

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
September 19, 2023

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday, September 19, 2023, 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: Joe Oliverio, Blaine Hess, Savannah Morgan, Steve Hardman, Donna Smith, JP Hushion, Jason Landers, Stephanie McCoy, Ami Shaver, Andrew Walker, Cody Irick and Michael Meyer. Others present included Dr. Torie Jackson and Lauriel Rader.

Guests present included administrators, faculty and staff.

1. Call to Order

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

2. Roll Call

Roll Call was taken by Lauriel Rader, Secretary to the Board of Governors, noting that a quorum was present.

3. President's Report

President Jackson delivered the following report:

Yesterday, I looked at a blank white paper on my computer screen. I was beginning my comments to you and it reminded me of the comment I heard Attorney Kristin Boggs say in our training earlier in the day, "You don't have to start with white paper - that's so daunting," she said. In policy making, she's correct. In my notes to you, though, the white page was necessary.

Kristin Boggs met with some of the college leaders yesterday to do a training on rulemaking. And, it was delightful. Partially because of Kristin's presentation style, but also because we have a vested interest in policy and procedure updates. Maybe you noticed the size of the agenda for the past two meetings. We've decided that it would be beneficial to learn from an expert as we work to go over the entire Answer Book and some of the Board of Governor policies. One of those details - policy making cannot be a delegated responsibility to the president; it must rest with the board. That means that you have the opportunity to share in this adventure with us as we continue down the path of policy updates. As Kristin also told us in reference to policies she is working on - "At least I won't be bored because now I get to clean this up." Her humor is enjoyable and truthful.

Governor Donna Smith joined me yesterday for another meeting with Delegate Bob Fehrenbacher, Tres Ross and others. In meeting with Sarah Billers of Vantage

Ventures and Natalie Gould, a recent graduate of Harvard's business school, it was encouraging to hear their excitement about our upcoming WVUP Technology Center project. After hearing about our plans with computer science and computer information technology programs, as well as some of the projects we have been doing with curriculum rebuilds to help companies like Chemours, Natalie praised what she called "opportunities baked into the program." Sarah talked to us about a talent gap for technology jobs and how we can help close that gap. She also encouraged us to think about attracting major technology players. Sarah said companies like the WV workforce of highly talented and tenacious employees. Natalie added that companies are enticed by the efforts of some institutions of higher education in WV that are extremely business aligned and tailoring to company needs. Delegate Fehrenbacher added that the ability to help companies is "woven into WVUP's DNA."

These moments of validation are important as we take our next steps in this project. What's next for the WVUP Technology Center includes two court dates this week. The hearing in bankruptcy court is Wednesday and the receivership estate portion appears before a judge on Friday. Following these hearings and an appeal period, the asset purchase agreement can be accepted and we can proceed with taking possession of the property. That's where the next phase of the vision begins as we start to renovate the facility. I will be directly leading this project from start to finish, along with an amazing team of employees from WVUP and with a group of community leaders who want to see the economic impact this educational facility joined with business incubation will have on the Mid-Ohio Valley.

Other companies are taking note. At the WV Chamber Summit recently, the CEO of Chemours did a main-state presentation about his company's growth and highlighted the partnership with WVUP. I was also able to connect with a company looking to relocate to Wood County who wanted to know about our student pipeline. With another company leader, we discussed training that could help transform fiber expansion in West Virginia. Yes, WVUP can play a role in these efforts.

And not that we just love meetings, but we do like to gather for a purpose at WVUP. Next week, we have invited educational expert and attorney Howard Seufer to train some supervisors on the grievance process. I've been blessed to attend many trainings by Howard and know the value this will have for our campus leaders.

In October, the entire staff will participate in Service Excellence training on how service excellence pertains to higher education and why it is so important now. After the entire staff has a 90-minute session on Monday, Oct. 9, then 30 staff have been selected to attend a full-day service excellence training on our campus on the fundamentals and advanced Service Excellence techniques and how to apply them to their positions at the college.

In the midst of all this training, we are still teaching, learning and having fun. Students are preparing for PopCon's return with a how to cosplay workshop. We

have a car show planned for Sept. 23 as a Foundation fundraiser. Students are preparing for the homecoming-style event Nest Fest.

Your very own Stephanie McCoy will appear for the Alumni Speaker Series on Sept. 20 in the college theater.

Oh, and we are preparing for our Higher Learning Commission reaffirmation visit in March. This month, drafts of all five criterion assurance arguments are being reviewed this month. Our HLC liaison will visit the campus in January to do three different professional development workshops for our faculty and administration.

We are planning, we are preparing, we are visioning and we are moving forward - and its a true team effort. This, governors, is another reason why I am WVU Parkersburg proud.

4. Approval of Minutes

Chairman Oliverio stated the minutes from the Regular Board meeting of August 15, 2023 are submitted for review. With no corrections to be made, minutes are approved as submitted.

5. Committee Reports

- Executive Committee

Chairman Oliverio reported that the Executive Committee met to discuss updates on OVU, enrollment and withdrawal list. The Inauguration of President Jackson, will be on Friday, October 6th at 6:30 p.m. Chairman Oliverio visited some of the College 101 sessions on behalf of the Board of Governors. It was very exciting to see the number of students present and to see the faculty and staff running these sessions. Chairman Oliverio announced as of July 1, 2023, the Board Training requirements have changed. Each year Board Members are required to have 4 hours of training. New Board Members are required to have 6 hours of training, in their first year. Board Members attending the BOG Summit in Charleston, WV, will receive 6 hours of training. We also offer the Lunch & Learn sessions during our Board Lunch Meetings, which are preapproved by the CTCS. It is really important to be present at these lunch meetings to earn your training hours. We will continue to offer Zoom options for our Board Meetings, for members who have work related conflicts.

- Academic and Student Services Committee

Ms. Smith reported the Academic and Student Services Committee met and discussed updates on the Workforce Short Term Programs, Early College efforts and updates from the Academic Programs. Martha Leeson and Abby Campbell gave an update on the Workforce Short-Term Programs. These programs are condensed curriculum courses, designed to get participants into the workforce promptly. These are non-credit classes, but they can be converted to credit for the academic pathway selected by the student. The short-term programs offered are in Agribusiness, Aluminum Welding, MIG and Stick Welding, HVAC, Medical

Office Specialist, Dental Assistant, Phlebotomy and Community Health Worker. 92% of our students receive the HEAPS Grants for these programs and they have an 85% job placement rate. They meet with businesses and industries in our area to find out their needs. Olivia Reeder, Dean of Early College, provide an update on Early College efforts. We provide Early College courses in most of our service areas. This allows high school students to earn college credits, while earning their high school diploma. Many of these are considered dual credit programs. We are currently in 13 locations. Studies have shown, that if students are in these programs, they are more than likely to go to college and finish college. Dr. David Lancaster, Vice President for Academic Affairs, introduced the Academic Deans to give updates from the Academic Programs. Dr. Bobbi Marshall, Dean of the Professional Studies Division, shared they have been working on the Business Program accreditation. This happens once every ten years. The accreditation team was recently here for the site visit. They are waiting to hear the results. Dr. Marshall also shared an update from the farm. We are projected to provide 40 tons of potatoes this year to Mr. Bee's. Andrew Walker, talked about the possibility of revisiting the former Legal Studies Program and turning it into a Paralegal Program. Kathy Frum, Dean of the Nursing & Health Sciences Division, shared the NCLEX-RN pass rates are up for the first time since COVID. They have admitted 47 students for the fall semester to the Nursing Program. LPN to RN program, the first cohort had 23 students, the second cohort has 16 students and the third cohort has 8 students. Dr. Mary Hetrick-Ratliffe, Dean of the Arts & Sciences Division, shared they are moving offices so the division members are closer together. They are also working on the Institutional Learning Outcomes Assessment reporting.

- Administrative Services Committee

Ms. Morgan reported the Administrative Services Committee met and discussed updates on the Jackson County Center transition, IT updates and recruitment efforts. Jeannine Hetrick-Ratliffe gave an update about the Jackson County Center transition. All furniture has been installed, renovation/cleaning complete and moving onto the new construction phase. Doug Anthony gave an update from the IT Department. Summer IT projects completed, including the power supply unit, LAN switches updated throughout the facilities, PA systems upgraded and integrated and fiber internet upgrade coming soon with significant cost savings. Nichole Shutts gave an update on recruitment efforts. Postcards, mailers, texts going on for communication purposes. New swag shared with the group. Riverhawk Fridays are coming up with the local high schools - two schools are already scheduled.

6. Information Items

- Fiscal Update

Alice Harris, Executive Vice President of Finance & Administration, provided a detailed report on the budget summary as of month ending August 31, 2023. There were no questions from the members.

7. Action Items

- Approval of updated Board of Governors Policies to reflect Affirmative Action compliance

Dr. Torie Jackson, President, presented to the Board the resolution for approval of updated Board of Governors Policies to reflect Affirmative Action Compliance. Dr. Jackson reported the substantive revisions proposed in the attached copy of five Board of Governors policies are designed to allow the college to be in compliance with Affirmative Action requirements:

Policy A-43, Disability Accommodations, is updated to include a nondiscrimination notice, as well as references to Section 508 of the Federal Rehabilitation Act of 1973, as amended; Americans with Disability Act; Americans with Disabilities Amendments Act of 2008.

Policy A-63, Rights of Pregnant and Nursing Mothers, is updated to include a nondiscrimination notice.

Policy D-46, Code of Student Conduct, is updated to include a nondiscrimination notice, as well as references to Section 504/Title II of the Federal Rehabilitation Act of 1973, as amended; Americans with Disability Act; Americans with Disabilities Amendments Act of 2008. The policy updates also include updated responsibility since the college no longer has a Vice President of Student Services; those responsibilities will fall under the Vice President of Academic Affairs.

Policy D-47, Student Academic Rights and Responsibilities, is updated to include a nondiscrimination notice; and updated titles. Policy D-47 will replace West Virginia University Policy 15, Student Academic Rights, WVU and Regional Campuses. Policy D-47 was transferred from the WVU Board of Governors on July 1, 2008.

Policy A-44, Policy and Procedures Regarding Harassment and Discrimination, is updated to include a nondiscrimination notice; updating Title IX/Title VI/Section 504 coordinator information. Policy A-44, Policy and Procedures Regarding Harassment and Discrimination, Appendix 2, is updated to include a nondiscrimination notice; updating Title IX/Title VI/Section 504 coordinator information.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to Affirmative Action policies. No substantial comments were received during the 30-day comment period, but minor changes were requested by the attorney for the WVCTCS. Upon approval by the Board of Governors, these policy proposals 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 authorizes a notice of proposed rulemaking for revision of five Board of Governor policies in regards to Affirmative Action changes, and hereby authorizes revision of said policy after consideration of comments.

Mr. Landers seconded the motion. Motion passed.

- Approval of updated Board of Governors Policies to reflect a review of the Salary Policy

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the updated Board of Governors Policies to reflect a review of the Salary Policy. Dr. Jackson reported the current Board of Governors policy B-29, Salary Policy, is designed to allow the college to make incremental increases to employees in the form of raises. This policy is to be considered on a regular basis by the BOG to examine entry level salaries based on academic degree and faculty rank (benchmarked with peer institutions and market), as defined and approved by the Board of Governors.

While the institution is putting BOG Policy B-29 out for comment, a proposed change to salary procedures is also ongoing for Answer Book #IV-15, Faculty Salaries and Performance-Based Increases. That policy was put out for comment in August by the BOG. Comments will be shared from the accompanying B-29, Salary Policy.

A notice of proposed rulemaking was issued proposing the revision of these policies in regards to salary policies. Upon approval by the Board of Governors, these policy proposals will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors policy B-29 “Salary Policy” to be reflective of updates occurring in the campus procedures guidelines known as the “Answer Book.”

Ms. Smith seconded the motion. Motion passed.

- Approval of Faculty Compensation Structure Outlined in the Answer Book Policy IV-15 Faculty Salaries and Performance-Based Increases

Dr. Torie Jackson, President, and Alice Harris, Executive Vice President of Finance & Administration, presented to the Board the resolution for the approval

of faculty compensation structure outlined in Answer Book Policy IV-15 Faculty Salaries and Performance-Based Increases and corresponding equity pay adjustments. Dr. Jackson and EVP Harris reported the last adjustment of the salary structure used for hiring new faculty was on July 1, 2015. The structure outlined in 2015 is no longer functional or adequate in assisting the administration in hiring and retaining qualified faculty. The current salary structure hinders our ability to do so because it allows no flexibility in determining a newly hired faculty member's rank or corresponding salary. Additionally, starting salaries have not kept up with current market values. As a result, it has become nearly impossible to hire the qualified faculty necessary to provide an outstanding educational experience for our students.

As we approached the task of updating this answer book policy, we strived to create a new methodology for hiring faculty that addresses two key issues:

1. Offer starting salaries that were comparable to the market rates paid at colleges of similar size and structure.
2. Provide a hiring structure that allows hiring managers and administration to select the best-qualified candidate and place them in the faculty rank and starting salary that is most congruent with their teaching experience and/or demonstrated skills.

Determining Market Rate:

To measure the current market rate for faculty salaries of colleges within the West Virginia Community and Technical College System, President Jackson and Executive Vice President Harris reached out to the respective contacts in other WVCTCS institutions. From those efforts, they were able to obtain current faculty pay scales for three other WVCTCS schools. Two of the three were small rural-based institutions and the other was Bridge Valley Community and Technical College (BVCTC) whose enrollment and programs offered are closest to WVUP. Additionally, BVCTC is located in the Charleston, WV metropolitan area with a cost of living that closely mirrors that of Parkersburg, WV. The following is a comparison of the salaries offered by Bridge Valley, the proposed new starting salaries for WVUP faculty, and the current rates WVUP currently (old salary) offers to new faculty:

General Business & Other Disciplines			
Rank	BVCTC Salary 9 Month Faculty	New WVUP Salary 9 Month Faculty	Old WVUP Salary
Professor	65,000	66,500	48,466
Associate Professor	55,000	57,500	44,105
Assistant Professor	45,000	48,500	40,141
Instructor	35,000	41,700	36,537

High Demand Program Faculty			
Rank	BVCTC Salary 9 Month Faculty	New WVUP Salary 9 Month Faculty	Old WVUP Salary
Professor	65,000	70,000	61,402
Associate Professor	55,000	62,000	51,320
Assistant Professor	45,000	52,000	46,700
Instructor	35,000	45,000	42,500

High Demand includes Engineering, Health, Education Faculty, Information Technology, Certified Public Accountants, and Certified Management Accountants.

Flexibility of New Structure:

The proposed salary structure highlighted below allows a hiring administrator to advertise for a faculty position to teach a subject in any structure, select the best candidate, and make them a market-rate salary offer based on their experience and professional credentials. This structure no longer requires the hiring manager to make an employment offer to a Ph.D. credentialed individual and requires them to accept an entry-level salary at the Instructor rank as was required by the old system. We anticipate that most new faculty with five years of experience will expect to start at the 25th Quartile mark as an Assistant Professor and that only those with exceptional experience and credentials will be offered a higher starting salary.

General Business & Other Disciplines

Rank	Minimum Salary	25% Quartile	Midpoint	75% Quartile	Maximum
Professor	\$66,500	\$69,063	\$73,125	\$77,188	\$90,000
Associate Professor	\$57,500	\$60,375	\$63,250	\$66,125	\$69,000
Assistant Professor	\$48,500	\$50,437	\$52,375	\$54,312	\$56,250
Instructor	\$41,700	\$43,387	\$45,074	\$46,762	\$47,500

High Demand Program Faculty

Rank	Minimum Salary	25% Quartile	Midpoint	75% Quartile	Maximum
Professor	\$70,000	\$75,000	\$80,000	\$85,000	\$90,000
Associate	\$62,000	\$65,250	\$68,500	\$71,750	\$75,000

Professor					
Assistant Professor	\$52,000	\$53,250	\$54,500	\$55,750	\$62,500
Instructor	\$45,000	\$46,250	\$47,500	\$48,750	\$50,000

Flexibility of New Structure:

Approval of the new pay structure will create inequities for existing faculty. As a result, the WVUP administration proposes increases for existing faculty to bring each one to the 25% quartile of the new pay scale based on their current faculty rank with the exception that 12-month faculty pay increases will be limited to \$5,000 since they also receive the benefit of paid annual and sick leave not available to 9-month faculty. The value of this benefit ranges from \$5,874 to \$9,890. The equity salary increase impacts 38 faculty and the total costs of the equity salary adjustments and related benefits total \$167,588. These costs are covered by vacant positions included in the FY 24 approved budget that will not be filled.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approve the new faculty hiring structure and salary guidelines described in Answer Book Policy IV-15 Faculty Salaries and Performance-Based and approves proposed salary adjustments necessary to bring current salaries in line with the 25th percentile of the current scale.

Ms. Smith seconded the motion. Motion passed.

- Approval to utilize Unrestricted Reserve Funds for the replacement of flooring and seating in the WVUP Theatre

Alice Harris, Executive Vice President of Finance & Administration, presented to the Board the resolution for the approval to utilize Unrestricted Reserve Funds for the replacement of flooring and seating in the WVUP Theatre. EVP Harris reported the last renovation of the WVUP Theatre occurred in FY 2011. At that time new lighting, flooring, and ceiling tiles were installed. Additionally, the upholstery was replaced on the original chairs that were installed when the theatre was added. With the exception of the replacement of a few broken chairs, there have been no upgrades to the seating in the theatre since its opening.

In order to improve the overall appearance of the theatre, and to provide more ADA compliance spaces and comfortable seating for patrons of all sizes, the administration of WVUP requests approval to utilize unrestricted reserves in an amount not to exceed \$200,000 to replace all seats, create an ADA-accessible

wheelchair parking area, and replace the existing flooring. We have a proposal of \$130,500 to replace the seating which includes installation and the Executive Director of Facilities has estimated the cost of new flooring will not exceed \$70,000. Renovation of the theatre will restore it to a new level of grandeur and comfort, and provide a more welcoming environment for guests of WVUP to attend lectures, performances, concerts, and other campus events.

Reserve balances as of June 30, 2023, totaled approximately \$22 million based on draft financial statements and are more than adequate to support these expenditures.

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 utilization of college unrestricted reserves up to an amount not to exceed \$200,000 to fund the replacement of flooring and seating in the WVUP Theatre

Mr. Irick seconded the motion. Motion passed.

- Approval of updated Board of Governors Policy to reflect a review of the Transferability of Credits and Grades Policy

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the updated Board of Governors Policy to reflect a review of the Transferability of Credits and Grades Policy. Dr. Jackson reported the current Board of Governors policy C-40, Transferability of Credits and Grades, is designed to be a guide on the acceptance and transfer of credits from our institution. This policy needed to be refreshed to be in alignment with federal practices for anticipated articulations with the Department of Defense for veteran students.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to transferability of credits and grades policy. If no substantial 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, these policy proposals 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 an update to the Board of Governors policy C-40 "Transferability of Credits and Grades" to allow for the policy to be in alignment with current state and federal practices.

Mr. Irick seconded the motion. Motion passed.

- Approval of Delegation of Powers to the President

Joseph Oliverio, Chair of the WVU Parkersburg Board of Governors, and Donna Smith, a past Chair, of the WVU Parkersburg Board of Governors, presented to the Board the resolution for approval of delegation of Powers to the President. Chairman Oliverio reported the §18B-2A-4 of the West Virginia Code sets forth the powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state.

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

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

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 at Parkersburg.

Ms. Morgan seconded the motion. Motion passed.

8. Board Comments/Announcement

Chairman Oliverio shared the following announcements:

- October 6, 2023 at 6:30 p.m. - Inauguration for Dr. Torie Jackson
- October 11-12, 2023 - Board of Governors Summit at the Embassy Suites in Charleston, WV. The deadline to register for this event is Friday, September 22, 2023.
- October 27, 2023 at 11:00 a.m. - Cosmetology Ribbon Cutting, 313 Murdoch Ave. Parkersburg

9. Next Meeting

Next meeting will be held October 17, 2023.

10. Adjournment

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

Respectfully submitted,

Lauriel Rader
Secretary to the Board of Governors

Joe Oliverio, Chair

Savannah Morgan, Secretary