

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**NOVEMBER 15, 2022
AGENDA**

Members

Steve Hardman, Board Chair
Joe Oliverio, Vice Chair
JP Hushion, Secretary
Donna Smith
Jason Landers
Stephanie McCoy

Ami Shaver
Blaine Hess
Savannah Morgan
Dr. Rose Beebe
Cody Irick
Lauren Hissem

Dr. Torie Jackson
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Tuesday, November 15, 2022

11:30 a.m.	Executive Committee	President's Conference Room – Room 1100
12:30 p.m.	Lunch – Nursing Advisory Board	Francis & Nina Phares Board Room – Room 1300
2:00 p.m.	Academic and Student Services Committee	President's Conference Room – Room 1100
2:00 p.m.	Administrative Services Committee	WVUP Proud Conference Room – Room 1207
3:15 p.m.	Board Meeting	Francis & Nina Phares Board Room – Room 1300

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of November 15, 2022
Francis & Nina Phares Board Room
3:15 p.m.

- | | | |
|----|--|--|
| 1. | Call to Order | Board Chair, Steve Hardman |
| 2. | Roll Call | Brady Whipkey
Chief of Staff to the President
Secretary to the Board |
| 3. | President’s Report | Dr. Torie Jackson,
Interim President |
| 4. | Approval of Minutes | |
| | • Regular Meeting – September 20, 2022..... | 5 |
| 5. | Committee Reports | |
| | • Executive Committee | Steve Hardman |
| | • Academic and Student Services Committee | Joe Oliverio |
| | • Administrative Services Committee | JP Hushion |
| 6. | Information Items | |
| | • Fiscal Update | Alice Harris, Executive VP
Finance & Administration .. 11 |
| 7. | Action Items | |
| | • Approval of Adoption of Policy B-63, Voluntary
Stepped Retirement Program | Dr. Torie Jackson,
Interim President..... 12 |
| | • Procedures for Presidential Search | Steve Hardman, Chair.....24 |
| | • Description of Presidential Qualities and
Characteristics | Steve Hardman, Chair.....27 |
| | • Appointment of Presidential Search Committee | Steve Hardman, Chair.....28 |
| | • 2022-2023 Budget Revision | Alice Harris, Executive VP
Finance & Administration ..29 |
| 8. | Possible Executive Session under the authority of WV Code §6-9A-4(b)(9), to discuss
consideration of real estate and legal matters. | |
| 9. | Board Comments/Announcements | |

10. Next Meeting
January 17, 2022

11. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
September 20, 2022

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday September 20, 2022, in the Francis & Nina Phares Board Room of WVU Parkersburg and via Zoom Video Conferencing, beginning at 3:15 p.m. Board members present were: Steve Hardman, Joe Oliverio, JP Hushion, Donna Smith, Jason Landers, Stephanie McCoy, Ami Shaver, Blaine Hess, Rose Beebe, Cody Irick and Lauren Hissem. Others present included Dr. Torie Jackson and Brady Whipkey.

Guests present included administrators, faculty and staff.

1. Call to Order

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

2. Roll Call

Roll Call was taken by Brady Whipkey, Chief of Staff to the President and Secretary to the Board of Governors, noting that a quorum was present.

3. President's Report

Interim President Jackson delivered the following report:

Recently, I sent a note to our campus community and thanked our faculty and staff for such a fabulous beginning to the fall semester. For every job on this campus, we have a valued employee who makes it possible. For all of us, students are the reason we exist. Changing lives is our daily opportunity. Preparing a workforce and enhancing our community is our privilege. What they do matters and it is appreciated.

We have the opportunity for such growth and motivation at WVU Parkersburg. I see a renewed sense of excitement as students are back on our campus learning. We've been able to plan many events for them and hope to encourage them to find the same home at WVUP that many of us have found.

We have thrilling news in that we have secured \$280,000 from a Perkins Reserve Collaborative grant to begin the new cosmetology program. Wood County Schools started their portion of programming this fall semester. Once we are able to get a lease agreement approved by the WV Attorney General's office, the owners will make necessary renovations to the facility and then we will be able to occupy it. It's an innovative joint project that allows for a new CTE pathway for high school students to pursue a college education.

In my last board report, I invited local partners to our meeting to show the importance of WVUP's commitment to collaborative progress. This continues to be the theme as we prepare for the opening of the The WVU Parkersburg Health and Wellness Center in collaboration with Coplin Health Systems. We are going to assist students with some

financial needs, as will Coplin with a sliding scale fee system. We have raised \$15,000 in WVU at Parkersburg Foundation Funds to help pay for student expenses in the first year of operation. On Thursday night, the Foundation hosted a joint fundraiser with Coplin Health Systems of a quarter auction on our campus. More than 100 people attended and we raised \$4,000 for the fund.

Earlier last week, the Foundation hosted the Frank Deem Memorial Golf Tournament at St. Mary's Golf Course. This event benefits early college scholarships for students in Pleasants and Ritchie counties and is supported by businesses and golfers (including my own dad) in those two counties. We raised \$6,000 at that event. That was definitely on par for our goal.

Last week we also collaborated with Potomac State College to expand the potato growing initiative that began at WVUP to other colleges and farmers in the state.

For internal collaboration, the executive team of the college continues to work with a variety of focus groups on campus for the next strategic plan. We will have it in place beginning January 2023. It will be a plan built around our 5 areas of: enrollment management, marketing/branding, workplace culture, community engagement, and quality educational programs. To set our goals and evaluate our successes, we will use learning outcomes for each identified area. Alice Harris, Brady Whipkey, David Lancaster and myself are working with Board of Governors' Vice Chair Joe Oliverio to complete the strategic plan.

The strategic plan will be about improving our systems and making our learning environment more conducive for students. This isn't a new effort. Let me share an example of improving systems. This morning, I hosted a town hall meeting for the campus community to explain some changes we have made since 2019 in the area of financial aid. We made changes after learning of an audit by the Department of Education into our financial aid practices in the academic years of 2017-2018 and 2018-2019. That audit allowed us to focus on nine areas to improve within our internal financial aid systems. As a result of this review, we have taken a deep dive into our internal processes. The creation of the policies and procedures manual has resulted in immediate improvement in our compliance with the regulations and how we approach customer assistance and communication within the Financial Aid Office. We became much more proactive in explaining the Standards of Academic Progress (known as SAP) by teaching its requirements in all College 101 classes. This isn't our rule, but a requirement of Title IV of Federal Financial Aid policies. For a student to remain in compliance with SAP, they need to maintain a 2.0 GPA, have a completion rate of more than 67%, and complete their program of study within 150% of the required number of hours. A student who cannot meet those requirements cannot receive assistance. More proactive communication means we provide this critical information so that incoming first-year students understand what they need to remain eligible for financial aid. Earlier intervention also allows us an opportunity to help those who stumble recover in their warning semester, so they do not find themselves in suspension status.

Even with all of the advancements we have made in this area, we still must be responsible for the years of 2017-2018 and 2018-2019 when findings did occur. Those findings showed a total liability of \$3,900,199. The U.S. Department of Education Office of Federal Student Aid offered a settlement of our open program review, asking us to reimburse \$1,252,735. We will be asking for this money to be paid in one lump sum and will request today that it be taken from reserve funds. The Department also agreed to not issue a final program review determination.

In addition to the steps that WVUP already has made to improve the efficiency of the financial aid system, we also will be hiring a financial aid compliance officer to oversee the WVUP Financial Aid Department and to help us remain abreast of any changes on the federal level and to ensure that our policies and procedures are current and in compliance with the US Department of Education, Federal Student Aid Department.

The resolution of this matter that has lingered since 2019 is relieving for WVUP and a chance for us to move forward knowing that we have corrected the situation.

And while we are discussing numbers, I am very excited to share another amount with you. In April and May, I worked with faculty here and at BridgeValley Community and Technical College and Southern Community and Technical College as we partnered on a Strengthening Community College grant from the Department of Labor. WVUP is the lead for the grant and recently we were awarded **\$6.4 million** to allow for a continuation of an Ascend-style program at WVUP, in addition to the beginning of those programs at BridgeValley and Southern. This grant also particularly focuses on retention efforts in nursing and to adding more diversity into this group of students. This will be transformative for all three institutions. It adds dollars for student incentives, for retention assistance, for faculty, and for a data analyst. Let me note that this grant is the largest one awarded in the nation and that our request was fully funded. To be able to bring a \$6.4 million grant to WVUP is phenomenal, and it is our largest grant to date.

I often end by saying that I am WVU Parkersburg Proud. This weekend, faculty member Charles Almond sent me a text - it simply said: PROUD - Parkersburg's Regional Occupation and Undergraduate Destination. The care our faculty and staff have in their work - it's another reason why I am proud.

As I stated in the beginning, students are the reason we exist. Changing lives is our daily opportunity. Preparing a workforce and enhancing our community is our privilege. And that, governors, makes me WVU Parkersburg Proud.

4. Approval of Minutes

Chairman Hardman, stated the minutes from the Regular Board meeting of August 16, 2022 are submitted for review. With no corrections to be made, minutes are approved as submitted.

5. Committee Reports

- Executive Committee

Chairman Hardman reported that the Executive Committee met to discuss WVU relationship, open program review, Children's Listening Place, possible

collaborations, personnel updates, Strengthening Community Colleges Grant, and other business.

- Academic and Student Services Committee/Administrative Services Committee
Chairman Hardman reported that members of administration provided in-depth tour of campus.

6. Information Items

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

7. Action Items

- Approval of WVUP Open Program Review
Interim President Jackson, presented to the Board the resolution for approval of WVUP Open Program Review. On September 2, 2020, the US Department of Education issues a Program Review Report outlining findings from an audit. All but two of those findings were resolved. The remaining findings are in Unofficial Withdrawals and Satisfactory Academic Progress in regards to financial aid disbursements made in 2017-2018 and 2018-2019. The department believes it is the best interest of both parties to resolve the program review and not proceed with a final program review determination. The department is requesting that \$1,252,735 be reimbursed to them as a result of financial aid payouts.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the WVUP Open Program Review settlement agreement between WVUP and the United States Department of Education, Federal Student Aid Department, and that \$1,252,735 be used from the institution's reserve funds to reimburse the Department of Education.

Mr. Oliverio seconded the motion. Motion passed.

- Approval of Higher Education Funding Formula Mission Weight Selection
EVP Harris, presented to the Board the resolution for approval of the Higher Education Funding Formula Mission Weight Selection. During the 2022 legislative session, the WV Legislature approved HB 4008 relating to the Higher Education Policy Commission funding formula. This bill amends WV Code §18B-1B-4 relating to the powers and duties of the WVHEPC. The bill requires the WVHEPC to establish a funding formula model governing its appropriation request to the Legislature for the distribution of general revenue to the state's higher education institutions.

In compliance with HB 4008, the WVHEPC created a funding formula that identifies ten measurable performance metrics (see attached). Each of the metrics is weighted to reflect its importance in calculating funding. For the initial selection of the institutional values, the WVHEPC staff reviewed the performance results for the ten metrics based on the average three-year results, including fiscal years 2018-2020. Based on these results, the WVHEPC staff calculated the mission weights that result in the maximum amount of points for each institution.

West Virginia University at Parkersburg has the option of approving or modifying these weights to reflect known changes that may impact performance within the ten metrics. WVUP's executive staff has reviewed and analyzed the mission weight selection and feels that the amounts proposed by the WVHEPC represent the best option for WVUP to maximize the points earned within the funding formula based on our current performance over the projected three-year measurement period. Therefore, the executive team recommends approval of the attached mission weight values for the five-year funding cycle beginning in 2024.

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

Resolved, That the West Virginia University at Parkersburg Board of Governors Approves the Institutional Mission Weight Selections for the Metrics Identified in the Higher Education Funding Formula for the Five-Year Cycle Beginning with State Fiscal Year 2024

Ms. McCoy seconded the motion. Motion passed.

8. Possible Executive Session under the authority of WV Code §6-9A-4(b)(2A), to discuss consideration of Presidential Search and personnel matters.

Chairman Hardman asked for a motion to move into Executive Session, under authority of WV Code §6-9A-4(b)-(2)(A) to discuss consideration of Presidential Search and personnel matters. Mr. Oliverio moved to adjourn to Executive Session. Mr. Hess seconded the motion. The motion passed and the Board moved into Executive Session at approximately 4:18 p.m. Chairman Hardman announced the Board would return to the regular meeting at 4:48 p.m.

Mr. Oliverio moved to return to regular session. Ms. Hissem seconded the motion. Motion passed.

9. Board Comments/Announcement

None

10. Next Meeting

Next meeting will be held November 15, 2022.

11. Adjournment

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

Respectfully submitted,

Brady Whipkey
Chief of Staff to the President
Secretary to the Board of Governors

Steve Hardman, Chair

JP Hushion, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of November 15, 2022**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris, Vice President
Finance & Administration

BACKGROUND:

EVP Harris will report on the state of the college's finances and the budget for month ending October 31, 2022.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 15, 2022**

ITEM: Adoption of Policy B-63, *Voluntary Stepped Retirement Program*

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy B-63, Voluntary Stepped Retirement Program, with revision.*

STAFF MEMBER: Torie Jackson, Interim President

BACKGROUND:

The proposed policy was presented to the Board of Governors on August 16, 2022. A notice of proposed rulemaking was subsequently issued on September 1, 2022, for a comment period ending on October 1, 2022.

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

Upon approval by the Board of Governors, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

COMMENTS RECEIVED
Policy B-63 Voluntary Stepped Retirement Policy
Public Comment Period: September 2, 2022 through October 2, 2022

Date Received	Comments	Revisions to policy proposal
9/22/2022	<ul style="list-style-type: none"> • The introduction and statement of purpose state that the program is "a defined time," but the policy doesn't provide any definitions of time. How long can someone be in the program? How long is typical for someone in a program like this (one or two years)? I'm not sure if this needs to be explicitly stated, but there should be some form of timeline. Hypothetically, could I start this program when I am eligible at 57 and stay on in a reduced capacity for 10 additional years? • In the statement of purpose, it states that the program "will have a limited number of participants per fiscal year as decided by the President with input from the executive team." What is the rationale behind this? This opens the door for never allowing anyone to access the program or limiting it to only certain employees without clear justification. If there is a reason the number of participants should be limited, then the policy should make that clear; if not, this should be removed. • In the Procedural Steps section, item 1, the policy speaks of receiving tentative approval but does not provide an appeals process if a request is denied beyond filing an additional request. A clear appeals process should be included to assist both applicants and decision makers. • There are a few places in the policy where a phone number is listed for specific places. Specific phone numbers should be removed so the policy doesn't need to be updated any time a number changes. 	<p>The policy is amended to state the defined time shall be 12 to 18 months</p> <p>Determination of the number of participants may vary due to department needs. The policy has been amended to state that the decision of the President is final.</p> <p>As stated in the Statement of Purpose, participation is not an entitlement or a right automatically available; therefore, the President shall make the final decision.</p> <p>Recommend keeping the phone numbers.</p>
9/22/2022	<p>"VSRP defines the time allotted for the transition."</p> <p>It is unclear to me what this is referring to in the policy. If it is referring to how long an individual will be allowed to stay on VSR, that needs to be included in the policy. Employees will want to know this information before they can make the decision of when they would want to seek VSR.</p>	<p>The defined time shall be 12-18 months and the policy is amended to state this.</p>

West Virginia University at Parkersburg Board of Governors

**Proposed POLICY B-63
VOLUNTARY STEPPED RETIREMENT PROGRAM**

Section 1. General.

- 1.1 Scope. – This establishes the policy regarding the Voluntary Stepped Retirement Program (VSRP)
- 1.2 Authority. -- W. Va. Code [§ 18B-2A-4](#); W.Va. C.S.R. [§ 135-17](#)
- 1.3 Effective Date. – January 1, 2023

Section 2. Policy

WEST VIRGINIA UNIVERSITY—PARKERSBURG BOARD OF
GOVERNORS VOLUNTARY STEPPED RETIREMENT PROGRAM

Prepared for Faculty and Staff

INTRODUCTION

The Voluntary Stepped Retirement Program (VSRP) described here addresses possible arrangements under which individuals and University units can plan together for transitions between full-time work and full-time retirement. Under the Voluntary Stepped Retirement Plan eligible employees may request to voluntarily reduce their responsibilities from Full Time Effort (FTE) to a benefits-eligible level that is less than 1 FTE yet continues at a benefits-eligible level. Employees interested in the Voluntary Stepped Retirement program should be aware that decreasing the FTE of a position will also decrease the salary of that position by an equal amount. It can also affect years of service, leave accruals for staff employees, and may affect insurance premiums. Before choosing the Voluntary Stepped Retirement program, it is recommended that employees consult with their retirement or financial advisor.

The appropriate party to initiate discussion and possible action concerning a Voluntary Stepped Retirement Program is the individual faculty or staff member. Voluntary Stepped Retirement is available when the arrangement makes sense for the organization and the individual. VSRP is a defined time, **12 to 18 months**, when the department and the individual can make arrangements to transition to the full-time retirement of the employee.

I. Statement of Purpose

The purpose of the Voluntary Stepped Retirement Program at West Virginia University—Parkersburg is (1) to provide an opportunity for transition into retirement, (2) to provide faculty and staff an opportunity to devote increased time to personal interests by reducing their hours while continuing to provide service to the

University in their area of greatest expertise, and (3) to encourage efficient staffing, consistent with overall University and individual department needs, and (4) VSRP defines the time allotted for the transition to be 12-18 months.

Participation in the Voluntary Stepped Retirement Program is not an entitlement or a right automatically available to all persons who meet the eligibility criteria. It is subject to administrative review and approval by the WVU-Parkersburg executive team and the appropriate supervisor of the terms and conditions reflected in a written contract. The contract specifies the arrangements under which the individual will be placed in Voluntary Stepped Retirement status.

University administrators will consider all requests for participation in the Voluntary Stepped Retirement Program. However, participation will depend upon the needs of the unit and the University and the conditions prevailing in the unit and the University at the time, including: the availability of coverage for assigned duties, disruption that such participation may create in the unit, the availability of funding, and operational needs of the unit. Units may identify additional criteria for review of requests. Voluntary Stepped Retirement will have a limited number of participants per fiscal year as decided by the President with input from the executive team. The decision of the President is final.

II. Operating Guidelines for Voluntary Stepped Retirement Program

A. Basic Principles

1. The Voluntary Stepped Retirement Program is available to all University personnel who meet the minimum age and West Virginia service requirements of age 60 with 5 years of service or 30 years of service and any age. Employees interested in the VSRP should consult with their retirement and/or financial advisor before finalizing their request to participate in the VSRP. Participation is subject to administrative approval of the terms and conditions reflected in a written contract specifying the arrangements and the length of time under which the individual will be placed on Voluntary Stepped Retirement status. While it is anticipated that University administrators will give sympathetic consideration to requests by individuals to participate in the Voluntary Stepped Retirement Program, the nature of the working assignment of the individual may not lend itself to a reduced schedule or a reduction in responsibilities, and other practical considerations (e.g., lack of office space or laboratory facilities) may preclude approval in specific cases. All individual plans must be approved by the President. The President has the final decision in all cases.

2. The individual who enters the Voluntary Stepped Retirement Program on a permanent basis must agree to a reduced FTE (full-time equivalent) employment status with the University, with the clear understanding that the total FTE percentage for all services performed for the University as an employee cannot thereafter be increased, although it may thereafter be decreased. If the FTE is further decreased, an addendum to the contract would then be negotiated between the individual and the immediate supervisor, endorsed by the Dean or Vice President, and approved by the President. It must be understood that the salary/wages of the individual in Voluntary Stepped Retirement status will be reduced in direct relation to their FTE.

3. For a University faculty or staff member to enter a Voluntary Stepped Retirement Program on a permanent basis, the FTE percentage assignment for that employee must be reduced by at least one-fourth (i.e., to a level of 0.75 or less, but no less than 0.53, depending on current FTE) over the same or a reduced appointment period (i.e., a nine-month appointment may not be extended to twelve months, but a twelve-month appointment may be reduced to nine months). Exceptions to the limitations specified in this paragraph must have the approval of the appropriate Vice President.

4. For faculty and staff members who enter a Voluntary Stepped Retirement Program, all benefit plans will be continued at the same level available for personnel holding like positions and percentage of FTE, consistent with age and the applicable plan.

5. The specific arrangements for a Voluntary Stepped Retirement Program must be detailed in a written contract. Copies of the agreement will be maintained in the Human Resources office.

6. When the Voluntary Stepped Retirement period concludes, employees become "fully retired," but are eligible to continue PEIA insurance only if they have completed 30 years of contributory service (and are at any age), or have completed at least 5 years of contributory service and are at least age 60. These age and service requirements must also be met in order to apply sick leave and/or teaching credit toward PEIA retiree premiums when applicable. (Contact Human Resources, Compensation and Benefits for more information on credit that may apply by calling (304) 424-8290.)

B. Procedural Steps

1. An individual who wishes to be considered for participation in the Voluntary Stepped Retirement Program should recognize that decreasing their FTE will also decrease their salary/wages and will affect their longevity pay. Decreasing FTE may also affect leave accruals for staff and can affect premium costs of insurance. In addition, they should consult with their retirement and/or their financial advisor to determine their best options. If they are still interested in the VSRP, they should submit an application for such consideration to the department head or director at least six months in advance of the date upon which Voluntary Stepped Retirement is to be initiated. After consultation with the dean and appropriate supervisor, the employee will be advised whether the request has tentative approval. If it appears that the request has no reasonable likelihood of achieving approval by the appropriate Vice President, the employee should be so advised at the earliest possible date. Denial of a request does not preclude the filing of a subsequent request. If it appears reasonably likely that arrangements can be agreed upon for Voluntary Stepped Retirement, the employee should be encouraged to proceed with the application. The final contractual agreement will be signed by the individual, the Dean or Director, and the President.

2. Upon receiving tentative approval, the employee should be advised to call Human Resources, Compensation and Benefits, at (304) 424-8290, to obtain information regarding the details of retirement income and, in particular, the nature of the various retirement income options that may be elected at the time the Voluntary Stepped Retirement Program option is initiated. A formal request should be made to the appropriate retirement agency for specific financial estimates as to the amounts of retirement income that could be expected under the various options. If applicable, the employee could arrange to meet with a TIAA-CREF Representative by calling 1-877-209-3136 for an appointment.

3. Forms for initiating retirement income are available from the appropriate retirement agency; help completing the forms is available from TIAA-CREF and/or the Benefits Coordinator in Human Resources.

4. After meeting with the Benefits Coordinator, the employee should finalize the details of his/her contract with the appropriate dean or director if necessary.

C. Terms of Contractual Agreement

While it is anticipated that each agreement for a Voluntary Stepped Retirement Program will include its own individual terms, tailored to the needs of the department and the individual, the following topics should be specifically included and agreed upon between the parties:

1. Date upon which Voluntary Stepped Retirement will commence and end (upon entering full retirement).

2. The percentage of FTE, and specific working assignments, which will represent the individual's working effort for the University during the period covered by the Voluntary Stepped Retirement agreement.

3. The amount and source of the compensation to be paid to the faculty or staff member during the period of Voluntary Stepped Retirement, including, where appropriate, the basis upon which future salary adjustments will be made during that period of time (e.g., "salary fixed for term of agreement," "salary subject to increases based on annual performance review," or "salary subject to available funding").

4. Provisions, if applicable, for office space, laboratory facilities, and support services during the term of the agreement.

5. Specific terms and conditions under which a further reduction in FTE status may be agreed upon, if appropriate.

III. Voluntary Stepped Retirement for Employees Enrolled in the TIAA/CREF Retirement Plan

A faculty or staff member electing Voluntary Stepped Retirement and enrolled in the TIAA/CREF Retirement Plan may elect to draw annuity benefits from TIAA/CREF based on accumulations attained by contributions over the years an individual worked in higher education. Whether it would be advantageous to draw the annuity benefit would depend upon the faculty or staff member's age and the amount in the individual's TIAA and/or CREF accounts.

If the faculty or staff member elects to draw from his TIAA-CREF accounts, options are available to allow the employee's contracts to remain open for future contributions, based on the reduced Voluntary Stepped Retirement salary.

The amount of the TIAA/CREF annuity income has no effect on the benefit that may be available from social security.

Recommendation: Any faculty or staff member considering Voluntary Stepped Retirement and enrolled in the TIAA/CREF Retirement Plan should request that TIAA/CREF provide a comparison of projected retirement annuity income payable when he or she begins Voluntary Stepped Retirement and at the planned date of full retirement before deciding if or how much income to request. More flexible options allowing for an inflation hedge include Interest Only (IPRO), Systematic Withdrawal, and/or the Graded Method of receiving annuity income. TIAA-CREF income should be viewed as a supplement to the Voluntary Stepped Retirement income, and plans should be made to allow for a greater income after the conclusion of the Voluntary Stepped Retirement period. Consultations may be scheduled with a TIAA-CREF Representative by calling 1-877-209-3136.

IV. Provisions Governing Voluntary Stepped Retirement Program for Employees Participating in State Teachers Retirement

The Voluntary Stepped Retirement Program has certain legislative limitations that restrict the options available to participants in the State Teachers Retirement System (STRS). Voluntary Stepped Retirement participants may not draw STRS income benefits, which are only available to employees working less than .53 FTE, who are non-benefits eligible, and who meet the age and service requirements for retirement (30 years of service or age 60 with 5 years of service). "Years of Service" will continue to increase during the

Voluntary Stepped Retirement period, (thus increasing future retirement income). The "final average salary" will be based on the average of the five highest years of earnings during the last fifteen years of employment. The formula for determining benefits is 2% of "final average salary" times total years of service.

Another alternative is a working arrangement to allow the employee to work only one semester per fiscal year. This constitutes a "retired" status with STRS so long as the following are true:

1. The employee works no more than 120 days in a fiscal year.
2. The employee does not teach more than 6 hours per semester (less than 7 hours, STRS).
3. The employee is not considered "benefits eligible" by the University, and will therefore pay retiree rates and/or use any allowed sick leave and/or teaching credit toward premiums to continue his or her Public Employees Insurance (PEIA).

Under this arrangement, retirement benefits may be initiated while the employee continues to work at a reduced load.

V. Additional Information: Social Security

Social Security regulations and computation of benefits change periodically. For the most up-to-date social security information the individual should contact the Social Security office at 1-800-772-1213.

A faculty or staff member electing the Voluntary Stepped Retirement Program and also expecting to draw social security benefits must be at least age 62 and have the required number of work credits to qualify for social security benefits. However, the social security benefit will be reduced permanently if drawn early, with the amount of the reduction dependent upon the number of months benefits are collected prior to normal retirement age or the applicable "full retirement age."

A faculty or staff member electing Voluntary Stepped Retirement before reaching the age of full retirement and electing to draw social security benefits may not earn more than the annual social security earnings exemption amount (\$18,960 in 2021) without being penalized \$1.00 in benefits for each \$2.00 of earnings above the limit. After full retirement age the faculty or staff member may draw full social security retirement benefits with no penalty, regardless of the amount of earnings during a calendar year.

Even though the faculty or staff member may elect to draw social security benefits while on Voluntary Stepped Retirement, social security contributions will continue to be paid in equal payments from both the individual and the University into the Social Security System. Contributions will be based on the Voluntary Stepped Retirement salary level. Social Security will automatically refigure annually the faculty or staff member's social security retirement benefit to include the additional earnings credited to the faculty or staff member's record while on Voluntary Stepped Retirement.

A faculty or staff member who delays in applying for social security benefits past full retirement age will receive a special credit, which will mean a larger benefit. For those at full retirement up to age 70 in 2021 a 8% credit is added to the benefit each year. A comparison should be made, however, as to the time it would take to break even, if social security benefits were delayed.

Recommendation: Any faculty or staff member electing the Voluntary Stepped Retirement program should consider postponing drawing social security benefits until age 65 full retirement age due to the penalty associated with earnings above the social security earnings exemption level. Also, since up to 85% of social security benefits may count as taxable income for both federal and state income taxes, the effect on total taxable income should be carefully evaluated for adequate withholding.

VI. Additional Information: Medicare Benefits

Upon reaching age 65, active employees should contact the nearest Social Security Administration office and enroll for Part A (Hospital) Medicare coverage. Dependent spouses should also enroll at age 65 for Part A. Enrollment in Part A Hospital Insurance allows one to submit claims to Medicare as secondary payer when the PEIA payment is less than the Medicare Diagnostic Related Group rate. There is no monthly premium for Hospital Insurance Part A, unless one does not have enough quarters of coverage to be entitled to monthly social security benefits.

When the employee retires, if within three months of age 65 or older, he or she should also enroll for Medicare Part B Medical Insurance. If the employee and/or spouse are over 65 at the time of the employee's retirement, he or she will be entitled to a special enrollment period for Medicare Part B Medical Insurance.

This special enrollment period begins with the month of retirement and ends six months later. If the employee and/or spouse fail to enroll during this special enrollment period, enrollment for Part B Medical Insurance can only occur during a general enrollment period. The general enrollment period for Medicare Part B Medical Insurance is January 1 through March 31 of each year. If one enrolls during a general enrollment period, coverage under Part B Medical Insurance will begin on July 1 of the year in which enrollment occurs.

There is a monthly premium for Part B Medical Insurance. If the employee fails to enroll for Part B of Medicare during the initial enrollment period or the special enrollment period, when one does enroll there is a 10% surcharge for each twelve-month period that has elapsed beyond the initial enrollment period.

Enrollment for Medicare Part A Hospital Insurance and Part B Medical Insurance at the appropriate time will insure that the employee receives all the health insurance benefits to which he or she is entitled, both as an active employee and upon retirement. Any medical insurance benefits to which the employee and/or spouse are entitled under PEIA will be reduced by the amount of benefits payable under Medicare upon change to retiree status. This reduction will occur whether the employee enrolls for Medicare or not.

Upon retirement, claims under PEIA will be paid based on the fact that one is enrolled for Medicare. PEIA will automatically consider one enrolled for Medicare if one is 65 or older or under age 65 and has received monthly Social Security disability benefits for at least 24 months. If one elects not to enroll for Medicare, any expenses normally covered under Medicare will be the employee's financial responsibility.

If one retires at age 65 or older monthly insurance premiums will be determined based on the fact that Medicare is the primary payer. Should one retire prior to age 65 with entitlement to Medicare benefits, PEIA monthly insurance premiums will be reduced upon receipt of a copy of one's Medicare card by PEIA. However, if the employee has not yet reached age 65 at the time of retirement and is not entitled to Medicare benefits, monthly insurance premiums will be determined based on the fact that PEIA remains the primary payer.

VII. Forms and Information

Application forms, Model Agreement contracts, and guidelines for Voluntary Stepped Retirement can be requested from Human Resources, 304-424-8290 or by emailing hr@wwup.edu.

WEST VIRGINIA UNIVERSITY—PARKERSBURG BOARD OF GOVERNORS VOLUNTARY STEPPED
RETIREMENT AGREEMENT

WHEREAS: By action on (DATE), the West Virginia University—Parkersburg Board of Governors adopted General Guidelines for Voluntary Stepped Retirement and directed the University to establish voluntary Stepped Retirement programs consistent with such Guidelines;

WHEREAS: West Virginia University--Parkersburg (hereinafter "University") has now established a Voluntary Stepped Retirement Program;

WHEREAS: _____ (hereinafter "Employee") has made a formal request to participate in University's Voluntary Stepped Retirement Program. Employee understands that there is no entitlement or right automatically available to participate in such program and that University has made a decision concerning Employee's request to participate based on relevant factors;

WHEREAS: West Virginia University Parkersburg and Employee have reached an Agreement to allow Employee to utilize University's Voluntary Stepped Retirement Program. This Voluntary Stepped Retirement Agreement between University and Employee embodies the terms and conditions upon which Employee shall be placed on partial retirement status, effective _____, 20____, pursuant to the Voluntary Stepped Retirement Program of University;

WHEREFORE, in consideration of the above, University and Employee agree as follows:

1. Basic Provisions: Beginning on the effective date specified above, the Employee shall be employed by University on the following basis:

Position:

Percentage of full time effort (FTE cannot be less than 0.53):

Annual appointment period:

Annual base salary:

Services to be performed for University by the Employee:

Other conditions that may apply:

Basis for future salary adjustments: (To be adjusted subject to salary increase and/or incentive amounts if provided)

2. Duration of Agreement: Unless earlier terminated by death, disability, mutual rescission, or for good cause (including financial exigency), this Agreement shall remain in effect until _____, 20_____, at which time the Employee agrees to commence full retirement status.

(a) Benefits: The employment-related insurance benefits for which the Employee will be eligible for during the term of this Agreement shall include the following: Insurance Coverage: To the same extent and on the same terms that such coverage is available under applicable University policies to full-time nonretired personnel holding like positions who are of the same FTE rate and age as the Employee.

(b) Retirement: Inclusion in one of the University sponsored retirement programs, with contributions allocated between Employee and University on the same basis, proportionate to the individual's agreed salary level for reduced service, as required for nonretired personnel.

3. Support Services: During the period of the Employee's reduced service pursuant to this Agreement, University's obligation to provide working space and support services shall be limited to the following provisions:

(a) Office facilities (if applicable):

(b) Support services (if applicable):

(c) Laboratory facilities (if applicable):

Nothing in this paragraph shall be construed to prevent University, on a discretionary basis, from providing additional space or support services to the Employee on a temporary basis, subject to availability. NOTE: #4 does not apply to all types of employees and shall not be interpreted to apply unless specifically enumerated herein.

4. Modification of Terms: It is specifically understood and agreed that this Agreement constitutes a permanently binding commitment and that University cannot, except by approval of the President or the President's designee, agree in the future to any modification or amendment, or to any substituted agreement, which increases the "percentage of full-time effort (FTE)" above the level stipulated in # 1. By mutual agreement executed in writing, however, the term of this Agreement, as stipulated in # 2, may be extended or shortened, and the agreed percentage of full-time effort (FTE) may be reduced below the level stipulated in # 1, but not below 0.53 FTE.

5. Relationship to General University Policies: This agreement is subject to, and shall not be interpreted in a manner which conflicts with, applicable legal provisions, University and Faculty Regulations, and University Policies and Procedures. Accordingly, it does not preclude or prevent University from invoking its authority to terminate or take other appropriate action with respect to the Employee for causes or under circumstances that would justify like action if the individual was not in a partially retired status pursuant to this Agreement.

6. Status of Employee: Except as specifically agreed upon herein, the Employee under this Agreement will be entitled to the same status and employment related benefits including vacation, holiday, and leave benefits, and to all rights or privileges associated with tenure or continuous employment, if applicable, to the same extent as other Employees holding like positions based on the same percentage of full-time effort.

7. This Agreement creates no indebtedness nor obligation against the general revenue funds of West Virginia University, shall not be enforceable against University to any greater extent than any other employment agreements of University personnel, and is subject to the availability to University of adequate funds budgeted for payment of personal services.

8. Employee acknowledges that in consideration for being allowed to utilize University's Voluntary Stepped Retirement Program, Employee knowingly and voluntarily waives any rights, claims or causes of action which Employee may have had up to and including the date of this Agreement, under the Age Discrimination in Employment Act of 1967 (ADEA) and its 1990 amendments affected by the Older Workers Benefit Protection Act (OWBPA). Employee also acknowledges that he or she was given a period of at least twenty-one (21) days to consider this Agreement and that he or she was advised in writing to consult with an attorney before signing this Agreement.

9. For a period of seven (7) days following the execution of this Agreement, Employee may revoke this Agreement. This Agreement shall take effect on the eighth (8th) day following its execution unless revoked in writing by Employee prior to the eighth (8th) day.

10. Employee has read and fully understands this Agreement.

Executed by the undersigned this _____ day of _____, 20__.

Employee

WEST VIRGINIA UNIVERSITY—PARKERSBURG BOARD OF GOVERNORS

by: _____
(Dean or Director)

and: _____
(Campus President)

**West Virginia University at Parkersburg Board of Governors
Meeting of November 15, 2022**

ITEM: Procedures for Presidential Search

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

STAFF MEMBER: Steve Hardman, Chair

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

West Virginia University at Parkersburg Board of Governors
PRESIDENTIAL SEARCH PROCEDURES

Upon the occurrence of a vacancy in the position of president at West Virginia University at Parkersburg, the Board of Governors shall undertake a search for a new president. The following procedures, in accordance with Title 135 Legislative Rule, Series 5, of the WV Council for Community and Technical College Education, shall govern the search process.

1. A statement of characteristics and qualities which the new president should possess shall be adopted by the Board and utilized in soliciting and evaluating the candidates. A position announcement shall be prepared by the institution's Director, Human Resources incorporating these characteristics and qualities. The announcement shall be posted on the WVU at Parkersburg webpage and distributed to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals for the purpose of advertising the position. Candidates may be considered through their own application or by nomination. All applications will be directed to the WVU at Parkersburg Director, Human Resources.
2. The Board shall appoint a Presidential Search Committee that includes representation of faculty, staff, administrators and students of the institution. Members of the WV Council for Community and Technical College Education are not eligible for appointment to the Committee.
3. The institution's Director, Human Resources shall manage the receipt of all applications, pre-screening for minimum qualifications, and delivery of all qualified applications to the Committee. Clerical support for the search process shall be coordinated by the Director, Human Resources.
4. The institution's Equal Employment Opportunity/Affirmative Action Officer shall advise the Committee regarding the institution's affirmative action goals and provide procedural guidance and screening tools for the purpose of assuring equal opportunity and nondiscrimination in compliance with state and federal laws.
5. Prior to inviting finalists to campus for interviews:
 - a. Information about the names or backgrounds of any applicants without their consent shall not be provided to anyone who is not a member of the Committee, the Board or authorized staff.
 - b. The search committee may identify a list of semi-finalists for confidential preliminary telephone interviews.
 - c. Potential finalists shall be notified of the conditions under which confidentiality may be waived, such as for background checks.
 - d. Background checks, including confirmation of degrees and past employment and criminal and credit checks, shall be conducted for all potential finalists by the Director, Human Resources utilizing standard industry practices.

- e. A list of finalists recommended for campus for interviews shall be confirmed by the Board.
6. Finalists shall be advised that their names and backgrounds shall be publicly released at the time they accept an invitation for a formal campus visit.
7. The itinerary for finalists invited to campus shall include interviews with the search committee and the Board of Governors and will include forums designed to give students, faculty, staff, administrators, community leaders, and others to meet with finalists and to provide their comments to the Board.
8. On-site visits to finalists' current and past places of employment may be conducted before or after campus interviews, as authorized by the Board Chair.
9. The Board Chair or his/her designee shall confer with the Chancellor to determine a mutually agreed upon process for Council members to interview the finalists.
10. A copy of this procedure and the agendas and minutes of all meetings of the Presidential Search Committee shall be promptly submitted to the Chancellor.
11. Terms of compensation and contracts discussed with or offered to candidates shall be consistent with Sections 3 and 4 of Title 135 Legislative Rule, Series 5, of the WV Council for Community and Technical College Education.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 15, 2022**

ITEM: Description of Presidential Qualities and Characteristics

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

STAFF MEMBER: Steve Hardman, Chair

In accordance with presidential search procedures, a statement of characteristics and qualities which the new president should possess shall be adopted by the Board to be utilized in the recruiting and screening of candidates. The proposed description will be distributed at the meeting.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 15, 2022**

ITEM: Appointment of Presidential Search Committee

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

STAFF MEMBER: Steve Hardman, Chair

Pursuant to procedures adopted to govern the Presidential Search process, the Chair of the Board of Governors will appoint a search committee to include representation of faculty, staff, administration and students.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 15, 2022**

ITEM: 2022-2023 Budget Revision

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

STAFF MEMBER: Alice Harris, Vice President of Finance & Administration

BACKGROUND:

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

Due to the unanticipated resignation of President Gilmer, West Virginia University at Parkersburg will need to search for a new President and pay for the costs associated with the search. At the direction of the BOG, WVUP’s Purchasing Officer issued a request for proposal for the purpose to hire a professional presidential search firm to assist the Board of Governors with this task. A committee established by the Board of Governors will review these proposals and select a firm to assist the college with the search. Based on amounts expended during the previous 2018 search, the following is the estimated budget for the search process:

Search Firm (Base Cost Plus Expenses)	\$70,000
Travel	\$11,500
Advertising	\$5,000
Temporary Help	\$15,000
Hospitality	\$3,500
Relocation Expenses (Not to Exceed)	<u>\$15,000</u>
Total	<u>\$120,000</u>

All other things being equal, the funds to cover these costs will come from college reserves.