

MINUTES  
WEST VIRGINIA UNIVERSITY PARKERSBURG  
BOARD OF GOVERNORS  
August 27, 2024

A regular meeting of the WVU Parkersburg Board of Governors was held on Tuesday, August 27, 2024, 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, Stephanie McCoy, Vasanth Ananth, David Bowles, Jared Decker, Scott Seese, Andrew Walker, Cody Irick and Isabella Hileman. 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 Parkersburg Board of Governors, called the meeting to order.

**2. Swearing in of new Board Members**

The Honorable Timothy Sweeney, 3<sup>rd</sup> Circuit Court Judge, conducted the swearing in of new Board members, David Bowles, Jared Decker, Scott Seese and Isabella Hileman.

**3. Roll Call**

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

**4. President's Report**

President Jackson delivered the following report:

Governors, we are thrilled to welcome four new governors to the board. It is an exciting time for WVU Parkersburg. As reports from others will share today, our enrollment is a number for which we are quite proud. We've had a great summer and have started the fall semester with much promise for future growth.

We graduated 369 students in the spring, but still have an increase of 410 new students for Fall 2024. Our greatest growth, though, was in continuing students with a 14 percent growth in that group - which goes along with our increased enrollment from last year.

In addition to new students, we have experienced several staff realignments this summer. The goal of these changes is to provide for a better student experience.

I'd like to take a moment to recognize three leaders who have been a vital part of our campus for the last 8 years who also helped us achieve more student success. To former governors Donna Smith, JP Hushion and Jason Landers, we, as a college,

publicly show our gratitude. We will formally recognize these governors at the May commencement.

Recently, I've had the time to reflect on some life advice. Realizing that no one gets to where they are by sheer determination, but instead with a support system, I had the opportunity to share some of my personal supports over the years. My dad always told me that people had the same amount of hours in each day and it was up to them on how they used them. Would they spend their time making the world a better place knowing they are only here for a short time or would they live their lives focusing on themselves?

I believe that at WVU Parkersburg we know that we have an opportunity to spend our time investing in education and in our community and in making this a better place to live, learn and work. I also believe we have the support system to allow us to be successful.

As we consider this team and our successes, I think it would be fitting to recognize former Executive Vice President of Finance and Administration Alice Harris.

Alice Harris has served WVU Parkersburg for many years - always to the best of her abilities and always putting the institution's interests first and foremost. Let's be real, when she started a decade ago, she put constraints on college spending ... in a good way. I even recall an early meeting where she was in the theater and did a presentation with a witch's hat to bring humor to the fact that she was reminding us to spend wisely and to save for the future. Our financial stability shows a campus that followed her advice and is ready for future growth.

Three years ago, Alice began teaching accounting classes at WVUP - taking her decades of knowledge as a CPA and sharing it with the students. She says that teaching makes her heart happy. She explains that teaching represents a positive way for her to share her considerable experience and knowledge with our students.

We have discussed her retirement job of teaching for quite some time, with an expectation that it would occur in a couple of years. This summer, with the sudden illness of her beloved Nancy and her unexpected passing, Alice decided to expedite that timeline.

Alice officially accepted an offer by Dr. Lancaster and myself to become a full-time Associate Professor of Accounting at WVU Parkersburg, which began August 12th, so she has resigned as the Chief Financial Officer, a position she held for the past 10 years.

Alice shared: "During that time I have given my all to help ensure that the college's financial and administrative processes are based on best accounting practices. I am proud of the work I've done in support of the college and its students. More importantly, I am proud of my coworkers in business services, information

technology services, Ricky's Café, Riverhawk Books and Supplies, and the financial aid office who are among the finest individuals I have had the honor to work with during my 43-year career. The college is in outstanding fiscal condition and its control systems are second to none due to the efforts of every single person who works in WVUP's business services. My professional goal has always been to leave a place better than I found it. I believe with all my heart, I have fulfilled that goal at WVU Parkersburg."

Again, please help me in welcoming Alice into her new role as she enters into a new phase of service at WVUP. We are delighted to have her in the classroom. Most importantly, we are delighted that she remains a part of our team.

I would like Alice to have an opportunity to share some comments with you.

(Alice shared sincere gratitude with the board.)

Two of Alice's previous teammates are now stepping into new roles. Jeannine Hetrick-Ratliffe and Brad Wilson.

Jeannine Hetrick-Ratliffe will oversee Financial Aid, the Riverhawk Books and Supplies store, Ricky's Cafe, and our Information Technology department. She continues to supervise the Business Office staff.

Brad Wilson already agreed to serve in the role of Institutional Research, in addition to Chief Financial Officer.

We also welcome them into their new roles.

We all only have a limited time to make our impact. When I consider what this college is doing for our community, when I consider our financial condition, and when I see the efforts of our team - these, governors, are reasons why I am WVU Parkersburg proud.

## **5. Approval of Minutes**

Chairman Oliverio stated the minutes from the Regular Board meeting of June 18, 2024, are submitted for review. With no corrections to be made, minutes are approved as submitted.

## **6. Committee Reports**

- Executive Committee

Chairman Oliverio announced that he represented the Board on August 12<sup>th</sup> at the State of the College address and at the Theater Grand Opening, with the dedication of the new inclusive seating. Ryan Taylor gave an update on the facilities at the ITC. Chairman Oliverio shared exciting news about the institutional enrollment headcount, FTE is up 107% which is growth of 176, and this doesn't include the student numbers from the Caperton Center. We are

pleased to have the three new Board Members, including a new Student Representative, to join us on the Board. We also added Vasanth Ananth to the Executive Committee moving forward.

- Academic and Student Services Committee & Administrative Services Committee

Mr. Blaine Hess reported that Dr. David Lancaster gave a presentation on the two faces of AI: Artificial Intelligences and Academic Integrity. He shared that throughout the years education has always reacted to, utilized and had to adapt to changing technologies. Now, this is no different with AI, Artificial Intelligence. The college spent time researching and coming up with ways to manage the responsible use of AI and how to use it as a tool. The college implemented a comprehensive Answer Book Policy: VII-17 Student Academic Integrity Policy. This policy was worked on and reviewed by Dr. Jackson, EVPAA, Division Deans, faculty and staff participants. Dr. Lancaster shared that we are working with faculty members to ensure their course syllabus covers integrity, at the class level and to encourage faculty to define and enforce academic integrity.

Ms. Savannah Morgan reported that Dr. David Lancaster presented on the changes to College 101. He shared the history of College 101 throughout the years. This course changed formats from 16 weeks, to 8 weeks, to the current format of 3½ hours over four days. They offer sessions during the day, evening and online, to accommodate all students. He discussed the various sessions offered during the updated College 101 course.

## **7. Information Items**

- Fiscal Update

Mr. Bradley Wilson, Director of Financial Analysis & Institutional Research, CFO, provided a detailed report on the budget summary as of month ending July 31, 2024. There were no questions from the members.

## **8. Action Items**

- Recension of Board of Governors Policy D-10 Student Rights & Responsibilities due to a Duplicate/Similar Policy

Dr. Torie Jackson, President, presented to the Board the resolution to approve the recension of Board of Governors Policy due to a duplicate/similar policy. Dr. Jackson reported the current Policy D-10 for “Student Academic Rights” is dated in 2002, which was reflective of West Virginia University practices at the time. WVU Parkersburg became an independent institution again in 2008.

On September 19, 2023, the WVU Parkersburg Board of Governors approved an update to Policy D-47, “Student Academic Rights and Responsibilities.” These updates referenced any necessary changes to rights, responsibilities, and the processes used for penalties, hearings, and appeals for anyone who violates those responsibilities. Examples of violating those policies include cheating and plagiarism.

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves recension of Board of Governors policy D-10 "Student Academic Rights"

Mr. Ananth seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating the language of the A-56 WV Freedom of Information Act Response  
Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the language of the Freedom of Information Act response. Dr. Jackson reported the current Policy A-56 for "West Virginia Freedom of Information Act" provides definition and policy to help the institution respond to a FOIA request.

Updates to Policy A-56 include additional language to define terms such as "custodian" and "public body," as well as the process for public accessibility of documents and the college's response to such requests. This policy also references more detailed instructions as noted in the WVU Parkersburg Answer Book Policy VII-8 "Procedure Regarding Freedom of Information Act Requests."

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approve an update to the Board of Governors policy A-56 "West Virginia Freedom of Information Act"

Ms. McCoy seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating B-55 Employee & Family Tuition Waiver Program  
Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the employee and family tuition waiver program. Dr. Jackson reported the current Policy B-55 for "Employee and Family Tuition and Fee Waiver Policy" became effective originally in 2010. It allowed for benefits-eligible employees of WVU Parkersburg to apply for tuition fee waivers for themselves and qualified spouses or dependents.

Updates to Policy B-55 includes language changes to verify that the program is a "last dollar in program," so that employees to apply for other financial aid first. In addition, this policy adds in step children to the employee family, and also allows employees or their children or spouses to be approved to take transient courses at WVU Parkersburg if they are degree-seeking at another institution. Furthermore, the definition of "making academic progress" is clarified to meet

federal and state guidelines, and to be in alignment with Answer Book Policy VI-10A “Standards of Satisfactory Academic Progress for Financial Aid Recipients.”

After review and discussion, Mr. Ananth 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-55 “Employee and Family Tuition Fee Waiver Program”

Mr. Hess seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating E-42 Procurement & Purchasing  
Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating procurement and purchasing procedures. Dr. Jackson reported the current Policy E-42 for “Procurement and Purchasing” is dated in 2006, which was reflective of West Virginia University practices at the time. WVU Parkersburg became an independent institution again in 2008.

Updates to Policy E-42 continue to ensure uniformity in procurement and purchasing processes, adherence to sound business practices; reduction of costs of materials, equipment, and services; and compliance with the West Virginia Governmental Ethics Act. In addition, this policy makes a reference to following all state policies, as well as the procurement handbook of the West Virginia Higher Education Policy Commission and the purchasing rule of the West Virginia Council for Community and Technical College Education. This policy is a reference to the WVU Parkersburg Answer Book policies, which outline the procedure for purchasing. Those three policies – VII-09 “Purchase Card Procedures,” VII-10 “Purchasing Procedures,” and VII-10A “Receiving Procedures” – were all updated in September 2023.

After review and discussion, Ms. Morgan 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 E-42 “Procurement and Purchasing”

Ms. McCoy seconded the motion. Motion passed.

- Approval of AAS-BA Associate Degree & BAS-BA Marketing/Management Bachelor Degree Programs Tuition Rate Requests for 100% Online Programs  
Dr. Torie Jackson, President, presented to the Board the resolution for approval of the AAS Business Administration Associate Degree and BAS Business Administration - Management/Marketing Bachelor Degree program tuition rate

request for 100% online programs. Dr. Jackson reported, on September 12, 2017, the WVUP Board of Governors approved the assessment of in-state tuition rates to baccalaureate, associate, and certificate degree programs that are taught 100% online (BSN, Supervisory Management, and Early Childhood Development) as a way to encourage students outside our service area to enroll in those on-line programs.

WVUP recently added the AAS Business Administration Associate Degree and the BAS Business Administration - Marketing/Management Bachelor Degree to its 100% online offerings. Therefore, we are requesting permission to charge all students enrolled in the AAS and BAS programs at the in-state tuition rate. In order to be admitted into the BAS Business Administration - Marketing/Management Bachelor degree 100% online program a student must have completed the associate degree program at an accredited institution. This resolution would provide consistency for the charging of in-state tuition rates for all current WVUP degrees that are offered as 100% online programs and aids the program in recruiting students.

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves in-state tuition rates for all students who are enrolled in the WVUP AAS Business Administration Associate Degree and BAS Business Administration – Management/Marketing Bachelor Degree Program programs that are delivered 100% online.

Mr. Seese seconded the motion. Motion passed.

- Approval to Utilize Budget Surplus Funds for Creation of an Outdoor Event Center & Supplement to Governor’s Office allocated Deferred Maintenance projects

Mr. Bradley Wilson, Director of Financial Analysis & Institutional Research, CFO, presented to the Board the resolution for approval to utilize budget surplus funds for creation of an Outdoor Event Center and supplement to Governor’s Office allocated Deferred Maintenance projects. Mr. Wilson reported the college began hosting outdoor commencement ceremonies in May 2021. By having outdoor graduation opportunities during the largest commencement of the year, we can allow students to invite more guests. During a spring commencement, five tickets are usually given to reach graduate for family and friends to attend – but only when hosted outdoors. With an inside ceremony, the space is limited in the College Activities Center, so the candidates for graduation only get two to three tickets. We don’t believe that is sufficient.

The issues that arise with an outdoor commencement result in utilizing a parking lot, bringing in a stage, and renting a large tent to attempt to cover the location in

the event of hot sun or light rain. During the May 2024 commencement, we had to put nearly 50 holes in the parking lot for the tent.

To have a long-term solution for outdoor events, we propose a 60'x160' metal roofed gable structure that is certified for West Virginia wind and snow loads. We plan to build in the back side and create a stage. Three sides will be open. For the structure, labor, stage, concrete base, electrical and engineering, the project is expected to cost \$1,470,000. This new structure has the potential to generate income and civic engagement as it could also be utilized for community and private events.

At the Board meeting on June 21, 2023, the Board authorized President Jackson to submit applications for a Higher Education Deferred Maintenance grant, in which funds were subsequently awarded to the institution to fund several projects deemed of high priority. Estimated costs of the projects were provided with the applications and funds awarded based on those figures. The passage of time, increases in supplies and labor costs, and further facility investigation have increased the current cost projections of these projects. At this time, the Governor's Office has not reallocated funds based on the revised budgets. To prevent any of these projects from being removed from the action list or downgraded, we may need to provide funds to offset this variance. Mr. Wilson provided a breakdown of projects and costs.

Although the Board has granted access to unrestricted reserves in the past, we have never had to utilize those reserves due to surpluses occurring in the operating budget of the institution. Growing enrollments, grant awards, and fiscal responsibility have been key to prevent their usage. The current trends in enrollment have sustained and, in fact, have increased above the raised levels of last year.

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the utilization of budget surplus funds and, if necessary, college unrestricted reserves up to an amount not to exceed \$1,847,700 to fund the creation of an Outdoor Event Center and provide additional funds for Governor's Office allocated Deferred Maintenance projects.

Mr. Hess seconded the motion. Motion passed.

- Approval to utilize Unrestricted Reserve Funds for renovations at the Innovation and Technology Center

Dr. Torie Jackson, President, presented to the Board the resolution for approval to utilize unrestricted reserve funds for renovations at the Innovation and Technology Center. Dr. Jackson reported the Innovation and Technology Center



being renovated will house WVU Parkersburg's programs in Computer Science and Computer Information Technology, as well as the Workforce and Economic Development Division.

The WVU at Parkersburg Foundation received a \$10 million gift to begin this project. The first \$4.6 million was used to purchase the property. The purchase was finalized in November 2023. Renovations began shortly thereafter. A complete analysis of the expenses to date and projected expenses will be provided to the Board of Governors prior to the meeting date. Due to rising costs of construction projects, this project cannot be completed within the constraints of the \$10 million donor gift, in addition to the \$1.25 million for windows and doors, and \$700,000 for roofs. To be able to complete the project and still open a portion of two floors by August 2025, we request \$5 million from the college to the Foundation to assist in these renovations. This project will be able to sustain itself upon opening by lease income and student enrollment.

Reserve balances as of June 30, 2024, based on draft financial statements are more than adequate to support these expenditures and still have a more than adequate reserve.

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the utilization of college unrestricted reserves of \$5 million to assist in renovations of the Innovation and Technology Center

Mr. Hess seconded the motion. Motion passed.

#### **9. Board Comments/Announcement**

Chairman Oliverio shared condolences and support for Alice Harris and Dr. Torie Jackson on the recent passing of their loved ones.

Mr. Walker shared the following announcement:

- The WVU Parkersburg Foundation is hosting the Frank Deem Memorial Golf Tournament, which is Saturday, September 7, 2024.

#### **10. Next Meeting**

Chairman Oliverio shared the next meeting will be held October 22, 2024.

#### **11. 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

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Joe Oliverio, Chair

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Savannah Morgan, Secretary