

# **WVU PARKERSBURG BOARD OF GOVERNORS**

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**OCTOBER 14, 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, October 14, 2025**

11:30 a.m.	Executive Committee	President's Conference Room - Room 1105
12:30 p.m.	Lunch - Listening Session with WVU Parkersburg Student Jack Comeau	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 October 14, 2025  
Francis & Nina Phares Board Room & Zoom  
3:15 p.m.

1.	Call to Order	Blaine Hess, Chair	
2.	Roll Call	Lauriel Rader Secretary to the Board	
3.	President's Report	Dr. Torie Jackson, President	
4.	Approval of Minutes		
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5.	Committee Reports		
	• Executive Committee	Blaine Hess	
	• Academic and Student Services Committee	David Bowles	
	• Administrative Services Committees	Savannah Morgan	
6.	Information Items		
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7.	Action Items		
	• Approval of Board of Governors Policy updating the policy for Part Time Classified Employees (Policy B-13)	Dr. Torie Jackson, President.....	37
	• Approval of Board of Governors Policy updating the policy for Accreditation and Degree Standards (Policy C-35)	Dr. Torie Jackson, President.....	40
	• Approval of Board of Governors Policy updating the Policy for Reduced Tuition and Fee Program	Dr. Torie Jackson, President.....	43

for Residents at Least 65 Years of Age  
(Policy E-14)

- Approval of One New Program: Certificate of Applied Science in Paraprofessional Dr. David Lancaster,  
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- Approval of Online Degree Program Tuition Rates Dr. David Lancaster,  
Executive Vice President  
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8. Board Comments/Announcements

9. Next Meeting -  
Tuesday, January 20, 2026

10. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY PARKERSBURG  
BOARD OF GOVERNORS  
August 19, 2025

A regular meeting of the WVU Parkersburg Board of Governors was held on Tuesday, August 19, 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, David Bowles, Jared Decker, Scott Seese, Andrew Walker, Cody Irick & Trista Scarberry. Others present included Dr. Torie Jackson and Lauriel Rader.

Guests present included administrators, faculty and staff.

**1. Call to Order**

Mr. Hess, Chairman of the WVU Parkersburg Board of Governors, called the meeting to order.

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

The Honorable Timothy Sweeney, 3<sup>rd</sup> Circuit Court Judge, conducted the swearing in of new Board member, Trista Scarberry.

**3. Roll Call**

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

**4. President's Report**

President Jackson delivered the following report:

I definitely could start with Phew! We made it.

We've started a new semester. We have the west wing of the first floor of the Innovation and Technology Center open.

Think back to February 2025, when we had small excavators inside the facility digging up the concrete on the ground floor so that we could add more plumbing. Think back to February 2024, when we were beginning to empty the library of its books and just had heat in the building. Think back to February 2023, when we weren't sure that the family would honor the wishes of our donor with a legacy gift. It hasn't been the easiest journey, and some might even have labeled it aggressive, but we have been able to bring students a state-of-the-art technology facility, and for that I am very grateful.

Yes, much more needs to be done.

However, we have so many reasons to be thankful. Increasing enrollment, growing programs, new opportunities. That's the story of WVUP.

It's not the story across the country, where *Inside Higher Education* is featuring stories about market conditions causing cuts at public and private colleges in July. Yet, we are blessed enough to be hiring additional employees.

As I told employees at the opening session last week, our options are only limited by us, quoting William Shakespeare in *Measure for Measure* when he said, "Our doubts are traitors and make us lose the good we oft might win by fearing to attempt."

Thank you to this Board for believing in the opportunity for WVUP to grow and become an economic driver in the community.

We are excited to also begin the STAND program, a statewide initiative for Skilled Trades Apprenticeship Nontraditional Degree. One of our faculty members, Jeff Holland, agreed to step into a Faculty Fellow for Skilled Trades position this fall to take lead in teaching for that program and the Chemours incumbent worker initiative.

At our President's Cabinet Retreat this summer, the team decided they would like to have an Artificial Intelligence Task Force. It will be led by Dr. Kyle Lancaster. The group will identify areas across the college where AI can enhance student support, academic delivery, staff productivity, and operational cost efficiency. They will prepare recommendations for the President on AI tools and implementation projects. They will monitor AI pilots on the campus to document successes and challenges.

Additionally at our opening ceremony last week, we had a special presentation by Dr. Stephen Lloyd, the director of the WV Office of Drug Control Policy. He shared his own story of addiction and overcoming those obstacles.

It wasn't an easy story to hear, but I wanted the campus to hear his powerful story to know that behind every statistic is a real person, with a life, a family, and dreams that matter. Stories like Dr. Lloyd's break down barriers of stigma and replace them with understanding. They challenge us to look beyond the surface and see the whole person, not just the struggle.

His testimony to our employees encourages us to keep an open mind as we serve our students. Every student walks through our doors carrying a history we may never fully know. For some, that history includes challenges like addiction, trauma, or loss. When we choose to see through a lens of empathy, we begin to view education not only as the transfer of knowledge but as an opportunity to offer stability, connection, and hope.

At WVU Parkersburg, we are committed to building that kind of supportive environment. Our partnership with health care providers ensure that physical and behavioral health services are accessible right here on campus. Students don't have to navigate their challenges alone—they can find care in the same place they pursue their education. Such collaborations are one way in which we bridge the gap between academic success and overall well-being.

We also invest in equipping our campus community with the skills to respond when someone is in crisis. Through our Mental Health First Aid initiative, 16 faculty and staff members are now certified to recognize the signs of mental health and substance use

concerns, to listen without judgment, and to connect individuals with the right help. These trainings expand our ability to create a safety net of care across classrooms, offices, and student spaces.

Dr. Lloyd's story reinforced why these efforts matter. It reminded us that change is possible, and that sometimes the most important thing we can offer is simply to see, hear, and believe in someone.

WVU Parkersburg will continue to be a place where education and compassion walk hand in hand, where we treat all with respect, and where every person is given the chance to write their next chapter—no matter where their story began.

We are embracing the student experience - assisting in every part of their journey - and knowing that without those students we can't have the moments where we sit back and say, "Phew! We've accomplished a new goal!" With this attitude, we will not lose the good we oft might win by fearing to attempt.

We shall bravely take the steps for growth because within this campus community and with you, our Board, we know that together we can achieve more.

## **5. Approval of Minutes**

Chairman Hess stated the minutes from the Regular Board meeting of June 11, 2025, are submitted for review. With no corrections to be made, minutes are approved as submitted.

## **6. Committee Reports**

- Executive Committee

Chairman Hess shared updates from the Executive Committee. He welcomed Trista Scarberry, Student Representative, to the Board. He announced that we still have a vacant seat on our Board and we are waiting for approval from the Governor's Office. Chairman Hess had the pleasure of attending and welcoming everyone to the start of the fall semester at the Faculty & Staff Opening Session on August 11<sup>th</sup>. He shared that WVU Parkersburg was on the front page of the newspaper and on WTAP with some positive press about the ITC opening. He announced there will be a Board of Governors training in Charleston on October 29<sup>th</sup> and 30<sup>th</sup>, offered by the Chancellor's office. He provided updates on student enrollment, including a 15% increase in the summer enrollment and 8% increase in the fall enrollment. This is the ninth semester with increased enrollment. He commended the college on their work with enrollment and encouraged everyone to keep up the good work.

- Academic and Student Services Committee

Mr. David Bowles reported that the Academic and Student Services Committee received updates about the Nursing & Health Sciences Division from Dean Kathy Frum. The Board members learned about the six programs offered by the division, which include a new program in Radiology and a future EMS program. They also learned about the student recruitment efforts, increased student headcount and the \$2 million grant the division received for the nursing

expansion. The Board members toured the state-of-the-art Nursing Simulation Lab, which included realistic mannequins for advanced student training.

- Administrative Services Committee

Ms. Savannah Morgan reported that the Administrative Services Committee received an update about current and future software subscriptions from Doug Anthony, Chief Information Officer. The IT team's responsibilities include networking, telecommunications, security, maintaining Banner and Blackboard, user support, compliance and in-house development. They discussed the annual software budget, with the majority of the funds going to Banner, Blackboard and Oasis. They discussed the potential of future consolidation of software by using a CRM system called Element 451, to increase efficiencies across departments throughout the entire campus. The IT department also maintains GLBA compliance to protect student data. They are constantly working on improving processes, procedures, security and safety for the college.

## **7. Information Items**

- Fiscal Update

Mr. Bradley Wilson, Director of Financial Analysis & Institutional Research, CFO, provided a detailed report on the budget summary as of month ending July 31, 2025. There were no questions from the members.

- Policy Update to the Board of Governors Policy A-06 "Naming Opportunities"

Dr. Torie Jackson, President, shared an update on the Board of Governors policy A-06 Naming Opportunities. Dr. Jackson shared comments with Board Members and reported that 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.

- Policy Update to the Board of Governors Policy A-18 “Alcoholic Beverages on Campus”

Dr. Torie Jackson, President, shared an update on the Board of Governors policy A-18 Alcoholic Beverages on Campus. Dr. Jackson reported that 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.

- Policy Update to the Board of Governors Policy E-25 “Disposition of Obsolete and Unusable Equipment, Surplus Supplies and Other Unneeded Materials”

Dr. Torie Jackson, President, shared an update on the Board of Governors policy E-25 Disposition of Obsolete and Unusable Equipment, Surplus Supplies and Other Unneeded Materials. Dr. Jackson reported that 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.

## **8. Action Items**

- Approval of Board of Governors Policy updating the Policy for Grade Point Average Guidelines (Policy C-07)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for Grade Point Average Guidelines. Dr. Jackson reported 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.

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

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

Ms. Morgan seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating the Policy for Appropriate Travel Guidelines (Policy E-04)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for Travel. Dr. Jackson

reported 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.

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

*Resolved*, that the WVU Parkersburg Board of Governors approve an update to the Board of Governors policy E-04 “Travel”

Mr. Seese seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating the Policy for Appropriate Use of Computer Resources (Policy E-57)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for Appropriate Use of Computer Resources. Dr. Jackson reported 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.

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

Mr. Bowles seconded the motion. Motion passed.

- Approval to Utilize Unrestricted Reserve Funds for Renovations at the Innovation and Technology Center

Dr. Torie Jackson, President, presented to the Board the resolution for approval to utilize unrestricted reserve funds for renovations at the Innovation and Technology Center. Dr. Jackson reported the Innovation and Technology Center being renovated will house WVU Parkersburg’s programs in Computer Science and Computer Information Technology, as well as the Workforce and Economic Development Division.

The WVU at Parkersburg Foundation 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.

After questions, review and discussion, Mr. Seese moved to approve the following 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”

Mr. Bowles seconded the motion. Motion passed with Board Member Ms. Savannah Morgan abstaining.

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

Chairman Hess and Mr. Andrew Walker shared the following announcements:

- Please watch for an email from the Chancellor’s Office regarding the Board of Governors Conference that will be offered on October 29<sup>th</sup> and 30<sup>th</sup>.

- On September 13, 2025, the WVU at Parkersburg Foundation Board will host the Drew Carpenter Memorial Golf Tournament at Worthington Golf Course. This will help fund the endowment for a scholarship in Drew's memory.

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

Chairman Hess shared the next meeting will be held Tuesday, October 14, 2025.

#### **11. Adjournment**

With no further business to be discussed, 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, Chair

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Savannah Morgan, Vice Chair

**WVU Parkersburg Board of Governors  
Meeting of October 14, 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 the month ending September 30, 2025.

Meeting Date: October 14, 2025

To: Board of Governors

RE: September 2025 Budget Report

Greetings Board Members,

As of September 30th, we are 25% through the budget year. Revenues total 33% of the annual budgeted revenue with expenses coming in at 21% of the annual budgeted expenses.

**Tuition & Fees** – Billed tuition and fees for Fall 2025 are up \$233,355 over the same day in the Fall 2024 term. Not surprisingly, collections of tuition and fees are up over what they were last year at this time, as well.

**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.

**Grant Revenue** – The majority of non-state appropriated revenues comes from grants. WVUP has several grants that support growth in our nursing and agribusiness programs. Several of these grants are paid on a reimbursement basis. There is approximately \$1,257,922 in receivables outstanding related to reimbursement grants.

**Personnel costs** – Total personnel costs are currently at 21% due to employee vacancies and strategic evaluation of vacant positions. I highlight this metric as it makes up 65% of the annual budget.

**Computer Supplies & Services** – The payment of annual subscriptions in the first quarter has elevated the computer supplies and services category to 49% of the annual budget. These items include Blackboard, wvOASIS, and LightCast. WVUP has also purchased an annual license for Element 451, an all-encompassing customer relationship management system to streamline operations and improve student communications and experiences.

**Fleet Expenses** – Unanticipated vehicle repair costs have inflated fleet expenses to 75% of the annual budget. Although this specific budget is high, it makes up only 0.05% of the annual budget.

**Library Books & Materials** – Many of our fiscal year subscriptions are payable in the first quarter causing the expended percentage to be higher at 40%. The renewals for EBSCO and LexisNexis make up most of the year-to-date expenditures in this line.

**Membership Dues** – Many of our fiscal year institutional memberships are payable early in the year causing the expended percentage to be higher at 36%. Dues for institutional accreditation, Surgical Technology accreditation, as well as the membership for Community Colleges of Appalachia make up most of the incurred expenses.

**Capital Projects** – The grant-funded construction of buildings at the Riverhawk farm have elevated the expenses to 31% of the annual budget. Costs related to the construction of the activity center Pavilion on the back lawn have also begun to be incurred.

Overall, September results reflect a strong financial start to the fiscal year.

Bradley Wilson, CFO

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Month Ended September 30, 2025						
	Approved FY 2026 Budget	Projected FY 2026 Budget	9/30/2024	9/30/2025	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	11,721,531	11,721,531	3,942,105	3,544,919	8,176,612	30%
Tuition & Fees, Net	10,538,879	10,549,427	4,403,361	4,977,884	5,571,543	47%
Rental income	32,700	32,700	11,055	2,200	30,500	7%
Workforce & Economic Development	325,000	325,000	32,421	65,660	259,340	20%
Grant Revenues	5,527,306	6,037,290	902,716	1,010,907	5,026,383	17%
Other Revenues	1,574,113	1,574,113	671,758	471,887	1,102,226	30%
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>30,114,513</b>	<b>9,935,606</b>	<b>10,042,069</b>	<b>20,072,444</b>	<b>33%</b>
<b>Outflows:</b>						
Faculty	4,483,830	4,483,830	916,795	971,156	3,512,674	22%
Nonclassified staff	4,058,994	4,058,994	1,006,053	985,954	3,073,040	24%
Classified staff	4,477,896	4,477,896	1,092,460	1,121,593	3,356,303	25%
Adjunct faculty	990,504	990,504	169,204	175,445	815,059	18%
Student workers	439,530	439,530	60,402	77,758	361,772	18%
Payroll taxes	1,064,479	1,064,479	194,844	199,509	864,970	19%
Employee insurance	2,430,401	2,430,401	363,487	388,222	2,042,179	16%
Retirement plan contributions	849,226	849,226	151,893	156,108	693,118	18%
OPEB	195,720	195,720	13,986	4,545	191,175	2%
Fringes	254,615	254,615	18,351	18,764	235,851	7%
Advertising and promotion	661,623	661,623	138,752	113,652	547,971	17%
Awards & Scholarships	294,442	294,442	14,015	12,006	282,436	4%
Household supplies	87,535	87,535	13,436	17,007	70,528	19%
Computer supplies	921,185	921,185	142,829	448,362	472,823	49%
Hospitality & food products	277,845	277,845	72,628	49,082	228,763	18%
Student activities	30,550	30,550	935	3,501	27,049	11%
Insurance	174,434	174,434	43,533	43,608	130,826	25%
Routine maint. contracts	183,335	183,335	9,280	1,598	181,737	1%
Office expenses	53,350	53,350	9,322	10,341	43,009	19%
Merchandise for Resale	75,000	75,000	15,601	10,718	64,282	14%
Other general expenses	26,090	26,090	3,852	805	25,285	3%
Postage & freight	30,850	30,850	1,997	481	30,369	2%
Printing & binding	80,000	80,000	3,994	1,702	78,298	2%
Rent expense	160,058	160,058	28,396	38,845	121,213	24%
Education supplies	1,095,515	1,095,515	107,828	260,543	834,972	24%
Telephone & cell phones	110,051	110,051	12,383	8,417	101,634	8%
Training	153,225	153,225	28,536	26,307	126,918	17%
Utilities	941,700	941,700	189,926	190,606	751,094	20%
Bank fees	65,000	65,000	15,276	7,196	57,804	11%
Fleet expenses	16,000	16,000	1,549	11,976	4,024	75%
Travel	255,027	255,027	33,756	40,617	214,410	16%
Professional, consultants, contract labor	2,531,204	2,531,204	449,262	334,187	2,197,017	13%
Repairs & Maintenance	342,400	342,400	45,858	34,416	307,984	10%
Library books & materials	92,000	92,000	35,256	37,044	54,956	40%
Miscellaneous other expenses	56,880	56,880	-	1,453	55,427	3%
Membership dues	69,980	69,980	22,563	24,873	45,107	36%
Service agreement WVU	250,000	250,000	62,500	62,500	187,500	25%
Equipment	804,155	1,042,229	16,346	188,592	853,637	18%
Capital projects	519,900	791,810	348,682	244,372	547,438	31%
<b>Total outflows</b>	<b>29,604,529</b>	<b>30,114,513</b>	<b>5,855,768</b>	<b>6,323,861</b>	<b>23,790,652</b>	<b>21%</b>
Surplus (deficit) from operations	-	-	4,079,839	3,718,208		
Surplus Utilization Approved	1,847,700	1,847,700	-	-		
<b>Net surplus (deficit)</b>	<b>1,847,700</b>	<b>1,847,700</b>	<b>4,079,839</b>	<b>3,718,208</b>	<b>-</b>	<b>-</b>

Benchmark Percentage for Period 25%



West Virginia University at Parkersburg Cash Basis Operating Budget Report Month Ended September 30, 2025						
	Approved FY 2026 Budget	Projected FY 2026 Budget	9/30/2024	9/30/2025	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	11,721,531	11,721,531	3,942,105	3,544,919	8,176,612	30%
Tuition & Fees, Net	10,538,879	10,549,427	4,403,361	4,682,067	5,867,360	44%
Rental income	32,700	32,700	11,055	2,200	30,500	7%
Workforce & Economic Development	325,000	325,000	32,421	65,660	259,340	20%
Grant Revenues	-	-	-	-	-	N/A
Other Revenues	1,574,113	1,574,113	671,758	471,887	1,102,226	30%
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>24,077,223</b>	<b>9,032,890</b>	<b>8,735,346</b>	<b>15,341,877</b>	<b>36%</b>
<b>Outflows:</b>						
Faculty	3,491,383	3,491,383	763,249	744,993	2,746,390	21%
Nonclassified staff	3,626,126	3,626,126	884,823	877,480	2,748,646	24%
Classified staff	4,401,044	4,401,044	1,081,121	1,097,858	3,303,186	25%
Adjunct faculty	845,910	845,910	158,219	153,526	692,384	18%
Student workers	425,530	425,530	55,704	72,592	352,938	17%
Payroll taxes	943,381	943,381	176,753	177,012	766,369	19%
Employee insurance	2,166,804	2,166,804	330,279	354,536	1,812,268	16%
Retirement plan contributions	743,204	743,204	137,175	138,177	605,027	19%
OPEB	175,098	175,098	12,856	4,138	170,960	2%
Fringes	225,124	225,124	16,617	16,584	208,540	7%
Advertising and promotion	613,863	613,863	137,829	105,062	508,801	17%
Awards & Scholarships	-	-	50	125	(125)	N/A
Household supplies	87,535	87,535	13,436	17,007	70,528	19%
Computer supplies	888,715	888,715	141,829	441,938	446,777	50%
Hospitality & food products	270,745	270,745	66,090	43,944	226,801	16%
Student activities	28,650	28,650	935	1,801	26,849	6%
Insurance	174,434	174,434	43,533	43,608	130,826	25%
Routine maint. contracts	133,335	133,335	9,280	1,598	131,737	1%
Office expenses	52,350	52,350	8,831	9,741	42,609	19%
Merchandise for Resale	75,000	75,000	15,601	10,718	64,282	14%
Other general expenses	26,090	26,090	2,450	805	25,285	3%
Postage & freight	30,850	30,850	1,997	481	30,369	2%
Printing & binding	45,000	45,000	3,994	1,702	43,298	4%
Rent expense	160,058	160,058	15,396	32,345	127,713	20%
Education supplies	567,075	567,075	79,147	85,938	481,137	15%
Telephone & cell phones	110,051	110,051	12,383	8,417	101,634	8%
Training	128,225	128,225	23,299	20,913	107,312	16%
Utilities	941,700	941,700	186,987	190,606	751,094	20%
Bank fees	65,000	65,000	15,276	7,196	57,804	11%
Fleet expenses	16,000	16,000	1,549	11,976	4,024	75%
Travel	178,558	178,558	24,168	28,443	150,115	16%
Professional, consultants, contract labor	881,535	881,535	213,782	77,358	804,177	9%
Repairs & Maintenance	342,400	342,400	45,858	34,416	307,984	10%
Library books & materials	92,000	92,000	35,256	37,044	54,956	40%
Miscellaneous other expenses	56,880	56,880	-	-	56,880	0%
Membership dues	69,980	69,980	22,563	20,098	49,882	29%
Service agreement WVU	250,000	250,000	62,500	62,500	187,500	25%
Equipment	227,690	227,690	2,138	94,336	133,354	41%
Capital projects	519,900	519,900	348,694	78,090	441,810	15%
<b>Total outflows</b>	<b>24,077,223</b>	<b>24,077,223</b>	<b>5,151,650</b>	<b>5,105,103</b>	<b>18,972,120</b>	<b>21%</b>
Surplus (deficit) from operations	-	-	3,881,241	3,630,243		
Reserves Budgeted for Use	1,847,700	1,847,700	-	-		
<b>Net surplus (deficit)</b>	<b>1,847,700</b>	<b>1,847,700</b>	<b>3,881,241</b>	<b>3,630,243</b>	<b>-</b>	<b>-</b>

West Virginia University at Parkersburg Cash Basis Grant Budget Report Month Ended September 30, 2025						
	Approved FY 2026 Budget	Projected FY 2026 Budget	9/30/2024	9/30/2025	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	-	-	-	-	-	0%
Tuition & Fees, Net	-	-	-	295,817	(295,817)	0%
Rental income	-	-	-	-	-	0%
Workforce & Economic Development	-	-	-	-	-	0%
Grant Revenues	5,527,306	6,037,290	902,716	1,010,907	5,026,383	17%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
<b>Total Inflows</b>	<b>5,527,306</b>	<b>6,037,290</b>	<b>902,716</b>	<b>1,306,724</b>	<b>4,730,566</b>	<b>22%</b>
<b>Outflows:</b>						
Faculty	992,447	992,447	153,546	226,162	766,285	23%
Nonclassified staff	432,868	432,868	121,230	108,474	324,394	25%
Classified staff	76,852	76,852	11,339	23,735	53,117	31%
Adjunct faculty	144,594	144,594	10,985	21,919	122,675	15%
Student workers	14,000	14,000	4,699	5,166	8,834	37%
Payroll taxes	121,098	121,098	18,091	22,497	98,601	19%
Employee insurance	263,597	263,597	33,208	33,686	229,911	13%
Retirement plan contributions	106,022	106,022	14,718	17,931	88,091	17%
OPEB	20,622	20,622	1,129	407	20,215	2%
Fringes	29,491	29,491	1,735	2,180	27,311	7%
Advertising and promotion	47,760	47,760	923	8,590	39,170	18%
Awards & Scholarships	294,442	294,442	13,965	11,881	282,561	4%
Household supplies	-	-	-	-	-	N/A
Computer supplies	32,470	32,470	1,000	6,424	26,046	20%
Hospitality & food products	7,100	7,100	6,537	5,138	1,962	72%
Student activities	1,900	1,900	-	1,700	200	89%
Insurance	-	-	-	-	-	N/A
Routine maint. contracts	50,000	50,000	-	-	50,000	0%
Office expenses	1,000	1,000	491	601	399	60%
Merchandise for Resale	-	-	-	-	-	N/A
Other general expenses	-	-	1,403	-	-	N/A
Postage & freight	-	-	-	-	-	N/A
Printing & binding	35,000	35,000	-	-	35,000	0%
Rent expense	-	-	13,000	6,500	(6,500)	N/A
Education supplies	528,440	528,440	28,681	174,605	353,835	33%
Telephone & cell phones	-	-	-	-	-	N/A
Training	25,000	25,000	5,236	5,394	19,606	22%
Utilities	-	-	2,938	-	-	N/A
Bank fees	-	-	-	-	-	N/A
Fleet expenses	-	-	-	-	-	N/A
Travel	76,469	76,469	9,588	12,174	64,295	16%
Professional, consultants, contract labor	1,649,669	1,649,669	235,480	256,829	1,392,840	16%
Repairs & Maintenance	-	-	-	-	-	N/A
Library books & materials	-	-	-	-	-	N/A
Miscellaneous other expenses	-	-	-	1,453	(1,453)	N/A
Membership dues	-	-	-	4,775	(4,775)	N/A
Service agreement WVU	-	-	-	-	-	N/A
Equipment	576,465	814,539	14,208	94,256	720,283	12%
Capital projects	-	271,910	(12)	166,282	105,628	N/A
<b>Total outflows</b>	<b>5,527,306</b>	<b>6,037,290</b>	<b>704,118</b>	<b>1,218,758</b>	<b>4,818,532</b>	<b>20%</b>
<b>Projected surplus (deficit)</b>	<b>-</b>	<b>-</b>	<b>198,598</b>	<b>87,965</b>		

**WVU Parkersburg Board of Governors  
Meeting of October 14, 2025**

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

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the August 19, 2025, meeting of the WVU Parkersburg Board of Governors.

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.

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 C-07  
GRADE POINT AVERAGES**

**Section 1. General.**

- 1.1. Scope. -- Policy regarding grade-point average required for Associate and Baccalaureate degrees at WVU Parkersburg
- 1.2. Authority. -- W. Va. Code [§18B-1-1a](#); ; [135 C.S.R. 22](#)
- 1.3. Effective Date. – October 14, 2025

**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 October 14, 2025**

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

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the August 19, 2025, meeting of the WVU Parkersburg Board of Governors.

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.

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-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 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: [W. Va. Code §12-3-11](#); [135 C.S.R. 29](#)
- 1.3 Effective Date: October 14, 2025
- 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, charges 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.
  - 6.9.4 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.
  - 6.9.5 A receipt or documentation is required for reimbursement of vehicle rental and mileage charges or fees.
  - 6.9.6 Reimbursement may be made for actual fuel costs, supported by valid itemized receipts.
  - 6.9.7 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 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 October 14, 2025**

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

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the August 19, 2025, meeting of the WVU Parkersburg Board of Governors.

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.

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

**Section 1. General**

1.1 Scope.

1.1.1 This rule sets forth the WVU Parkersburg Board of Governors' Policy regarding the appropriate use of computer resources and applies to all WVU 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 [§ 61-3C](#) and applicable federal laws.

1.3 Effective Date: October 14, 2025 (Replaces version dated 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 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 October 14, 2025**

**ITEM:** Policy update to the Board of Governors policy on part time employee hiring

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve an update to the Board of Governors policy B-13 “Part Time Classified Employees”

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

**BACKGROUND:**

Policy B-13 for “Part Time Classified Employees” indicates the definitions of part time employees and the acquisition of those employees. This policy was last updated in 2003.

Updates to Policy B-13 modernize the authority references by removing outdated WV Code and aligning the policy with current HR statutes. The reporting section is revised to ensure compliance with WVCTCS reporting requirements. In addition, definitions were updated, including the definition of “Classified Employee.” The new updates also strengthen language about vendor compliance and hiring justification to bring it into compliance with current practices.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Part Time Classified Employees” 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.

West Virginia University at WVU Parkersburg Board of Governors

**POLICY B-13**  
**PART TIME CLASSIFIED EMPLOYEES**

**Section 1. General.**

- 1.1. Scope: The Board of Governors of West Virginia University at WVU Parkersburg (the "Board") recognizes the importance of an appropriate cadre of full-time classified and non-classified employees to fulfill the institution's mission.

The Board also recognizes that significant contributions to the mission of West Virginia University at WVU Parkersburg can be made by highly qualified staff members who may fill part-time roles for a variety of reasons.

This policy defines the role of part-time, temporary and casual employees at all campuses of West Virginia University at WVU Parkersburg, and, when appropriate, the conditions of their employment.

- 1.2 Authority – W. Va. Code ~~§-18B-1-6 and §-18B-7-6~~; ~~HEPC Series 39 & Series 8; CCTCE Series 39 & Series 8 §18B-9A, and §18B-9B; and WV CTCS 135 C.S.R. 55~~
- 1.3 Effective Date: ~~October 3, 2003~~ October 14, 2025  
~~(Transferred from WVU Board of Governors on July 1, 2008 Replaces version dated October 3, 2003)~~

**Section 2. Definitions.**

- 2.1 The following terms shall have the meanings ascribed to them herein:

2.1.1. "Part-Time Employee" shall mean an employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a part-time position is not eligible for benefits, ~~but is covered under the classification program as set out in Series 8.~~

2.1.2. "Temporary Employee" or "Temp Employee" shall mean an employee hired into a position expected to last fewer than nine months of a twelve-month period regardless of hours worked per week. A temporary or temp employee is not eligible for benefits, ~~but is covered by the classification program as set out in Series 8.~~

2.1.3. "Casual Employee" shall mean an employee in a position created to meet the specific operational needs at the institution for no more than ~~225-450~~ hours in a twelve-month period. Individuals in casual employee positions are not eligible for benefits ~~and are not covered by the classification program as set out in Series 8.~~

2.1.4. "Classified Employee" shall mean ~~an employee who is covered by the classification program as set out in Series 8.~~ Any regular full-time or regular part-time employee of an organization who does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act; and is not otherwise a nonclassified employee.

### Section 3. Limitations on the Hiring of Part-Time Employees.

- 3.1 ~~West Virginia University at WVU~~ Parkersburg shall not hire part-time employees solely to avoid the payment of benefits, or in lieu of full-time employees.
- 3.2 Before new employees are hired for part-time or full-time summer employment, classified employees, who are employed in nine-month or ten-month positions and who meet the minimum qualifications of a position, including availability to assume and fulfill the position, will be given an opportunity to accept part-time or full-time summer employment positions.

### Section 4. Acquisition of Temporary or Casual Employees.

- 4.1. In circumstances where operational need requires supplemental or substitute staff for short periods of time to accomplish specific tasks, requests for temporary or casual employees will be ~~routed through the Mountaineer Temps Program in the WVU Department of Human Resources or other acceptable temporary employment agency submitted to Human Resources.~~
- 4.2. ~~Attempts will be made to fill the staffing needs via WVU's Mountaineer Temps. If the WVU Mountaineer Temps Program is unable to fill the staffing need, then t~~The Human Resources Executive Director will coordinate filling the position through an external vendor. ~~No other department, division or unit may contact external vendors directly for such purpose.~~
- 4.3. ~~Payment Services~~ The Business office will audit invoices for services provided by external vendors pursuant to 4.2 above, ~~and reject payment for invoices not bearing specific approval of the Mountaineer Temps Program.~~
- 4.4. The ~~Executive-Executive~~ Director of Human Resources shall be responsible for developing procedures to implement the requirements of this Rule.

### Section 5. Reporting of Data.

- 5.1 ~~West Virginia University Parkersburg WVU Parkersburg will report to the Community and Technical College System of West Virginia (CTCS) Higher Education Policy Commission (the "Commission/Council") by November 1, 2003, the number of part time and temporary employees on each campus. Subsequent reports to the Commission will occur periodically, as requested. in accordance with current reporting requirements established including those in Title 135, Series 55, or successor rules.~~

**WVU Parkersburg Board of Governors  
Meeting of October 14, 2025**

**ITEM:** Policy update to the Board of Governors policy on accreditation and degree standards

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve an update to the Board of Governors policy C-35 “Accreditation and Degree Standards”

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

**BACKGROUND:**

Policy C-35 for “Accreditation and Degree Standards” specifies accreditation expectations for the Board of Governors and the minimum standards for conferring degrees. This policy was last updated in 2006.

Updates to Policy C-35 reflect current accreditation terminology, clarify program accreditation expectations, expand degree standards beyond GPA, align academic titles with current practice, enhance eligibility explanation, and establish a Board review cycle. Collectively, these revisions strengthen institutional accountability, ensure compliance with state and accreditation requirements, and provide clearer guidance for students, faculty, and administration.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Accreditation and Degree Standards” 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-35**  
**ACCREDITATION AND DEGREE STANDARDS**

**Section 1. General**

- 1.1 This rule specifies the accreditation expectation of the ~~West Virginia University at WVU~~ Parkersburg Board of Governors for ~~West Virginia University at WVU~~ Parkersburg, and the Board's minimum standards for conferring degrees.
- 1.2 Authority. – WV Code [§18B-1-6](#), [§18B-4-7](#)
- 1.3 Effective Date. – ~~June 2, 2006~~ [October 14, 2025](#)  
(~~Transferred from WVU Board of Governors on July 1, 2008~~ [Replaces version dated June 2, 2006](#))

**Section 2. Accreditation**

- 2.1 ~~West Virginia University at WVU~~ Parkersburg shall be accredited by the Higher Learning Commission ([HLC](#)), ~~of the North Central Association of Colleges and Schools, or its successor or its successor body, as recognized by the U.S. Department of Education.~~
- [2.2 Academic programs are expected to maintain specialized accreditation, where applicable \(e.g., nursing, business, education programs\).](#)

**Section 3: Minimum Degree Standards**

- 3.1 To be eligible to receive a baccalaureate degree, a GPA of at least 2.0 is required at the time of graduation. Individual degree programs may require a higher grade point average overall or in specified courses, if approved by the Executive ~~Dean of~~ [Vice President for](#) Academic Affairs, or if already in effect as of the effective date of this policy. In all such cases, the higher standard shall prevail.
- [3.2 To be eligible to receive an associate or baccalaureate degree, students must:](#)
- [3.2.1 Earn the minimum number of credit hours required for the degree \(associate = 60+, baccalaureate = 120+\).](#)
- [3.2.2. Complete all general education/core curriculum requirements approved by the institution and consistent with WVCTCS policy.](#)
- [3.2.3. Meet residency requirements by completing at least 15 credit hours at WVU Parkersburg for associate degrees and 30 credit hours for baccalaureate degrees, unless a specific degree has a special reduced requirement such as a statewide approved degree curriculum.](#)

3.2.4. Satisfy all additional academic program requirements approved through the institutional governance process.

**WVU Parkersburg Board of Governors  
Meeting of October 14, 2025**

**ITEM:** Policy update to the Board of Governors policy on reduced tuition offerings for those aged 65 plus

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve an update to the Board of Governors policy E-14 “Reduced Tuition and Fee Program for Residents at Least 65 Years of Age”

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

**BACKGROUND:**

Policy E-14 “Reduced Tuition and Fee Program for Residents at Least 65 Years of Age” establishes a reduced tuition and fee program for residents of West Virginia who are at least sixty-five years of age allowing them to take courses or classes at WVU Parkersburg on a space available basis. This policy was last updated in 2003.

Updates to Policy E-14 are very minor and reflect only a clarification on the classification of a student as credit or non-credit seeking. However, as we reviewed this policy, we determined that the accompanying procedures for this process will also be updated. The changes don’t alter the core program (seniors age 65+ can take courses at reduced tuition on a space-available basis). Instead, the new process will **clarify terms, tighten financial and registration details, and ensure proper reporting** and compliance.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Reduced Tuition and Fee Program for Residents at Least 65 Years of Age” 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-14**  
**REDUCED TUITION AND FEE PROGRAM FOR RESIDENTS AT LEAST 65 YEARS OF AGE**

**Section 1. General**

- 1.1 Scope: This policy establishes a reduced tuition and fee program for residents of West Virginia who are at least sixty-five years of age allowing them to take courses or classes at ~~West Virginia University at WVU~~ Parkersburg on a space available basis.
- 1.2 Authority: W. Va. Code [§18B-10-7a](#)
- 1.3 Effective Date: ~~September 5, 2003~~ October 14, 2025  
(~~Transferred from WVU Board of Governors on July 1, 2008~~ Replaces version dated September 5, 2003)

**Section 2. Purpose**

- 2.1 The purpose of this policy is to establish a reduced tuition and fee program for residents of West Virginia who are at least sixty-five years of age allowing them to take courses or classes on a space available basis. The program includes an option for those who attend courses on a no credit basis ~~and or~~ an option for individuals who attend courses for credit. The student must be classified as a for credit or not for credit student on a semester-to-semester basis.

**Section 3. Eligibility and Participation**

- 3.1 A participant will be permitted to register for a course under either of the two options of this program provided that the participant is a resident of West Virginia and is at least sixty-five years of age.
- 3.2 A participant may register for a course under either of the two options of this program provided that classroom space is available.
- 3.3 A participant may register for a course under either of the two options of this program provided that the instructor of the course consents.
- 3.4 A participant will be subject to the institutional programmatic and financial guidelines for enrollees in this program and to the rules, regulations, procedures, and requirements, including course prerequisites, of the campus.
- 3.5 The institution will determine the following for participation under either of the two options of this program. Such provisions, however, shall be consistent with those for other students enrolled at the campus.
  - 3.5.1 A method of establishing priority for allowing a participant to register for and attend a course.
  - 3.5.2 Whether to require a participant to pay special fees, including laboratory fees, if the fees are required of all other students.
  - 3.5.3 Whether to require a participant to pay for college specific fees.

#### **Section 4. No Credit Option**

- 4.1 The total tuition and fees charged for each course under the no credit option, excluding laboratory and college specific fees, may not exceed fifty dollars.
- 4.2 A grade or credit may not be given under the no credit option.

#### **Section 5. Credit Option**

- 5.1 The total tuition and fees charged in the program under the for-credit option shall not exceed fifty percent of the normal rates charged to state residents by the institution.

#### **Section 6. Registration**

- 6.1 The institution may develop an abbreviated student registration form for the convenience of participants in this program.

#### **Section 7. Reporting**

- 7.1 The institution will report on participation in this program to the ~~West Virginia University at WVU~~ Parkersburg Board of Governors.

#### **Section 8. Institutional Guidelines**

- 8.1 The institution shall develop guidelines to establish a reduced tuition and fee program for West Virginia residents who are at least sixty-five years of age to take classes on a space available basis. These guidelines shall be consistent with the provisions of this policy and shall be published in the college catalog and/or other appropriate institutional publications.

**WVU Parkersburg Board of Governors  
Meeting of October 14, 2025**

**ITEM:** Approval of one new program:  
Certificate of Applied Science in  
Paraprofessional

**RECOMMENDED RESOLUTION:** *Resolved*, That the WVU Parkersburg Board of  
Governors approves the following programs:  
Certificate of Applied Science in  
Paraprofessional

**STAFF MEMBER:** Dr. David Lancaster, Executive Vice President  
for Academic Affairs

**BACKGROUND:**

The West Virginia Department of Education (WVDE) has long provided course modules for individuals pursuing the Early Childhood Classroom Assistant Teacher (ECCAT) credential. In June 2025, WVDE invited the state's Community and Technical Colleges (CTCs) to create a pathway that would allow ECCATs to advance toward full teacher certification.

In response, the Education Department collaborated with faculty and stakeholders to design a comprehensive, step-by-step pathway. This progression begins with earning the ECCAT credential in a single semester, followed by eligibility for the Paraprofessional credential after one year, an Associate of Applied Science (AAS) in Elementary Education after two years, and ultimately a Bachelor of Arts (BA) in Elementary Education after four years.

The state has approved this concept, confirming that the proposed courses meet all required standards. To ensure students are eligible for financial aid while pursuing this pathway, we have also developed a Certificate of Applied Science (CAS) in Paraprofessional.

This structured pathway not only expands opportunities for aspiring educators but also supports the state's Student Success Act, which mandates assistant teachers in all K–3 classrooms.

The attached program of study has been approved by the College-wide Curriculum Committee, the Executive Vice President for Academic Affairs, and the President.

WVUP Curriculum Summary Sheet  
CAS Paraprofessional Certificate

**First Semester**

COLL 101: Orientation to College	
EDUC 200: Intro to Exceptional Children	3
EDUC 250: Intro to Early Childhood	<b>3</b>
ENGL 101: Composition 1	3
MATH 121: Introduction to Mathematics	3
COMM 111: Fundamentals of Speech	3
HIST 152: U.S. History Through the Civil War	3
Total	18

**ECCAT Eligible**

**18 Credit Hours**

**Second Semester**

ENGL 102: Composition II	3
CDEV 155: Guiding Young Children	<b>3</b>
EDUC 100: Introduction to Education	3
GEOG 102: World Geography	3
EDUC 108: Educational Technology	3
EDUC 253: Trauma Informed Practices	3
Total	18

**Paraprofessional Eligible    36 Credit Hours**

**WVU Parkersburg Board of Governors  
Meeting of October 14, 2025**

**ITEM:** Online Degree Program Tuition Rates

**RECOMMENDED RESOLUTION:** *Resolved*, That the WVU Parkersburg Board of Governors endorses the ongoing support of in-state tuition rates for all students who are enrolled in programs that are delivered 100% online.

**STAFF MEMBER:** Dr. David Lancaster, Executive Vice President for Academic Affairs

**BACKGROUND:**

WVU Parkersburg currently offers in-state tuition rates to all students enrolled in degree programs that are delivered 100% online. This policy provides affordable access to higher education for students regardless of residency, while supporting WVU Parkersburg's mission to expand educational opportunities through accessible delivery models.

We are requesting that the WVU Parkersburg Board of Governors endorses the ongoing support of charging in-state tuition for all newly approved programs delivered 100% online. The Executive Vice President for Academic Affairs, with the approval of the President of WVU Parkersburg, shall determine whether a program qualifies as a 100% online program for the purpose of applying in-state tuition rates.

Below is the current list of Online Degree Tuition Rate programs:

Business Administration (AAS)  
Business Administration (BAS)  
Child Development  
General Education (AA)  
Occupational Development  
RN-BSN  
Skilled Trades  
Supervisory Management  
Surgical Technology  
Technical Studies