environment.

Today, we celebrate the grand opening of the WVU Parkersburg Coplin Health Clinic - a long awaited rebirth of the former Early Learning Center. It will be a place where our students and our employees can have accessible general medical care.

Know that we will always reach a little higher and press a little farther. After all, this is when we find true success and those stories of success make us all WVU Parkersburg Proud.

4. Approval of Minutes

Chairman Hardman, stated the minutes from the Regular Board meeting of September 20, 2022 are submitted for review. With no corrections to be made, minutes are approved as submitted.

5. Committee Reports

- Executive Committee

Chairman Hardman reported that the Executive Committee met to discuss Vice President of Academic Affairs position, special project update, and other business.

- Academic and Student Services Committee

Mr. Oliverio reported that Rebecca Minear and Dr. Jackson provided a report on the Ed Sight conference they attended.

- Administrative Services Committee

Mr. Hushion reported that J.B. Skidmore provided an update on the Facilities, Safety, and Security Committee.

6. Information Items

- Fiscal Update

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

7. Action Items

- Approval of Adoption of Policy 5-63, Voluntary Stepped Retirement Program

Interim President Jackson, presented to the Board the resolution for approval of adoption of Policy B-63, Voluntary Stepped Retirement Program. WVUP Open Program Review. The proposed policy was presented to the Board of Governors on August 16, 2022. A notice of proposed rulemaking was subsequently issued on September 1, 2022, for a comment period ending on October 1, 2022.

Two people commented. The comments were received and are attached with the institution's response. The policy is recommended for approval with revision.

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.

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 adoption of Policy B-63, Voluntary Stepped Retirement Program, with revision.

Ms. Shaver seconded the motion. Motion passed.

- Procedures for Presidential Search

Chairman Hardman requested that Mr. Oliverio provide an overview and timeline of the Presidential Search Procedures that are attached to the agenda. Mr. Oliverio provided the requested information then turned the floor back over to Chairman Hardman.

Chairman Hardman presented to the Board the resolution for approval of Procedures for Presidential Search. Pursuant to Title 135 Legislative Rule, Series 5, of the WV Council for Community and Technical College Education, Section 2.1, "Upon the occurrence of a vacancy in the position of president...The governing board shall adopt a procedure, consistent with this rule, governing the search." The attached procedure is recommended for adoption by the Board.

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

Resolved, That the West Virginia University at Parkersburg Board of Governors approves procedures governing the Presidential Search process.

Mr. Hushion seconded the motion. Motion passed.

- Description of Presidential Qualities and Characteristics

Chairman Hardman presented to the Board the resolution for approval of Description of Presidential Qualities and Characteristics. In accordance with presidential search procedures, a statement of characteristics and qualities which the new president

should possess shall be adopted by the Board to be utilized in the recruiting and screening of candidates. The proposed description will be distributed at the meeting. Chairman Hardman also noted that these are only a draft to start the process and the search committee and Board will work with the search firm once they are hired to finalize the list.

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

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a description of the qualities and characteristics to be sought in a new president.

Ms. Shaver seconded the motion. Motion passed.

- Appointment of Presidential Search Committee

Chairman Hardman presented to the Board the resolution for approval of Appointment of Presidential Search Committee. Pursuant to procedures adopted to govern the Presidential Search process, the Chair of the Board of Governors will appoint a search committee to include representation of faculty, staff, administration and students.

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

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes the chair to appoint a Presidential Search Committee.

Mr. Oliverio seconded the motion. Motion passed.

- 2022-2023 Budget Revision

EVP Harris presented to the Board the resolution for approval of 2022-2023 Budget Revision. West Virginia University at Parkersburg is statutorily required to submit an annual budget to the Board of Governor's for their review and approval. In the event a material unbudgeted expenditure becomes necessary after the approval of the original budget it is best practice to amend the original budget and obtain approval from the Board of Governors before incurring costs.

Due to the unanticipated resignation of President Gilmer, West Virginia University at Parkersburg will need to search for a new President and pay for the costs associated with the search. At the direction of the BOG, WVUP's Purchasing Officer issued a request for proposal for the purpose to hire a professional presidential search firm to assist the Board of Governors with this task. A committee established by the Board of Governors will review these proposals and select a firm to assist the college with the search.

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

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a revised budget to incorporate the estimated costs associated with a Presidential Search for West Virginia University at Parkersburg for 2022-2023

Mr. Hushion seconded the motion. Motion passed

8. Possible Executive Session under the authority of WV Code §6-9A-4(b)(9), to discuss consideration of real estate and legal matters.

Chairman Hardman asked for a motion to move into Executive Session, under authority of WV Code §6-9A-4(b)-(9) to discuss consideration of real estate and legal matters. Mr. Hushion moved to adjourn to Executive Session. Ms. Smith seconded the motion. The motion passed and the Board moved into Executive Session at approximately 4:16 p.m.

Chairman Hardman announced the Board would return to the regular meeting at 5:18 p.m. Ms. Smith moved to return to regular session. Mr. Hushion seconded the motion. Motion passed.

9. Board Comments/Announcement

Mr. Hardman announced that if there is a need for a Special Meeting in December to finalize the hiring of a search firm, the Board will be notified.

10. Next Meeting

Next meeting will be held January 17, 2023.

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

Steve Hardman, Chair

JP Hushion, Secretary

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
December 21, 2022

A special meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday December 21, 2022, in the Francis & Nina Phares Board Room of WVU Parkersburg and via Zoom Video Conferencing, beginning at 11:00 a.m. Board members present were: Steve Hardman, Joe Oliverio, Donna Smith, Jason Landers, Stephanie McCoy, Ami Shaver, Blaine Hess, Rose Beebe, and Lauren Hissem. Others present included Dr. Torie Jackson and Brady Whipkey.

Guests present included administrators, faculty and staff.

12. Call to Order

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

13. 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.

14. Possible Executive Session under the authority of WV Code §6-9A-4-2A, to discuss approval of the Executive Search Firm.

Chairman Hardman asked for a motion to move into Executive Session, under authority of WV Code §6-9A-4-2A, to discuss approval of the Executive Search Firm. Hearing no motion, Chairman Hardman continued with the meeting in open session.

15. Action Items

Prior to action items being presented, Dr. Jackson recused herself from the meeting.

- Approval of Executive Search Firm to Assist with the Recruitment of the Next WVUP President

Alice Harris, EVP, presented to the Board the resolution for approval of executive search firm to assist with the recruitment of the next West Virginia University at Parkersburg President.

EVP Harris, reported at the instruction of the West Virginia University at Parkersburg Board of Governors, the college issued a request for proposal to identify and hire an executive search firm to assist the Board with the selection process.

WVUP's Chief Purchasing Officer, Jeannine Ratliffe received two timely presented, written proposals in response to the request for proposal. On December 13, 2022, Ms. Ratliffe provided copies of the technical portion of the proposals to members of the executive search firm selection committee. The selection committee consisting of Steve Hardman, Joe Oliverio, and Jeannine Ratliffe met on Tuesday, December

13, 2022, to discuss the technical and pricing aspects of each proposal. The committee also contacted a sample of the references provided by each of the firms. The committee carefully evaluated and assigned points on the technical aspects of each proposal. When the technical evaluation was completed, the pricing portion of the proposals was opened and the point values relating to the overall cost were assigned to the scoring sheet.

After tabulating the combined points of the technical and pricing portions of all proposals received, the firm **Academic Search** is the committee's choice to assist the college with its executive search.

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 firm **Academic Search** to assist with the search for the next West Virginia University at Parkersburg President.

Mr. Hess seconded the motion. Motion passed.

16. Board Comments/Announcement

17. Next Meeting

Next meeting will be held January 17, 2023.

18. 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

**West Virginia University at Parkersburg Board of Governors
Meeting of January 17, 2023**

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 December 31, 2022.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 17, 2023**

ITEM: Policy B-63, Voluntary Stepped Retirement
Program Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Torie Jackson, Interim President

BACKGROUND:

Dr. Torie Jackson, Interim President, will report on the status of Policy B-63, Voluntary Stepped Retirement Program.