

# **WVU PARKERSBURG BOARD OF GOVERNORS**

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**AUGUST 19, 2025  
AGENDA**

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## **Members**

Blaine Hess, Chair  
Savannah Morgan, Vice Chair  
Vasanth Ananth, Secretary  
Stephanie McCoy  
Ami Shaver  
David Bowles

Jared Decker  
Scott Seese  
Andrew Walker  
Cody Irick  
Trista Scarberry

Dr. Torie Jackson  
President



# SCHEDULE

## **WVU Parkersburg Board of Governors**

**Tuesday, August 19, 2025**

11:30 a.m.	Executive Committee	President's Conference Room - Room 1105
12:30 p.m.	Lunch - Christie Willis, Superintendent, Wood County Schools Partnership Discussion	Francis & Nina Phares Board Room - Room 1300
2:00 p.m.	Academic and Student Services Committee	Riverhawk Conference Room - Room 1101
2:00pm	Administrative Services Committee	Proud Conference Room - Room 1207
3:15 p.m.	Board Meeting	Francis & Nina Phares Board Room - Room 1300

WVU PARKERSBURG BOARD OF GOVERNORS  
Meeting of August 19, 2025  
Francis & Nina Phares Board Room & Zoom  
3:15 p.m.

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| 1. Call to Order   | Blaine Hess, Vice Chair  |
| 2. Swearing in of new Board Members  | The Honorable Timothy Sweeney<br>3 <sup>rd</sup> Circuit court Judge                       |
| 3. Roll Call   | Lauriel Rader<br>Secretary to the Board  |
| 4. President's Report  | Dr. Torie Jackson,<br>President  |
| 5. Approval of Minutes   |  |
| • Regular Meeting - June 11, 2025.....   | 5  |
| 6. Committee Reports   |  |
| • Executive Committee  | Blaine Hess  |
| • Academic and Student Services Committee  | David Bowles   |
| • Administrative Services Committees   | Savannah Morgan  |
| 7. Information Items   |  |
| • Fiscal Update  | Bradley Wilson, Director of<br>Financial Analysis &<br>Institutional Research,<br>CFO..... |
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| • Policy Update to Board of Governors Policy<br>A-06 "Naming Opportunities"  | Dr. Torie Jackson,<br>President.....   |
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| • Policy Update to Board of Governors Policy<br>A-18 "Alcoholic Beverages on Campus"   | Dr. Torie Jackson,<br>President.....   |
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| • Policy Update to Board of Governors Policy<br>E-25 "Disposition of Obsolete and Unusable<br>Equipment, Surplus Supplies and Other<br>Unneeded Materials" | Dr. Torie Jackson,<br>President.....   |
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| 8. Action Items  |  |
| • Approval of Board of Governors Policy updating<br>the policy for Grade Point Average Guidelines<br>(Policy C-07)   | Dr. Torie Jackson,<br>President.....   |
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| • Approval of Board of Governors Policy updating   | Dr. Torie Jackson,   |

the policy for appropriate travel guidelines (Policy E-04)	President.....33
• Approval of Board of Governors Policy updating the Policy for appropriate use of computer resources (Policy E-57)	Dr. Torie Jackson, President.....45
• Approval to utilize Unrestricted Reserve Funds for Renovations at the Innovation and Technology Center	Dr. Torie Jackson, President .....48
9. Board Comments/Announcements	
10. Next Meeting - Tuesday, October 14, 2025	
11. Adjournment	

MINUTES  
WVU PARKERSBURG  
BOARD OF GOVERNORS  
June 11, 2025

A regular meeting of the WVU Parkersburg Board of Governors was held on Wednesday, June 11, 2025, 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: Blaine Hess, Savannah Morgan, Stephanie McCoy, Ami Shaver, Vasanth Ananth, David Bowles, Jared Decker, Scott Seese, Andrew Walker, Cody Irick & Isabella Hileman. Others present included Dr. Torie Jackson and Lauriel Rader.

Guests present included administrators, faculty and staff.

**1. Call to Order**

Mr. Hess, Vice Chairman of the WVU 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:

What will it take to make us robot-proof in the future? Can we embrace robots and still have a human element? How do we help our students know of the current technologies as they learn their disciplines?

These are all questions pondered recently as I had the opportunity to attend both the Community Colleges of Appalachia annual conference and the National Association of Community Colleges for Entrepreneurship Pathways to Prosperity Summit.

I used my plane time to further contemplate this idea of being Robot-Proof - a book where Joseph Auon challenges us to understand Higher Education in the age of Artificial Intelligence. He believes learners will need two cognitive capacities to keep them relevant - entrepreneurial mindsets and cultural agility. This means the act of creating value in original ways. It also is an understanding of the appreciation that people from varying cultures, experiences, and backgrounds bring to an organization.

It is predicted that organizations without "critical imagination" are those that will fail. We must be systems thinkers who possess the ability to tackle the problems that challenge us most.

I had the opportunity to share how WVUP is doing this as an entity during these recent conferences.

At NAACE, I shared how we are tackling BIG problems like housing, transportation, economic development growth, childcare, and changing workplace environments through the Innovation and Technology Center ecosystem build out.

At CCA, Michele Wilson joined me as we shared the story of the Jackson County Center - one you know well - one that is a revitalization of a college in a community by asking the community what it needed and then meeting those needs.

That shows our entrepreneurial spirit. That shows our ability to be flexible, adaptable, creative, and transformational. Thus, teaching entrepreneurship - especially social entrepreneurship - should be a priority for our institution.

WVUP just held its third Pitch Competition. Students are encouraged to “pitch” those ideas they have for a business that can allow them to meet a need in their community - to provide a service or a product to assist others.

According to the book I was reading, we have three types of people in the world - those who are oblivious to everything, those who just complain, and those who see a problem and seek a solution.

Let me introduce you to Evan Bain, the winner of this year’s pitch competition - one who will always use his entrepreneurial mindset to tackle problems instead of allowing them to be a source of complaint.

Dr. Jackson conducted a brief interview with Evan Bain. Then Evan shared a video with the Board Members.

Governors, we can be extremely proud of the direction our institution is taking and the students who are helping guide us along that pathway. Together, we will assist our community in achieving more.

#### **4. Approval of Minutes**

Vice Chairman Hess stated the minutes from the Regular Board meeting of April 15, 2025, are submitted for review. With no corrections to be made, minutes are approved as submitted.

#### **5. Committee Reports**

- Executive Committee

Vice Chairman Hess shared updates from the Executive Committee. He shared the following updates: Dr. Jackson’s contract was approved by the Chancellor’s Office. Congratulations to Ami Shaver on being named a Sharp Shooter in the Executive magazine. He thanked the Board Members for attending the tour of the ITC in May. He shared the summer enrollment numbers are up, and he shared WVU Parkersburg was given an award from the Association of Community College Trustees. Vice Chairman Hess also shared the following update to House Bill

3279: this bill was passed by the WV Legislature and signed into law in April 2025. For WVU Parkersburg, the change is that our faculty, staff, and student representatives will now serve in a non-voting advisory capacity. He shared the updated term limits and role clarifications of the Board Representatives. He also shared the following impacts and considerations: we recognize and appreciate the continued value our faculty, staff, and student representatives bring to this Board. While their roles are now advisory, we remain committed to ensuring these voices are actively engaged in all Board matters and decision-making processes. At WVU Parkersburg, we will ensure this by changing our approach to taking minutes for the BOG. We will now include feedback from the student, staff and faculty member in the minutes. For example, if the faculty representative is opposed to a policy change and shares that in the discussion process of the Board meeting, it will be noted in the minutes that the faculty representative opposed the motion. Similarly, if a resolution for a raise for employees was considered, and both the faculty and staff members spoke in favor of it, the minutes would reflect that those members were in favor of the motion.

- Academic and Student Services Committee

Mr. David Bowles reported that the Academic and Student Services Committee received an update and a tour about the Professional Studies Division from Dr. Bobbi Marshall, Dean of the Professional Studies Division and team members. The Board Members learned about the eight programs in the division, the student headcount, faculty members and various events hosted by the division. They toured the Education Resource Room called the PEC and the Criminal Justice Sim-Lab.

- Administrative Services Committee

Ms. Savannah Morgan reported that the Administrative Services Committee received an update and tour from Chris Schmitt, Manager Auxiliary Services, about Ricky's Café and the Riverhawk Book & Supply Store. He shared the following information about Ricky's Café: revenue from 2019-2025. They provided catering for over 100 events. They expanded their menu. They use local produce from the Riverhawk Farm and have upgraded several machines. He shared the following information about the Riverhawk Book & Supply Store: revenue from eCampus and sales from students. They're expanding their offering of apparel with an in-house heat press. They will have a new coffee/expresso machine and they offer Ricky's Grab n Go snacks for students, staff and faculty.

- Nominating Committee & Election of Officers

Ms. Stephanie McCoy reported the Nominating Committee met and recommended the following slate of officers. Those officers are listed below:

Blaine Hess - Chair  
Savannah Morgan - Vice Chair  
Vasanth Ananth - Secretary

With no further nominations, Mr. Seese moved to approve the slate of officers. Mr. Bowles seconded the motion. Motion passed.

## 6. 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 May 31, 2025. There were no questions from the members.
- Policy Update to the Board of Governors Policy A-44 “Policy and Procedures Regarding Harassment and Discrimination”  
Dr. Torie Jackson, President, shared an update on the Board of Governors policy A-44, Policy and Procedures Regarding Harassment and Discrimination. Dr. Jackson shared comments with Board Members and reported that no substantive comments were received, but did read to the board the one comment that was received. Policy is considered approved 30 days from the March 18, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Board of Governors policy A-44, Policy and Procedures Regarding Harassment and Discrimination, is designed to provide a workplace and educational environment free from discrimination, harassment, and retaliation.

In August 2023, we updated this policy to be in compliance with findings from a civil rights audit for the institution. It was 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.

We are seeking an update now to remove procedural aspects of policy, which will result in the title change of removing the words “and Procedures.” Much of the language of this policy is based on current federal and state guidelines in reference to harassment and discrimination and do not need to be restated in our policy as long as it references relevant State and Federal civil rights laws and regulations, which it does. The changes to this policy are recommended by the WV Council for Community & Technical College System advisors.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

- Policy Update to the Board of Governors Policy A-45 “Adoption or Amendment of Rules”  
Dr. Torie Jackson, President, shared an update on the Board of Governors policy A-45, Adoption or Amendment of Rules. Dr. Jackson reported that no substantive



comments were received. Policy is considered approved 30 days from the March 18, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy A-45 for “Adoption or Amendment of Rules” establishes the procedures for adoption, amendment, or repeal of rules of the college’s Board of Governors. This policy was last updated in 2013.

Changes to Policy A-45 begin with updated definitions of rules and regulations, to comply with WV Council for Community & Technical College System, 135 C.S.R. 4. This policy update also includes a procedural aspect of notice requirements and responses to comments to posted policy changes. In addition, the policy includes updates to emergency rulemaking procedures.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

- Policy Update to the Board of Governors Policy B-05 “Change in Organization”  
Dr. Torie Jackson, President, shared an update on the Board of Governors policy B-05, Change in Organization. Dr. Jackson reported that no substantive comments were received. Policy is considered approved 30 days from the March 18, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy B-05 for “Change in Organization” establishes the procedures for initiating and implementing changes to the administrative organization of the college. This policy was last updated in 2002.

Changes to Policy B-05 begin with a more clear scope of its purpose, assuring alignment with institutional mission, state laws, and stakeholder consultation. The theme of alignment with the strategic mission of the college is also part of the organizational changes update and compliance with accreditation standards. This policy update also includes a procedural aspect of how the President will inform the Board of Governors of changes at the college level involving major new programs, services, or structures.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

- Policy Update to the Board of Governors Policy B-27 “Work Scheduling”  
Dr. Torie Jackson, President, shared an update on the Board of Governors policy B-27, Work Scheduling. Dr. Jackson shared comments with Board Members and reported that no substantive comments were received. She also shared that responses to each of those comments were provided with a more clear understanding of the changes and no objections remained. Policy is considered approved 30 days from the March 18, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy B-27 for “Work Scheduling” establishes the standards for determining alternative work schedules which accommodate both the business needs of the college and, as feasible, the personal needs of employees. This policy was last updated in 2005.

Changes to Policy B-27 include a revised definitions of terms like “workweek” and “variable times.” It includes updates to match the Fair Labor Standards Act. It adds procedural requirements, such as notification responsibilities of the institution when making changes to employee work schedules. It details the general provisions, including the President’s responsibilities to adjust or change employee work schedules to support the mission and goals of the institution. In addition, it updates the eligibility for employees to have alternative work schedules, as well as the responsibilities for supervisors and Human Resources. Updates to this policy comply with WV Council for Community & Technical College System, 135 C.S.R. 55.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

Mr. Andrew Walker, Faculty Representative, shared that he was in favor of the response to the faculty members comments, and that the faculty overall did support the policy change.

- Policy Update to the Board of Governors Policy B-21 “Employee Discipline”

Dr. Torie Jackson, President, shared an update on the Board of Governors policy B-21, Employee Discipline. Dr. Jackson reported that no substantive comments were received. She shared any comments that were providing, noting the explanations to those employees and that no further objections were known. Policy is considered approved 30 days from the April 15, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy B-21 for “Employee Discipline” is established to outline the means by which WVU Parkersburg may take counseling and/or disciplinary action to correct an employee’s work-related behavior which does not meet the expectations set by the supervisor or other appropriate authority. This policy was last updated in 2017.

The Employee Discipline policy is already in effect. This update enhances the scope and applicability of the policy to better describe the progressive disciplinary process. In addition, this policy update includes the addition of a Professional Standards of Conduct section, which outlines expected workplace behavior in the areas of Academic and Professional Excellence, Ethical and Responsible Behavior, Respect and Nondiscrimination in the Workplace, Legal and Institutional Compliance, and Service and Community Engagement. The Human Resources department has been requesting a Professional Standard of Conduct be added to policy, and these standards were selected as they adhere to WV CTCS policies,

as well as those of WVUP. Finally, this policy update includes a clear definition of gross misconduct, as explained in section 5.3. Clearly defining the employee discipline process allows all employees to know expectations set forth by the institution.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

- Policy Update to the Board of Governors Policy B-62 “Mandatory Reporters”  
Dr. Torie Jackson, President, shared an update on the Board of Governors policy B-62, Mandatory Reporters. Dr. Jackson shared comments with Board Members and reported that no substantive comments were received. The comments were shared that questioned the policy and the answers provided that left no remaining known objections. Policy is considered approved 30 days from the April 15, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy B-62 for “Mandatory Reporters” establishes the procedures for the college in response to the Clery Act, Title VII and Title IX – all federal laws. This policy was last updated in 2014.

Changes to Policy B-62 include new code citations, updates to employee titles, and the role of the Campus Police. Section 5 includes five additions of Campus Police and Security as a campus entity to whom reports can be made. The previous policy asked for all reports to go to the Social Justice Officer, a position that the college no longer employs. This update allows the Campus Police to have authority, instead of a Social Justice Officer. It also includes the Title IX Coordinator as another college employee to whom a complaint can be filed. The Campus Police and Title IX Coordinator do work together when mandatory reporting occurs on campus.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

- Policy Update to Approve Recension of Board of Governors Policy C-23 “Credit for Public School Service”  
Dr. Torie Jackson, President, shared an update to approve recension of Board of Governors Policy C-23, Credit for Public School Service. Dr. Jackson reported that no substantive comments were received. Policy is considered approved 30 days from the April 15, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy C-23 for “Credit for Public School Service” is dated in 2005, which was reflective of West Virginia University practices at the time. WVU Parkersburg became an independent institution again in 2008.

This policy notes an assurance that college students obtain credit toward graduation for service performed in public schools as tutors, student advisors, and

mentors. The credit obtained for public school service falls within the Education degree and credit is appropriately provided there. Tutoring on our campus occurs on campus and not in public schools. Students in dual credit programs who are on public school campuses have the same services provided to them as all students as part of our equal access processes. Due to changes in process, we ask to rescind this policy.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

## **7. Action Items**

- Approval of Updated Board of Governors Policies to Reflect a Review of the Equal Opportunity Policy (Policy A-34)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of updated Board of Governors Policies to reflect a review of the Equal Opportunity policy. Dr. Jackson shared all the comments received with the Board Members. Multiple comments were received. All were shared and noted in the meeting, as were the responses. Dr. Jackson reiterated the college's viewpoint in regards to this required policy update: "At WVU Parkersburg, our mission is to provide accessible, life changing educational opportunities in a safe and supportive environment. In doing this, we will continue to make sure that we provide access to all and that we operate in a collegial and respectful environment that values the contributions of all employees and students," she said.

Dr. Jackson shared this policy was originally put out for comment at the March 18, 2025, meeting.

The current Board of Governors policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination, is designed to allow the college to create equal opportunity and nondiscrimination with respect to employment, admission and the administration of all educational programs and activities.

In October 2023, we updated this policy to remove affirmative action language for admissions to comply with recent a U.S. Supreme Court ruling.

We are seeking an update now to remove the words "gender identity" and "sexual orientation" from the list of equal employment opportunity adjectives as recommended by the WV Council for Community & Technical College System advisors. We will also remove the language of "affirmative action" and will focus on "equal opportunity."

Since substantial comments were received during the 30-day comment period, this policy proposal will be considered approved only with action by the Board of Governors.

Upon such 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.

Mr. Andrew Walker, Faculty Representative, commented and shared that he was in opposition of this policy. After review and discussion from several other Board Members, Mr. Bowles 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 A-34 “Equal Opportunity, Affirmative Action and Nondiscrimination” to be reflective of updates in any federal and state mandates

Ms. McCoy seconded the motion. Motion passed.

- Approval of Board of Governors Policy updating the Policy for Allowance of Naming Opportunities (Policy A-06)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for Allowance of Naming Opportunities. Dr. Jackson reported the current Policy A-06 for “Naming Opportunities” establishes the process for naming of buildings, areas or programs at WVU Parkersburg. This resolution authorizes the adoption of an updated version to reflect current institutional practices and provide a clear, consistent framework for the naming of college buildings, spaces, and programs.

The existing policy, last updated in 2010, has been revised to modernize language, clarify naming categories, and align with WVU at Parkersburg Foundation practices and applicable West Virginia Code (§18B-1-6 and §18B-2A-4).

**Summary of Changes:**

- Updates institutional title references
- Refines eligible naming types and removes outdated categories (e.g., quads, athletic fields)
- Clarifies gift requirements (must be irrevocable and accessible)
- Adds reference to the Foundation’s policy for name removal procedures
- Updates naming duration expectations for individuals, organizations, and corporations
- Expands academic categories to include “academic chairs/deans”
- Reinforces alignment with institutional mission by excluding advocacy organizations

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Naming Opportunities” 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, 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. 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-06 “Naming Opportunities”

Mr. Seese seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating the Policy for Allowance of Alcoholic Beverages on Campus (Policy A-18)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for Allowance of Alcoholic Beverages on Campus. Dr. Jackson reported the current Policy A-18 for “Alcoholic Beverages on Campus” establishes the rules that govern the possession and use of alcoholic beverages on property owned, leased, or controlled by WVU Parkersburg. This policy was last updated in 2003.

The proposed revisions to Policy A-18, *Alcoholic Beverages on Campus*, clarify and modernize the institution’s approach to regulating alcohol use on campus property. While maintaining the original intent of limiting alcohol-related activity, the policy has been updated for clarity, consistency, and alignment with current practices.

Notable changes include:

- Renaming and reformatting key sections for improved readability;
- Expanding Section 4 from a narrow focus on athletic events to encompass all campus-sponsored public events;
- Adding a new Section 5 on compliance and enforcement, which outlines consequences for policy violations and reinforces the institution’s commitment to safety and legal compliance.

These updates ensure the policy remains applicable to a wider range of campus events while upholding WVU Parkersburg’s responsibility to foster a safe and professional environment.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Alcoholic Beverages on Campus” 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, 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, Mr. Seese 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-18 “Alcoholic Beverages on Campus”

Ms. Shaver seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating the Policy for Disposition of Obsolete and Unusable Materials (Policy E-25)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for Disposition of Obsolete and Unusable Materials. Dr. Jackson reported the Policy E-25 for “Disposition of Obsolete and Unusable Equipment, Surplus Supplies and Other Unneeded Materials” establishes the process for removal of unneeded and unwanted materials, supplies, and equipment that is college property. This policy was last updated in 2005.

Changes to Policy E-25 include a revised process and inclusion of the Chief Procurement Officer’s role in the determination of surplus material and the process for removal of such materials. It also outlines the process for depositing any funds from a surplus sale. Additionally, the process of donating unwanted materials is denoted.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Disposition of Obsolete and Unusable Equipment, Surplus Supplies and Other Unneeded Materials” 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, 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. Shaver 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 E-25 “Disposition of Obsolete and Unusable Equipment, Surplus Supplies and Other Unneeded Materials”

Ms. Morgan seconded the motion. Motion passed.

## **8. Board Comments/Announcement**

Mr. Andrew Walker shared the following announcement:

- On June 21, 2025, at 5:30pm, the Foundation Board will host a West Virginia Day Celebration at Oakland Estate.

#### **9. Next Meeting**

Vice Chairman Hess shared the 2025-2026 Board of Governors meeting dates with the Board Members. The dates are listed below:

Tuesday, August 19, 2025  
Tuesday, October 14, 2025  
Tuesday, January 20, 2026  
Tuesday, March 17, 2026  
Tuesday, April 21, 2026  
Wednesday, June 10, 2026

Next meeting will be held August 19, 2025.

#### **10. Adjournment**

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

Respectfully submitted,

Lauriel Rader  
Secretary to the Board of Governors

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Blaine Hess, Vice Chair

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Savannah Morgan, Secretary



**WVU Parkersburg Board of Governors  
Meeting of August 19, 2025**

**ITEM:** Fiscal Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Bradley Wilson, Director of Financial Analysis  
& Institutional Research, CFO

**BACKGROUND:**

Bradley Wilson will report on the state of the college's finances and the budget for month ending July 31, 2025.

Meeting Date: August 19, 2025

To: Board of Governors

RE: July 2025 Budget Report

Greetings Board Members,

As of July 31st, we are 8% through the budget year. Revenues collected total 14% of the annual budgeted revenue with expenses coming in at 6% of the annual budgeted expenses.

**State Appropriations** – WVUP collects its state appropriations 30% in the first quarter, 30% in the second quarter, 20% in the third quarter, and 20% in the fourth quarter. The accelerated cash flow helps ensure that we have sufficient funds to pay payroll costs at WVUP as 100% of the appropriation is used for payroll support.

**Personnel costs** – Total personnel costs at just under 8% are in line with the annual payroll budgeted by the College. I highlight this metric as it makes up 65% of the annual budget.

**Insurance** – The first installment of the BRIM insurance has posted bringing the expense to 25%. This payment is made quarterly, artificially increasing the expense each quad until the final month of each quarter.

**Library Books & Materials** – Several of our fiscal year subscriptions are payable in the first quarter causing the expended percentage to be higher at 30%. The expense in this category so far is made up fully by renewal costs related to EBSCO and LexisNexis database access.

**Equipment** – Expenses related to the procurement of equipment are elevated at 11% of the annual budget due to the purchasing of items funded by a grant to launch the Mechanical Engineering program.

Overall, July results reflect a sound financial start to the fiscal year.

Bradley Wilson, CFO

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Month Ended July 31, 2025						
	Approved FY 2026 Budget	Projected FY 2026 Budget	7/31/2024	7/31/2025	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	11,721,531	11,721,531	3,468,551	3,544,919	8,176,612	30%
Tuition & Fees, Net	10,538,879	10,538,879	413,396	332,999	10,205,880	3%
Rental income	32,700	32,700	8,330	-	32,700	0%
Workforce & Economic Development	325,000	325,000	3,810	5,950	319,050	2%
Grant Revenues	5,527,306	5,607,306	89,373	198,276	5,409,030	4%
Other Revenues	1,574,113	1,574,113	339,475	122,637	1,451,476	8%
Debt Service	-	-	-	-	-	N/A
Less HERA Assessments	(115,000)	(125,548)	(27,810)	(31,387)	(94,161)	25%
<b>Total Inflows</b>	<b>29,604,529</b>	<b>29,673,981</b>	<b>4,295,125</b>	<b>4,173,394</b>	<b>25,500,587</b>	<b>14%</b>
<b>Outflows:</b>						
Faculty	4,483,830	4,483,830	197,463	250,218	4,233,612	6%
Nonclassified staff	4,058,994	4,058,994	444,633	445,881	3,613,113	11%
Classified staff	4,477,896	4,477,896	479,279	495,944	3,981,952	11%
Adjunct faculty	990,504	990,504	29,719	36,273	954,232	4%
Student workers	439,530	439,530	22,615	31,263	408,267	7%
Payroll taxes	1,064,479	1,064,479	59,503	64,408	1,000,071	6%
Employee insurance	2,430,401	2,430,401	106,093	119,974	2,310,427	5%
Retirement plan contributions	849,226	849,226	46,952	49,948	799,278	6%
OPEB	195,720	195,720	4,063	1,444	194,276	1%
Fringes	254,615	254,615	4,738	5,108	249,507	2%
Advertising and promotion	661,623	661,623	55,844	4,404	657,219	1%
Awards & Scholarships	294,442	294,442	5,015	4,905	289,538	2%
Household supplies	87,535	87,535	6,830	900	86,635	1%
Computer supplies	921,185	921,185	79,475	32,840	888,345	4%
Hospitality & food products	277,845	277,845	9,655	1,129	276,717	0%
Student activities	30,550	30,550	-	-	30,550	0%
Insurance	174,434	174,434	-	43,608	130,826	25%
Routine maint. contracts	183,335	183,335	445	-	183,335	0%
Office expenses	53,350	53,350	2,025	-	53,350	0%
Merchandise for Resale	75,000	75,000	8,125	-	75,000	0%
Other general expenses	26,090	26,090	738	-	26,090	0%
Postage & freight	30,850	30,850	599	-	30,850	0%
Printing & binding	80,000	80,000	613	-	80,000	0%
Rent expense	160,058	160,058	11,931	6,500	153,558	4%
Education supplies	1,095,515	1,095,515	16,023	-	1,095,515	0%
Telephone & cell phones	110,051	110,051	2,745	-	110,051	0%
Training	153,225	153,225	11,504	8,166	145,059	5%
Utilities	941,700	941,700	56,142	67,946	873,754	7%
Bank fees	65,000	65,000	1,754	3,311	61,689	5%
Fleet expenses	16,000	16,000	658	-	16,000	0%
Travel	255,027	255,027	11,561	11,741	243,286	5%
Professional, consultants, contract labor	2,531,204	2,531,204	27,937	45,187	2,486,017	2%
Repairs & Maintenance	342,400	342,400	10,613	-	342,400	0%
Library books & materials	92,000	92,000	3,273	27,335	64,665	30%
Miscellaneous other expenses	56,880	56,880	-	-	56,880	0%
Membership dues	69,980	69,980	10,665	-	69,980	0%
Service agreement WVU	250,000	250,000	-	-	250,000	0%
Equipment	804,155	884,155	352	97,596	786,559	11%
Capital projects	519,900	519,900	166,922	-	519,900	0%
<b>Total outflows</b>	<b>29,604,529</b>	<b>29,684,529</b>	<b>1,896,504</b>	<b>1,856,024</b>	<b>27,828,505</b>	<b>6%</b>
Surplus (deficit) from operations	-	(10,548)	2,398,621	2,317,369		
Surplus Utilization Approved	1,847,700	1,847,700	-	-		
<b>Net surplus (deficit)</b>	<b>1,847,700</b>	<b>1,837,152</b>	<b>2,398,621</b>	<b>2,317,369</b>	<b>-</b>	<b>-</b>

Benchmark Percentage for Period

8%

West Virginia University at Parkersburg Cash Basis Operating Budget Report Month Ended July 31, 2025						
	Approved FY 2026 Budget	Projected FY 2026 Budget	7/31/2024	7/31/2025	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	11,721,531	11,721,531	3,468,551	3,544,919	8,176,612	30%
Tuition & Fees, Net	10,538,879	10,538,879	413,396	321,406	10,217,473	3%
Rental income	32,700	32,700	8,330	-	32,700	0%
Workforce & Economic Development	325,000	325,000	3,810	5,950	319,050	2%
Grant Revenues	-	-	-	-	-	N/A
Other Revenues	1,574,113	1,574,113	339,475	122,637	1,451,476	8%
Debt Service	-	-	-	-	-	N/A
Less HERA Assessments	(115,000)	(125,548)	(27,810)	(31,387)	(94,161)	25%
<b>Total Inflows</b>	<b>24,077,223</b>	<b>24,066,675</b>	<b>4,205,752</b>	<b>3,963,525</b>	<b>20,103,150</b>	<b>16%</b>
<b>Outflows:</b>						
Faculty	3,491,383	3,491,383	144,782	187,979	3,303,404	5%
Nonclassified staff	3,626,126	3,626,126	400,248	396,984	3,229,142	11%
Classified staff	4,401,044	4,401,044	474,918	489,167	3,911,877	11%
Adjunct faculty	845,910	845,910	28,153	32,910	813,001	4%
Student workers	425,530	425,530	21,064	30,432	395,098	7%
Payroll taxes	943,381	943,381	54,280	58,261	885,120	6%
Employee insurance	2,166,804	2,166,804	97,290	110,721	2,056,083	5%
Retirement plan contributions	743,204	743,204	42,706	45,047	698,157	6%
OPEB	175,098	175,098	3,769	1,337	173,761	1%
Fringes	225,124	225,124	4,309	4,614	220,510	2%
Advertising and promotion	613,863	613,863	55,257	4,404	609,459	1%
Awards & Scholarships	-	-	-	-	-	N/A
Household supplies	87,535	87,535	6,830	900	86,635	1%
Computer supplies	888,715	888,715	79,475	32,840	855,875	4%
Hospitality & food products	270,745	270,745	8,431	589	270,157	0%
Student activities	28,650	28,650	-	-	28,650	0%
Insurance	174,434	174,434	-	43,608	130,826	25%
Routine maint. contracts	133,335	133,335	445	-	133,335	0%
Office expenses	52,350	52,350	1,534	-	52,350	0%
Merchandise for Resale	75,000	75,000	8,125	-	75,000	0%
Other general expenses	26,090	26,090	738	-	26,090	0%
Postage & freight	30,850	30,850	599	-	30,850	0%
Printing & binding	45,000	45,000	613	-	45,000	0%
Rent expense	160,058	160,058	5,431	-	160,058	0%
Education supplies	567,075	567,075	13,395	-	567,075	0%
Telephone & cell phones	110,051	110,051	2,745	-	110,051	0%
Training	128,225	128,225	9,393	6,417	121,808	5%
Utilities	941,700	941,700	55,803	67,946	873,754	7%
Bank fees	65,000	65,000	1,754	3,311	61,689	5%
Fleet expenses	16,000	16,000	658	-	16,000	0%
Travel	178,558	178,558	10,712	10,029	168,529	6%
Professional, consultants, contract labor	881,535	881,535	21,629	7,042	874,493	1%
Repairs & Maintenance	342,400	342,400	10,613	-	342,400	0%
Library books & materials	92,000	92,000	3,273	27,335	64,665	30%
Miscellaneous other expenses	56,880	56,880	-	-	56,880	0%
Membership dues	69,980	69,980	10,665	-	69,980	0%
Service agreement WVU	250,000	250,000	-	-	250,000	0%
Equipment	227,690	227,690	352	3,250	224,440	1%
Capital projects	519,900	519,900	166,922	-	519,900	0%
<b>Total outflows</b>	<b>24,077,223</b>	<b>24,077,223</b>	<b>1,746,911</b>	<b>1,565,122</b>	<b>22,512,101</b>	<b>7%</b>
Surplus (deficit) from operations	-	(10,548)	2,458,841	2,398,403		
Reserves Budgeted for Use	1,847,700	1,847,700	-	-		
<b>Net surplus (deficit)</b>	<b>1,847,700</b>	<b>1,837,152</b>	<b>2,458,841</b>	<b>2,398,403</b>	<b>-</b>	<b>-</b>

West Virginia University at Parkersburg Cash Basis Grant Budget Report Month Ended July 31, 2025						
	Approved FY 2026 Budget	Projected FY 2026 Budget	7/31/2024	7/31/2025	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	-	-	-	-	-	0%
Tuition & Fees, Net	-	-	-	11,593	(11,593)	0%
Rental income	-	-	-	-	-	0%
Workforce & Economic Development	-	-	-	-	-	0%
Grant Revenues	5,527,306	5,607,306	89,373	198,276	5,409,030	4%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
<b>Total Inflows</b>	<b>5,527,306</b>	<b>5,607,306</b>	<b>89,373</b>	<b>209,869</b>	<b>5,397,437</b>	<b>4%</b>
<b>Outflows:</b>						
Faculty	992,447	992,447	52,681	62,239	930,208	6%
Nonclassified staff	432,868	432,868	44,385	48,897	383,971	11%
Classified staff	76,852	76,852	4,362	6,777	70,076	9%
Adjunct faculty	144,594	144,594	1,566	3,363	141,231	2%
Student workers	14,000	14,000	1,551	831	13,169	6%
Payroll taxes	121,098	121,098	5,223	6,147	114,951	5%
Employee insurance	263,597	263,597	8,802	9,252	254,345	4%
Retirement plan contributions	106,022	106,022	4,246	4,900	101,122	5%
OPEB	20,622	20,622	294	107	20,515	1%
Fringes	29,491	29,491	429	493	28,998	2%
Advertising and promotion	47,760	47,760	587	-	47,760	0%
Awards & Scholarships	294,442	294,442	5,015	4,905	289,538	2%
Household supplies	-	-	-	-	-	N/A
Computer supplies	32,470	32,470	-	-	32,470	0%
Hospitality & food products	7,100	7,100	1,225	540	6,560	8%
Student activities	1,900	1,900	-	-	1,900	0%
Insurance	-	-	-	-	-	N/A
Routine maint. contracts	50,000	50,000	-	-	50,000	0%
Office expenses	1,000	1,000	491	-	1,000	0%
Merchandise for Resale	-	-	-	-	-	N/A
Other general expenses	-	-	-	-	-	N/A
Postage & freight	-	-	-	-	-	N/A
Printing & binding	35,000	35,000	-	-	35,000	0%
Rent expense	-	-	6,500	6,500	(6,500)	N/A
Education supplies	528,440	528,440	2,629	-	528,440	0%
Telephone & cell phones	-	-	-	-	-	N/A
Training	25,000	25,000	2,111	1,749	23,251	7%
Utilities	-	-	339	-	-	N/A
Bank fees	-	-	-	-	-	N/A
Fleet expenses	-	-	-	-	-	N/A
Travel	76,469	76,469	849	1,712	74,757	2%
Professional, consultants, contract labor	1,649,669	1,649,669	6,308	38,145	1,611,524	2%
Repairs & Maintenance	-	-	-	-	-	N/A
Library books & materials	-	-	-	-	-	N/A
Miscellaneous other expenses	-	-	-	-	-	N/A
Membership dues	-	-	-	-	-	N/A
Service agreement WVU	-	-	-	-	-	N/A
Equipment	576,465	656,465	-	94,346	562,119	14%
Capital projects	-	-	-	-	-	N/A
<b>Total outflows</b>	<b>5,527,306</b>	<b>5,607,306</b>	<b>149,593</b>	<b>290,902</b>	<b>5,316,404</b>	<b>5%</b>
<b>Projected surplus (deficit)</b>	<b>-</b>	<b>-</b>	<b>(60,220)</b>	<b>(81,033)</b>		

**WVU Parkersburg Board of Governors  
Meeting of August 19, 2025**

**ITEM:** Policy update to Board of Governors  
Policy A-06 “Naming Opportunities”

**RECOMMENDED RESOLUTION:** Information only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the June 11, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy A-06 for “Naming Opportunities” establishes the process for naming of buildings, areas or programs at WVU Parkersburg. This updated policy authorizes the adoption of an updated version to reflect current institutional practices and provide a clear, consistent framework for the naming of college buildings, spaces, and programs.

The existing policy, last updated in 2010, was revised to modernize language, clarify naming categories, and align with WVU at Parkersburg Foundation practices and applicable West Virginia Code (§18B-1-6 and §18B-2A-4).

**Summary of Changes:**

- Updates institutional title references
- Refines eligible naming types and removes outdated categories (e.g., quads, athletic fields)
- Clarifies gift requirements (must be irrevocable and accessible)
- Adds reference to the Foundation’s policy for name removal procedures
- Updates naming duration expectations for individuals, organizations, and corporations
- Expands academic categories to include “academic chairs/deans”
- Reinforces alignment with institutional mission by excluding advocacy organizations

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

WVU Parkersburg Board of Governors

**POLICY A-06  
NAMING OPPORTUNITIES**

**Section 1      General**

- 1.1. Scope. -- Policy regarding the naming of buildings, areas or programs.
- 1.2. Authority. -- W. Va. Code § 18B-1-6, §18B-2A-4
- 1.3. Effective Date. – August 19, 2025  
(Replaces version dated – December 20, 2010)

**Section 2      Policy**

- 2.1 Naming opportunities allow WVU Parkersburg to recognize extraordinary contributions that support and advance the college's mission. These contributions—whether through philanthropic support or distinguished service—enhance the institution's legacy and visibility. Accordingly, the WVU Parkersburg Board of Governors will consider naming buildings, spaces, and programs in honor of individuals, families, organizations, or entities whose impact on the college is deemed exceptional and lasting.

**Section 3      Naming Opportunities**

- 3.1 Naming may be made for an individual, family, organization, non-profit foundation or corporation.
- 3.2 Naming opportunities will be available for:
  - a. Buildings and definable portions of buildings and facilities including but not limited to foyers, wings, classrooms, conference rooms, labs, offices, studios, auditorium, theatres, and dining commons;
  - b. Grounds or landscaping improvements, including but not limited to plazas, courtyards, quads and gardens; architectural features such as fountains, bell or clock towers, campus entries, and roads;
  - c. Schools, centers, institutes and departments; endowed funds for programs; academic chairs/deans; faculty positions; lectureships and lecture series; fellowships; faculty, staff and student awards; artist in residence positions; and collections.

**Section 4      Naming Guidelines**

- 4.1 A facility, program, or academic unit may be named in honor of an individual who has demonstrated exceptional service to the college or contributed significantly through financial support or leadership.
- 4.2 If a named facility is demolished or significantly remodeled beyond the original design, a suitable plaque may be installed in a visible location.

- 4.3 The Board of Governors reserves the right to revoke any naming designation if circumstances change in a way that may adversely affect the reputation or mission of the institution or if associated gift commitments are not fulfilled. Further criteria and procedures for name removal are outlined in the WVU at Parkersburg Foundation's Gift Acceptance and Naming Policy.
- 4.4 No naming will be granted to entities primarily organized for religious worship, political campaigning, or advocacy activities that may conflict with the college's commitment to neutrality and inclusiveness.
- 4.5 Naming for individuals or families is expected to last the lifetime of the facility or academic endowment, as does naming for foundations and organizations. Naming for corporations usually spans a specific time period.

## **Section 5      Gift Donations for Naming Opportunities**

- 5.1 Gifts must be irrevocable and accessible.
- 5.2 Contributions must represent a substantial share of the project's total cost or the assessed value of an existing facility. Exceptions may be made in cases of extraordinary service as determined by the Board.
- 5.3 Pledges may be fulfilled over a period of one to five years.
- 5.4 The WVU Parkersburg Foundation will document all naming agreements in writing, including terms, recognition duration, and gift fulfillment timelines.

## **Section 6      Approval**

- 6.1 6.1 The President and the Executive Director of the WVU Parkersburg Foundation may recommend naming opportunities to the Board of Governors. Final approval of all naming decisions resides solely with the Board.



**WVU Parkersburg Board of Governors  
Meeting of August 19, 2025**

**ITEM:** Policy update to Board of Governors  
Policy A-18 “Alcoholic Beverages on Campus”

**RECOMMENDED RESOLUTION:** Information only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the June 11, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy A-18 for “Alcoholic Beverages on Campus” establishes the rules that govern the possession and use of alcoholic beverages on property owned, leased, or controlled by WVU Parkersburg. This policy was last updated in 2003.

The proposed revisions to Policy A-18, *Alcoholic Beverages on Campus*, clarify and modernize the institution’s approach to regulating alcohol use on campus property. While maintaining the original intent of limiting alcohol-related activity, the policy has been updated for clarity, consistency, and alignment with current practices.

Notable changes include:

- Renaming and reformatting key sections for improved readability;
- Expanding Section 4 from a narrow focus on athletic events to encompass all campus-sponsored public events;
- Adding a new Section 5 on compliance and enforcement, which outlines consequences for policy violations and reinforces the institution’s commitment to safety and legal compliance.

These updates ensure the policy remains applicable to a wider range of campus events while upholding WVU Parkersburg’s responsibility to foster a safe and professional environment.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

WVU Parkersburg Board of Governors

**POLICY A-18**  
**ALCOHOLIC BEVERAGES ON CAMPUS**

**Section 1. General.**

- 1.1. Scope. -- This policy establishes the rules governing the possession and use of alcoholic beverages on property owned, leased, or controlled by WVU Parkersburg.
- 1.2. Authority. -- W. Va. Code §18B-1-6
- 1.3. Effective Date. – August 19, 2025  
(Replaces version dated – September 5, 2003)

**Section 2. Purpose.**

- 2.1. The intent of this policy is not to promote or encourage the use of alcoholic beverages on campus but to regulate such use under limited and clearly defined circumstances. This policy ensures such use is consistent with institutional values and applicable laws.

**Section 3. Permitted Use.**

- 3.1. The possession or consumption of alcoholic beverages on WVU Parkersburg property is prohibited except as provided below:
  - 3.1.1. When permitted under applicable laws governing the sale of non-intoxicating beer;
  - 3.1.2. When specifically approved in writing by the President or their designee, on a case-by-case basis, subject to the following conditions:
    - a. The event must not be centered around or primarily for the consumption of alcohol.
    - b. A majority of attendees must be of legal drinking age (21 years or older).
    - c. Alcohol shall not be served to any person under the legal drinking age.
    - d. Non-alcoholic beverage options and food must be made available.
    - e. Individuals under the age of 18 are prohibited from serving alcohol. All individuals serving alcoholic beverages must have appropriate training and adhere to state and federal laws.
    - f. No state-appropriated or institutional funds shall be used to purchase alcoholic beverages.

**Section 4. Public Event Restrictions.**

- 4.1. The sale of alcoholic beverages to the general public during campus-sponsored public events is prohibited unless specifically approved by the President or designee in accordance with Section 3.1.2 of this policy.

**Section 5. Compliance and Enforcement.**

- 5.1. Violations of this policy may result in disciplinary action in accordance with applicable institutional procedures, employee handbooks, and the student code of conduct.
- 5.2. The institution reserves the right to contact local law enforcement if violations of state or federal alcohol laws occur on campus property.
- 5.3. Event sponsors or organizers found to be in violation of this policy may be restricted from holding future events on campus.

**WVU Parkersburg Board of Governors  
Meeting of August 19, 2025**

**ITEM:** Policy update to Board of Governors  
Policy E-25 "Disposition of Obsolete and  
Unusable Equipment, Surplus Supplies and  
Other Unneeded Materials"

**RECOMMENDED RESOLUTION:** Information only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the June 11, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy E-25 for "Disposition of Obsolete and Unusable Equipment, Surplus Supplies and Other Unneeded Materials" establishes the process for removal of unneeded and unwanted materials, supplies, and equipment that is college property. This policy was last updated in 2005.

Changes to Policy E-25 include a revised process and inclusion of the Chief Procurement Officer's role in the determination of surplus material and the process for removal of such materials. It also outlines the process for depositing any funds from a surplus sale. Additionally, the process of donating unwanted materials is denoted.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

WVU Parkersburg Board of Governors

**POLICY E-25**  
**Disposition of Obsolete and Unusable Equipment,**  
**Surplus Supplies and Other Unneeded Materials**

**Section 1. General**

- 1.1. Scope: Policy regarding the disposition of obsolete and unusable equipment, surplus supplies and other unneeded materials at WVU Parkersburg.
- 1.2. Authority: WV code [§18B-5-7](#);
- 1.3. Effective Date: August 19, 2025  
(Replaces version dated - April 8, 2005)

**Section 2. Policy**

- 2.1 The President of WVU Parkersburg or the Chief Procurement Officer (CPO), shall dispose of obsolete and unusable equipment, surplus supplies and other unneeded materials, either by transfer to other governmental agencies or institutions, by exchange or trade, or by sale as junk or otherwise. The President or CPO shall adopt rules governing and controlling the disposition of all such equipment, supplies and materials. The rules shall provide for disposition of the equipment, supplies and materials as sound business practices warrant under existing circumstances and conditions and for adequate prior notice to the public of the disposition.
- 2.2 The President or CPO, shall report biannually to the Legislative Auditor all sales of commodities made during the preceding biennium. The report shall include a description of the commodities sold, the name of the buyer to whom each commodity was sold, the price paid by the buyer.
- 2.3 The proceeds of sales or transfers shall be deposited in the state treasury to the credit on a pro rata basis of the fund or funds from which the purchase of the commodities or expendable commodities was made. The President or CPO may charge and assess fees reasonably related to the costs of care and handling with respect to the transfer, warehousing, sale and distribution of state property that is disposed of or sold pursuant to the provisions of this section.
- 2.4 Notwithstanding the provisions of this section, the President or CPO may donate equipment, supplies and materials, as appropriate, to any not-for-profit entity to promote public welfare.

**WVU Parkersburg Board of Governors  
Meeting of August 19, 2025**

**ITEM:** Approval of Board of Governors  
Policy updating the policy for Grade Point  
Average guidelines

**RECOMMENDED RESOLUTION:** *Resolved*, that the WVU Parkersburg Board of  
Governors approve an update to the Board of  
Governors policy C-07 “Grade Point Averages”

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

**BACKGROUND:**

The current Policy C-07 for “Grade Point Averages” establishes the guidelines for GPA in regards to graduation, as well as D and F repeat provisions, as well as discretionary academic forgiveness provisions. This policy was last updated in 2002.

Changes to Policy C-07 are minor in that it updates naming and adds in applicable laws.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Grade Point Averages” 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, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

**POLICY C-07  
GRADE POINT AVERAGES**

**Section 1. General.**

- 1.1. Scope. -- Policy regarding grade-point average required for Associate and Baccalaureate degrees at ~~West Virginia University at WVU~~ Parkersburg
- 1.2. Authority. -- W. Va. Code [§18B-1-1a](#); ~~HEPC Series 22, CCTCE Series 22;~~ [135 C.S.R. 22](#)
- 1.3. Effective Date. – ~~September 6, 2002~~ [August 19, 2025](#)  
(~~Transferred from WVU Board of Governors on July 1, 2008~~)

**Section 2. Grade-Point Average Required for Graduation.**

- 2.1. Quality points are based on the following point values for each semester hour of credit: "A"-4; "B"-3; "C"-2; "D"-1 and "F"-0. The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:
  - 2.1.1. Courses with grades of "W" and "WP."
  - 2.1.2. Courses in remedial and/or developmental education.
  - 2.1.3. Courses taken on a credit/no credit, pass/fail or satisfactory/unsatisfactory basis where a passing grade is earned.
  - 2.1.4. Courses taken on an audit basis.
  - 2.1.5. Courses which have been repeated under the "D/F Repeat Provisions" of this policy.
  - 2.1.6. Courses which are covered under the "Discretionary Academic Forgiveness Provisions" of this policy.

**Section 3. D and F Repeat Provisions.**

- 3.1. If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the sixtieth (60th) semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record.

**Section 4. Discretionary Academic Forgiveness Provisions.**

- 4.1. For purposes of grade-point average required for graduation, the institution shall have discretionary authority to establish academic forgiveness in addition to the "D/F" repeat provisions. However, institutionally established provisions must be consistent with this policy. If the institution elects to disregard prior "D" and/or failing grades, such action must accommodate the following minimal conditions:
  - 4.1.1. Students must not have been enrolled in college on a full-time basis during any semester or term in the last four (4) consecutive years.
  - 4.1.2. Only grades for courses taken at least four (4) years prior to the request for academic forgiveness may be disregarded for grade-point average computation.
  - 4.1.3. In cases where grades may be disregarded for grade-point average computation, these grades shall not be deleted from the student's permanent record.
  - 4.1.4. In instances where students request and gain academic forgiveness from one (1) college or university and then transfer to another institution, the receiving institution is not bound by the prior institution's decision to disregard grades for grade-point average computation.
- 4.2. The provisions included herein shall be considered as minimum standards for extending academic forgiveness provisions. Consistent with institutional policies and mission, the institution may impose more stringent provisions in the area of disregarding prior grades for grade-point average computation for graduation.
- 4.3. Institutional policies regarding academic forgiveness for grade-point average computation shall be stated in the institutional catalog. In addition to providing information on the manner in which such provisions may be applied, the catalog and/or such other publications as are appropriate shall inform students that academic forgiveness extended by the institution may or may not be recognized by other institutions to which the student may transfer.

## **Section 5.      Application Only to Graduation Requirements.**

- 5.1. Institutional officials shall make clear to students the fact that this regulation pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.



**WVU Parkersburg Board of Governors  
Meeting of August 19, 2025**

**ITEM:** Approval of Board of Governors  
Policy updating the policy for appropriate travel guidelines

**RECOMMENDED RESOLUTION:** *Resolved*, that the WVU Parkersburg Board of Governors approve an update to the Board of Governors policy E-04 "Travel"

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

**BACKGROUND:**

The current Policy E-04 for "Travel" establishes the guidelines for appropriate travel as an employee of the institution. This policy was last updated in 2018.

Changes to Policy E-04 are minor in that it updates naming and adds in applicable laws.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to "Travel" 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, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

**POLICY E-04  
TRAVEL**

**Section 1. General**

1.1 Scope:

- 1.1.1 This rule implements the rules and regulations concerning management of in-state, out-of-state and international travel, hereinafter referred to as "travel," and for reimbursement of expenses to employees, members of the ~~West Virginia University at WVU~~ Parkersburg Board of Governors, hereinafter referred to as the "Governing Board," and other non-employees traveling on behalf of the Governing Board or the institutions.
- 1.1.2 Consultants and contractors are not required to use these rules and regulations, at the institution's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.
- 1.1.3 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this rule; otherwise, this rule shall govern such reimbursement.

1.2 Authority: ~~West Virginia Code §12-3-11; W. Va. Code §12-3-11; WVCGTCE Title 135 C.S.R. 29; Series 29~~

1.3 Effective Date: ~~September 24, 2018~~ August 19, 2025  
(Replaces version dated July 1, 2003 as transferred from WVU Board of Governors on July 1, 2008.)

1.4 According to the West Virginia Code, it shall be unlawful for the Auditor to issue a warrant in payment of any claim for travel expenses incurred by an employee, Board member, or other non-employee unless such claim meets all the requirements of this rule.

1.5 Definitions

- 1.5.1 "Duty Station" is the city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.
- 1.5.2 "E-Travel System" means the electronic tool approved for planning, authorizing and submitting reimbursement requests for business-related travel expenses.
- 1.5.3 "Purchasing Card" means the payment account issued by the financial institution and administered by the State Auditor to make payment for transactions.
- 1.5.4 "Rules" means these Travel Rules.
- 1.5.5 "Spending Unit" means a department, agency, board or institution of state government for which an appropriation is requested, to which an appropriation is made by the West Virginia Legislature, or which files an expenditure schedule with the State Budget Office.

- 1.5.6 "Spending Unit Officer" means a person with authority to approve Travel Authorization and Travel Expense Account Settlement Forms.
- 1.5.7 "State" means the State of West Virginia and any Spending Unit.
- 1.5.8 "Third Party Booking" means using an internet travel site such as Expedia, Travelocity, Orbitz, Kayak, Hotels.com and the like, where a Traveler may research and book travel reservations.
- 1.5.9 "TMO means the State of West Virginia Travel Management Office.
- 1.5.10 "Travel Authorization" means the form/format approved by the TMO that is to be used for approving travel under these Rules whether in an electronic travel management solution or on paper.
- 1.5.11 "Travel Expense Report" means the form/format approved by the TMO that is to be used for settling all travel related expenses incurred pursuant to these Rules, whether in an electronic travel management solution or on paper.
- 1.5.12 "Traveler" means a State of West Virginia officer, board member, employee, consultant, contractor and anyone authorized to be reimbursed travel expenses by or on behalf of the State.
- 1.15.13 "Travel Status" is defined as the authorized period of travel time away from the official workstation commencing with the time of departure and ending with the time of return.

## **Section 2. Provisions Applicable Only to the Board of Governors.**

- 2.1 The Governing Board may authorize payment for the traveling expenses incurred by any person, and her or his spouse when appropriate, who is invited to visit the campus, or any other facility under the control of the Board, to be interviewed concerning her or his possible employment by the Board or agent thereof. Authorization for such payment shall be given by the president, and/or other administrative head of the institution, or their duly authorized designee(s).
- 2.2 The Governing Board may authorize payment of: (1) all or part of the reasonable expenses incurred by a person newly employed by the Board, in moving such employee's household furniture, effects and immediate family to the employee's place of employment; and (2) all or part of the reasonable expenses incurred by an employee of the Board in moving her or his household furniture, effects and immediate family as the result of reassignment of the employee which is considered desirable, advantageous to and in the best interest of the Governing Board; provided, that no part of the moving expenses of any one such employee shall be paid more frequently than once in twelve months. Authorization for such payment shall be given by the president, and/or other administrative head of the institution, or their duly authorized designee(s).

## **Section 3. Delegation of Authority and Responsibilities**

- 3.1 Authority to manage, approve or disapprove travel and travel related expenses is delegated exclusively to the President. Such delegated authority may also be revoked by the Governing Board.
- 3.2 The President may also delegate authority to others within the institution-to act as her or his designee(s) for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of this rule.
- 3.3 Travel may be authorized only for official business and only if the institution has the financial resources to reimburse the traveler for travel expenses.

- 3.4 Travel expenses will be reimbursed for legitimate and reasonable expenses considered necessary for the proper conduct of institution business in accordance with these Rules.
- 3.5 The President or designee may develop administrative policies and procedures for the institution, consistent with this rule, to provide additional guidance to employees and others traveling on behalf of the institution.
- 3.6 A Traveler is considered in "travel status" when he or she is traveling on behalf of the institution, which includes leaving his/her assigned official work location to perform duties at other locations.
- 3.7 The responsibility to audit a traveler's expense account settlement lies with the institution. Approval of a traveler's expense account settlement by the institution means that the expense settlement meets all criteria established by this rule for reimbursement. The institution shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.

#### **Section 4. Travel Regulations Applicable to All Employees, Board Members, and Non-Employees**

- 4.1 Employees
  - 4.1.1 Approval to travel shall be secured in advance by the employee in accordance with this rule and, if applicable, the administrative policies and procedures of the institution. Under no circumstances should an employee travel without proper approval of the President or designee(s).
  - 4.1.2 Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required attachments, to her or his institution within a reasonable amount of time after the last day of the approved travel, as defined by the institution, in order to qualify for reimbursement of expenses or for payment.
- 4.2 Members of the Governing Board
  - 4.2.1 This rule shall govern reimbursement of travel expenses to members of the Governing Board when a Board member requests reimbursement for such expenses from the Governing Board.

#### **Section 5. Reimbursement**

- 5.1 Reimbursement of travel expenses incurred by consultants, contractors, and non-employees shall be made in accordance with these Rules, unless otherwise specified in the purchase order or contract with the State.
- 5.2 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in these Rules; otherwise, these Rules shall govern the reimbursement.
- 5.3 Travel Expense Reports must be completed by the Traveler and have all required receipts and forms attached before submitting to the institution.
- 5.4 The institution is responsible for auditing Travel Expense Reports. Approval of a Travel Expense Report by a responsible official is required to certify the Report meets all criteria established by these Rules.

- 5.5 Itemized receipts are required for all expenses, except for meal per diem, unless otherwise specifically addressed in these Rules.
- 5.6 When a receipt is required, the receipt must be the valid, itemized receipt issued by the vendor or service provider documenting the transaction.

## **Section 6. Transportation**

### **6.1 Air Transportation**

#### **6.1.1 Commercial Airlines**

- 6.1.1.1 Allowable reimbursement for commercial airline travel shall include the actual expense or cost of the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.
- 6.1.1.2 Travelers must make advance bookings through a contracted travel service vendor or as otherwise approved by the institution to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased up to 180 days before the trip begins.
- 6.1.1.3 In order to receive reimbursement, the traveler must submit the "passenger coupon", E-Ticket Receipts or certified copy from the commercial airline ticket. If airfare is reimbursed prior to the trip, it must be referenced on the traveler's final expense account settlement. Refundable or unused airline tickets shall be returned immediately.
- 6.1.1.4 Electronic tickets (E-tickets) are the industry standard and are issued automatically unless a paper ticket is specifically requested by the Traveler. Costs for obtaining paper tickets are not reimbursable. E-tickets are sufficient for traveling and reimbursement.
- 6.1.1.5 Commercial airline tickets may be direct billed to the institution and paid in advance via purchase card.
- 6.1.1.6 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.
- 6.1.1.7 Travelers may not deliberately cause increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is also prohibited.
- 6.1.1.8 The travel agency should be notified immediately if airline tickets are unused or refundable for proper credit or refund.

### **6.2 Use of Aircraft Owned and Managed by the Department of Administration and Other State Agencies, Chartered Aircraft Service, and Privately Owned Aircraft.**

- 6.2.1 For use of aircraft owned and managed by the Department of Administration and other agencies not under the jurisdiction of the Governing Board, the traveler shall follow the rules and regulations of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.
- 6.2.2 If authorized by the President or designee(s), chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare, and if it is approved in advance by the appropriate institutional officer. Direct billing may be used to pay for such service and aircraft use. A competitively bid charter service contract, if available, may be used, as appropriate.
- 6.3 Ground Transportation
  - 6.3.1 Generally
    - 6.3.1.1 A traveler may use a privately owned, state-owned, or a commercial rental vehicle for ground transportation.
    - 6.3.1.2 A traveler must possess a valid operator's license to drive a vehicle while traveling on behalf of the institution.
    - 6.3.1.3 The traveler is responsible for following all applicable laws and requirements while driving and for any fines and/or penalties resulting from citations, changes or warrants attributable to the operator. Such fines and/or penalties are not reimbursable expenses.
    - 6.3.1.4 When a traveler requests to drive his or her personal vehicle rather than fly for business, reimbursement shall be based on actual in-transit expenses (mileage and other costs incurred while in-transit, such as lodging, meals, parking, etc. not to exceed the least expensive logical commercial airline cost plus local transportation to and from the airport and parking (where required).
    - 6.3.1.5 Travel between the place of residence and the official workstation is not reimbursable. A manager may deem that the point of travel may start from the employee's place of residence rather than the workstation when the miles from the place of residence to the destination would be less than the miles from the workstation to the destination.
  - 6.4.1 Privately-Owned Vehicles
    - 6.4.1.1 Privately-owned vehicles may be used for state travel with institution approval when institution owned or leased vehicles are unavailable. A privately owned vehicle should not be used when reimbursement is expected to exceed \$50 per day or when mileage is expected to cost more than the cost of commercial carrier.
    - 6.4.1.2 Mileage allowance for privately owned vehicles engaged in institution business will be based on the IRS reimbursement rate in effect at the time of the travel, not to exceed \$50 per day. The rate covers all operating costs such as fuel, maintenance, insurance, etc., and no additional reimbursement will be made for such expenses.
  - 6.4.5 The mileage allowance will be based on the shortest practical route to and from the destination.

- 6.4.5.1 Travel for which mileage is claimed shall normally begin and end at the traveler's official work location.
  - 6.4.5.2 Travel commencing before or after the work day for which mileage is claimed shall begin and end at the traveler's official work location or the traveler's home, whichever is closer to the destination.
- 6.5 Receipts are not required for mileage reimbursement when using privately owned vehicles.
- 6.6 Insurance
  - 6.6.1 Owner's personal insurance will be primary for liability insurance coverage. Owner should contact their automobile insurer to discuss coverage available/required when using their own vehicle on institution business.
  - 6.6.2 The Institutions' insurer, BRIM (Board of Risk & Insurance Management), will provide excess liability coverage for additional protection to the traveler using their personal vehicle in the course of institution business. Being excess, BRIM's coverage will only be available after the vehicle owner's coverage is exhausted.
  - 6.6.3 BRIM does not provide coverage that will pay for damage to a personal automobile regardless of the cause. Further, BRIM will not pay owner's physical damage deductible.
- 6.7 State-Owned Vehicles
  - 6.7.1 A traveler desiring to use a state-owned vehicle may reserve a vehicle by contacting the college's Business Office or by completing an online request form.
  - 6.7.2 Expenses, such as gasoline, parking and tolls, not chargeable to the vehicle's gas card are reimbursable upon the traveler providing a valid itemized receipt and approved expense reimbursement form.
- 6.8 Commercial Rental Vehicles
  - 6.8.1 A commercial rental vehicle should only be used when a temporary need arises, a state vehicle is unavailable and the cost will be less the reimbursement associated with a privately owned vehicle. Only the traveler renting the commercial vehicle is permitted to operate the vehicle. If institution employees are traveling together, it must be noted on the rental agreement if they will operate the vehicle.
  - 6.8.2 The Purchasing Card is the only acceptable method of payment when renting a vehicle. Reimbursement for rentals made outside of the statewide car rental contract requires authorization from the TMO.
  - 6.8.3 Travelers must use the State contract for car rental services, unless the State contracts for car rental services do not have:
    - a. a location in the specific area,
    - b. the type of vehicle needed, or
    - c. the vehicle for the duration needed.

If the State contract is not used, then the Traveler must note the reason on the Travel Expense Report.

- 6.8.4 For travel of more than a few days in duration, weekly rental rates may be reimbursed if they result in lower total costs than the daily rate.
  - 6.8.5 Reimbursement for commercial rental vehicles will be made at actual cost for the daily rental charge for a mid-size or smaller vehicle, plus mileage fees and fuel costs.
  - 6.8.6 Reimbursement may be made for full-size vehicle if more than three (3) people are traveling together on business and for larger vehicles if a group of five (5) or more is traveling together.
  - 6.8.7 Larger vehicles may be rented when situation warrant (i.e. negotiating rough terrain, transporting large groups of people or equipment or other extenuating circumstances) as approved by the Institution.
- 6.9 Collision Damage Insurance (CDW)
- 6.9.1 The State contract(s) for car rental services may provide CDW insurance for some vehicles that are excluded by the Purchasing Card.
  - 6.9.2 The Purchasing Card provides CDW coverage at no cost for rentals up to 31 days.
  - 6.9.3 No other insurance or insurance-like product is reimbursable for rental vehicles used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.
  - 6.9.9 The Purchasing Card does not cover the rental of trucks, campers, off-road vehicles, trailers, motorized bikes, motorcycles and motorized scooters, antique cars, high value, special interest and exotic cars, or vans that seat more than eight (8) occupants.
  - 6.9.10 A receipt or documentation is required for reimbursement of vehicle rental and mileage charges or fees.
  - 6.9.11 Reimbursement may be made for actual fuel costs, supported by valid itemized receipts.
  - 6.9.12 Vehicles should be returned to the rental agency with a full tank of fuel. Unless rental location provides gas at a lower rate, documentation required.
- 6.10 Rail Service:
- 6.10.1 Travelers shall make advance bookings for all rail service through the Statewide Contract for Travel Services, using the least expensive logical fare via the most direct route or other reasonable route that results in a lower fare.
  - 6.10.2 The cost of rail service should be paid by a Purchasing Card.
- 6.11 Other Ground Transportation:
- 6.11.1 When courtesy transportation is provided by a hotel, motel or other service facility, the traveler is encouraged to use such service.



- 6.11.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts are not required if under the limit authorized by the TMO.

## **Section 7. Lodging**

- 7.1 Lodging for a Traveler is reimbursable where the distance is more than fifty (50) miles from his or her official work location or home, whichever is the shorter distance, and an overnight stay is required.
- 7.2 Travelers should use the E-Travel system to secure the lowest rate available at a reasonably priced facility. Most hotels and motels offer special reduced rates to Travelers, which are stored in the system.
- 7.2.1 Travelers shall not book lodging through a Third Party booking vendor. Third party vendors are unable to provide an itemized invoice or folio for reimbursement and may charge services fees that are not reimbursable.
- 7.3 Lodging may be direct billed; however, the traveler must attach a copy of the lodging invoice or other proof of lodging to the traveler's final expense account settlement.
- 7.4 The lodging facility location should be as convenient as possible to the location where business is being conducted.
- 7.5 Allowable reimbursement for lodging shall include the actual expense for overnight accommodations and all applicable taxes and surcharges. Employees are reimbursed for lodging up to the maximum per diem established by the federal government. Travelers may request reimbursement above the per diem, not to exceed 300 percent (300%) of the maximum per diem allowance. Request for reimbursement above per diem following travel may be granted subject to Institution approval.
- 7.6 Sales tax is to be paid if the lodging facility is located outside the State of West Virginia. When using the Purchasing Card for travel, purchases made with this card for in-state travel are exempt from any form of taxation.
- 7.7 If more than one traveler shares a room, one of the travelers may claim the total charge at the rate charged for the number of persons in one room: each traveler will need to be reference on the other Travel Expense Account Settlement Forms. They may also request the total charge be split between them accordingly and each issued their own separate folio or receipt.
- 7.8 Receipts are required for lodging reimbursement. A valid, itemized invoice or folio shall be the official document utilized for reimbursement to the traveler.
- 7.9 If an increase in lodging charge is incurred due to the traveler being directed by an Institution official to change travel plans or due to extenuating circumstances arising beyond the control of the traveler, then the increase is reimbursable. Increased charges incurred due to the traveler's failure to notify the lodging facility are the personal expense of the traveler and are not reimbursable.

## **Section 8. Meals and Per Diems**

- 8.1 Meal expense reimbursement is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rates (ADR) as established by the General Services Administration (GSA) for the temporary duty station. Specifically excluded are alcoholic beverages and entertainment expenses. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge." Receipts are not required for meal reimbursement unless traveler is engaged in guardian travel.

- 8.2 Meal and incidental rates differ by travel location; incidentals are included in the meal per diem and are therefore not separately reimbursable. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing costs associated with filing travel vouchers.
- 8.3 Adjustment to Per Diem Rates
- 8.3.1 Exceptions may be granted to per diem rates in situations when authorized by the President. When expenses are approved in excess of per diem rates, itemized receipts are required for the meal and incidental expenses for the entire day.
- 8.3.2 On the first and last days of travel of an overnight trip when no meals are provided, the allowable reimbursement is based on 75% of the federal government's per diem rate for the specific city. Departure or arrival times are not considered. If a meal(s) is provided gratis or included within a registration fee of the business travel, the per diem rate must be reduced by the appropriate amount.
- 8.3.3 A meal provided by a common carrier or as a complimentary meal provided by hotel/motel does not reduce the maximum per diem rate.
- 8.4 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount in accordance with the institution's policies and procedures.
- 8.5 Meal expense reimbursement for single day travel (when there is not an overnight stay) is not allowed.
- 8.6 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is a "reasonable" expense to incur for the situation.
- 8.6.1 Guardian Travel: Travelers transporting or accompanying clients, patients, students or others entrusted to an institution for their care, education or placement, shall be reimbursed the actual cost of meals up to the maximum daily rate for each person. Receipts are required; or in lieu of receipts for students, a student signature form, in accordance with the Auditor's current guidelines, may be provided.
- 8.6.2 Board Members: For a single day travel (where there is not an overnight stay), in conjunction with the performance of their official duties, Board members may be reimbursed the actual meal expenses incurred not to exceed the maximum daily rate. Receipts are not required.

## **Section 9. Registration Fees**

- 9.1 Registration fees and event-related materials for meetings, conferences, seminars, and/or workshops are reimbursable expenses to the traveler. Registration fees may also be direct billed to the institution when feasible. Advance payment of registration fees is permitted if required or if doing so results in a savings to the institution.
- 9.2 Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. E-mailed receipt/documentation is acceptable.
- 9.3 Travelers are to adjust meal reimbursement (per diem) requests for meals included with the registration fee.
- 9.4 Travelers should verify acceptable payment methods with the event sponsor prior to attending. Registration fees should be charged on a Purchasing Card when possible.

- 9.5 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler or the traveler's representative to notify the event sponsor will be considered a personal expense to the traveler.

## **Section 10. Other Expenses**

- 10.1 Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Receipts are required for any individual expenditure in excess of \$75.00. The spending officer may require any or all receipts at their option as means of cost control. Such expenses and reimbursement may include, but are not limited to:
- a. Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has portage (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;
  - b. Baggage storage between appointments, and between hotels and meeting places;
  - c. Tolls, garage and parking fees, including gratuities;
  - d. Communication expenses such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges; (3) surcharges for long distance calls when the toll charges are direct billed; (4) cellular telephone charges; and (5) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.
  - e. Currency conversion;
  - f. Guides, interpreters, and visa fees; and
  - g. Laundry and dry cleaning when an employee is in travel status in excess of seven days without returning home.
- 10.2 Valet charges will only be reimbursed where self-parking is not available or where self-parking costs more than valet parking.
- 10.3 Non-reimbursable travel related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the institution), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the President or designee.
- 10.4 Persons traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.
- 10.5 When a non-employee accompanies a Traveler on official business, the Institution shall in no way be responsible or liable for any expenses, actions or inaction of the non-employee whatsoever.

## **Section 11. Purchasing Card**

- 11.1 Travelers must use the State of West Virginia Purchasing card for approved business related travel expenses whenever it is accepted. The Purchasing Card shall not be used for personal expenses.
- 11.2 Personal expenses, including food charges, shall not be charged to hotel folios when a Purchasing Card is used.
- 11.3 Travelers may request cash advances for meals and expenses that cannot be charged to a Purchasing Card.
- 11.4 Direct Billing: Direct billing may be authorized by the appropriate institutional representative in accordance with the institution's policies and procedures. The traveler is responsible for attaching to her/his final expense account settlement copies of receipts, invoices, documentation, etc. for any direct-billed fee.

## **Section 12. Reimbursement Forms**

- 12.1 The form(s) used for reimbursement of travel expenses shall be consistent with those authorized by the WV Department of Administration Travel Management Office and the WV State Auditor's Office.
- 12.2 Any institution employee seeking approval or reimbursement for travel expenses must use the institution's expense reimbursement form to request a reimbursement.
- 12.3 Any non-employee seeking approval or reimbursement for travel expenses must use the institution's expense reimbursement form to submit the request according to this policy. The form must contain the traveler's original signature, preferably in blue ink.
  - 12.3.1 Any invoice or receipt requiring original certification may be certified by the non-employee traveler and the Institution's ~~Executive Vice President of Finance & Administration~~ or designee, or as determined by the State Auditor in emergencies.

## **Section 13. Restrictions, Exceptions or Waivers**

- 13.1 According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official travel.
- 13.2 The institution's President or President's designee has the right to establish procedures that are more restrictive than any provision of these Rules.
- 13.3 Travel Expense Reports for which an exception, waiver or deviation from these Rules has been granted or made by the President or President's designee shall be processed separately from those reports without exceptions, waivers or deviations. The need for specialized audit review may result in longer processing times.

**WVU Parkersburg Board of Governors  
Meeting of August 19, 2025**

**ITEM:** Approval of Board of Governors  
Policy updating the policy for appropriate use  
of computer resources

**RECOMMENDED RESOLUTION:** *Resolved*, that the WVU Parkersburg Board of  
Governors approve an update to the Board of  
Governors policy E-57 “Appropriate Use of  
Computer Resources”

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

**BACKGROUND:**

The current Policy E-57 for “Appropriate Use of Computer Resources” establishes the guidelines for appropriate use of computer resources. This policy was last updated in 2014.

Changes to Policy E-57 are minor in that it updates naming and adds in applicable federal laws. We also have added the Innovation and Technology Center as a site. The more specific guidelines for this generalized policy are found in the WVU Parkersburg Answer Book in #VII-1. It also is being updated, with its previous revision dating 2017. One of the primary changes to it is the addition of using encrypted emails for some private information transfers.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Appropriate Use of Computer Resources” 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, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

**POLICY E-57**  
**APPROPRIATE USE OF COMPUTER RESOURCES**

**Section 1. General**

**1.1 Scope.**

1.1.1 This rule sets forth the ~~West Virginia University at WVU~~ Parkersburg Board of Governors' Policy regarding the appropriate use of computer resources and applies to all WVU ~~at~~ Parkersburg staff, faculty, administrators, officers and students (collectively, "users"), including those at the Jackson County Center, ~~the Innovation and Technology Center~~, and other off-campus instructional sites.

1.1.2 If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to come into compliance with said law, and the remainder of the policy shall continue in full force and effect.

1.1.3 The use of any college computing resource constitutes acceptance of this policy.

1.2 Authority: W.Va. Code ~~§ 18B-1-6~~; ~~§ 61-3C~~ (The West Virginia Computer Crime and Abuse Act); 5 U.S.C. § 552a (Privacy Act of 1974); 18 U.S.C. § 1030 (The Computer Fraud and Abuse Act of 1986); 18 U.S.C. § 2314 (National Stolen Property Act); 18 U.S.C. § 2510 (Electronic Communications Privacy Act) and applicable federal laws.

1.3 Effective Date: ~~September 17, 2014~~ August 19, 2025 -(Replaces version dated ~~July 5, 2011~~ September 17, 2014)

**Section 2. Purpose**

2.1 This campus policy outlines the application of the principles that govern the college community in the appropriate use of college computer and information network resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, individuals' rights to privacy, and freedom from harassment. Computing and networking resources include: computers, computer networks, connections to external computer networks, and subscriptions to external computer services. Open access to these resources is a privilege. It requires individual computer users to act responsibly, conserve computer resources, and consider the rights and privacy of others. Use of any college computing resource constitutes acceptance of this policy.

**Section 3. Policy**

3.1 ~~West Virginia University at WVU~~ Parkersburg computer resources are provided primarily for the use of students, faculty and staff. They are intended to be used for administrative and educational purposes and to carry out legitimate college business. In addition, access to the network may be provided to alumni and

members of the local community for the purpose of accessing WVU Parkersburg information and related educational resources.

#### **Section 4. Guidelines for Appropriate Use of Resources**

- 4.1 Guidelines for appropriate computer use, as approved by the President, shall comply with all applicable laws, rules, policies, contracts, and licenses. Such guidelines shall prohibit inappropriate use of computer resources, including but not limited to the following:
- a. Interference or impairment to the activities of others
  - b. Unauthorized access and use of the resources of others
  - c. Damage or impairment of college resources
  - d. Unauthorized commercial activities
  - e. Violation of city, state or federal laws

**WVU Parkersburg Board of Governors  
Meeting of August 19, 2025**

**ITEM:** Approval to utilize Unrestricted Reserve Funds for renovations at the Innovation and Technology Center

**RECOMMENDED RESOLUTION:** *Resolved*, that the WVU Parkersburg Board of Governors approves the utilization of college unrestricted reserves of \$7 million to assist in renovations of the Innovation and Technology Center

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

**BACKGROUND:**

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 has spent \$18 million to date on this project renovation and will pay \$13.5 million in the next three years to complete it. On August 18, WVU Parkersburg began using the facility per its lease with the WVU at Parkersburg Foundation. Due to the size of this expense and its purpose to enhance our educational opportunities, we request \$7 million from the college to the Foundation to assist in these renovations. This project will be able to sustain itself upon being fully open by lease income and student enrollment. Already, 159 students are in the facility for Fall 2025. To be able to have the facility fully functioning, we need to complete the cafeteria area and the second floor. We also are requesting to expand cosmetology into the annex building. This space originally was going to be lease space, but now will be better utilized for WVUP programming

Reserve balances as of June 30, 2025, based on draft financial statements are more than adequate to support these expenditures and still have a more than adequate reserve.