

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**APRIL 18, 2023  
AGENDA**

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## 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  
Interim President



# SCHEDULE

## **West Virginia University at Parkersburg Board of Governors**

**Tuesday, April 18, 2023**

11:30 a.m.	Executive Committee	Jackson County Center - Room 113
12:30 p.m.	Lunch - Stephanie McCoy, CEO/President, Jackson General Hospital	Jackson County Center - Room 107
2:00 p.m.	Academic and Student Services & Administrative Services Committee	Jackson County Center - Room 115
3:15 p.m.	Board Meeting	Jackson County Center - Student Activity Lounge

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
 Meeting of April 18, 2023  
 Jackson County Center - Student Activity Lounge  
 3:15 p.m.

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|----|---|--|
| 1. | Call to Order   | Board Chair, Steve Hardman   |
| 2. | Roll Call   | Lauriel Rader<br>Interim Secretary to the Board  |
| 3. | President’s Report  | Dr. Torie Jackson,<br>Interim President  |
| 4. | Approval of Minutes   |  |
|    | • Regular Meeting - March 21, 2023.....   | 5  |
| 5. | Committee Reports   |  |
|    | • Executive Committee   | Steve Hardman  |
|    | • Academic and Student Services &<br>Administrative Services Committee  | Joe Oliverio / JP Hushion  |
| 6. | Information Items   |  |
|    | • Fiscal Update   | Alice Harris, Executive VP<br>Finance & Administration<br>..... 13                         |
|    | • Presidential Search Update  | Joe Oliverio, Board of<br>Governors Vice Chair,<br>Chair, Presidential Search<br>Committee |
| 7. | Action Items  |  |
|    | • Approval of Honorary Degree<br>(for campus nominated recipient)   | Dr. Torie Jackson, Interim<br>President..... 14  |
|    | • Approval of Honorary Degree<br>(for former Board of Governor members)   | Dr. Torie Jackson, Interim<br>President..... 15  |
| 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 Meetings

May 2, 2023 - 9:00am - Approve the Recommendation of Finalists for President

May 23, 2023 - Regular Meeting and Selection of President

11. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
March 21, 2023

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday, March 21, 2023, in the Francis & Nina Phares Board Room of WVU Parkersburg and via Zoom Video Conferencing, beginning at 3:15 p.m. Board members present were: Steve Hardman, Joe Oliverio, JP Hushion, Donna Smith, Jason Landers, Stephanie McCoy, Ami Shaver, Blaine Hess, Savannah Morgan, Dr. Rose Beebe and Cody Irick. Others present included Dr. Torie Jackson and Lauriel Rader.

Guests present included administrators 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 Lauriel Rader, Interim Secretary to the Board of Governors, noting that a quorum was present.

**3. President's Report**

Interim President Jackson delivered the following report:

Governors, it is a pleasure to offer remarks today that will focus primarily on legislation, the budget and campus policies.

First, I'd like to offer a sincere congratulations to the Financial Aid staff - Heather Skidmore, Kathy Wince, Jolene Sink, Edward Whipkey and Cindy Dotson - and EVP of Finance and Administration Alice Harris for a clean federal compliance audit. It was a tremendous amount of effort to get from where we were to where we are now. This audit included financial aid and Covid funds. Again, a big congratulations to this team.

Next, I'd like to officially introduce a few new faces to the Board of Governors meetings. These faces aren't new to WVUP, but have both agreed to take on an additional new role. Lauriel Rader is the administrative associate for the business, criminal justice and communication and media studies programs in the Professional Studies division. She was recently inducted with me as honorary members into the Delta Mu Delta honorary business society. As Business Coordinator Jeff Holland likes to say, Lauriel is the one who keeps the department running. Lauriel has agreed to serve in an interim role as secretary to the Board of Governors. Also assisting the President's Office is Tyler Hilbert. Tyler is an admissions counselor who agreed to work his regular job while sitting in the front office of the President's office. This way he helps me schedule meetings (and get to meetings on time). Tyler

has been a welcoming, smiling face and an appreciated addition to our office. I'd like to publicly thank both Lauriel and Tyler for assisting me in the past month and for their commitment in the coming months.

I've been visiting with several different groups on campus - last week I met with the Academic Affairs Council, the program coordinators, the Staff Council and the Faculty Senate. In these meetings, I've either been giving updates to recent legislation, the budget plans, proposed tuition increases, or offering an enrollment challenge.

Let me share a few of those updates with you.

Campus carry is approved to begin on July 1, 2024. This is a concealed carry permission that will require anyone who carries to have completed a certification course and be licensed for a concealed carry permit. This is for handguns only. Proper concealed carry means we should never even know. Yet, it causes some concern for some members of faculty and staff. The policy has with it a series of provisions. As the Rule Making Review Committee meets this summer, they will take policies such as this and help develop what those provisions mean. In this bill, for example, the word large is used in reference to flammable materials. As those definitions are determined, we will be able to create a policy that works for our campus. Assumptions now are that it would not be permissible to carry in a science lab, in the welding labs or anywhere in the Caperton building. It would also not be permissible to carry for a student or employee in a disciplinary hearing. Also, employees with single occupant offices, meaning with a door and walls to the ceiling, can choose to display a sign saying concealed carry is not permitted in their personal offices. In that situation, a person who is concealed carrying would need to return the weapon to their lock box. Without dorms on this campus, we also are not required to have any lock boxes for students. Whatever a student arrived to campus in would be considered their lock box. We will continue to watch as this develops - remember that it won't start until July 1, 2024, so we have time. We also will be developing a campus policy. In that, we will also remind anyone who carries that in the event of an incident on campus, when law enforcement responds, they will have to subdue all armed individuals until they can determine what the situation is and who the perpetrators are.

Legislation also included an early college/dual credit bill. While we are waiting to see exactly what this bill will mean, we do believe it will be of great benefit to many students. The wording notes that eligible institutions shall offer dual enrollment courses that will be part of pathways to careers in certain fields, namely health care professions, information technology, science, technology, engineering and math, education, advanced manufacturing, welding and fabrication, and any other program that meets a workforce need in the state as determined by the Department of Commerce. I've already been in conversation with the chancellor about the process of adding criminal justice to that list, knowing that the state's department of corrections is in a state of emergency for a lack of employees. This bill will allow for

the state to reimburse the college for those courses - taking the responsibility of pay away from the students in the program. This will be wonderful for the schools and students in the Mid-Ohio Valley.

Of course, much discussion has happened over PEIA changes. We know the changes result in 26 percent increases for us an employer. We are expecting these costs to be about \$300,000. We also know that a request for a \$2,300 “pay increase” for state employees is meant to offset increased employee costs for PEIA. Of course, as Alice will detail later, the amount provided by the state will not cover all of those costs. This will be more than an additional \$100,000 of expenses for the college.

In addition, while we are experiencing level enrollment, a portion of that population - 760 students - are early college students who pay a reduced tuition rate. For that reason, despite level enrollment, the amount of tuition collected is lesser than it previously was.

Considering these situations, we will be proposing a tuition increase today.

Our upcoming budget is also built on an increased enrollment of students. As I have been visiting with the Academic Affairs Council and program coordinators, I’ve been issuing a challenge to them to help get to the total number of new students that we want. Last year we had 332 new students. This year, we plan to add another 150 students to that total. We specifically are focusing on growth of the technical programs through Constellium and Chemours, the advanced manufacturing technology program, and nursing. The growth of these programs is planned in collaboration with new industries coming to our area - such as Berkshire Hathaway, Timet and Nucor. We’ve already shared our curriculum with these companies and are working on a plan to help them with to help us with recruitment. WVUP is ready to meet the needs of new companies coming to our area and current industries wishing to expand. We are asking program coordinators to divide out 60 more students by the other degree options so that no one area is tasked with too large of a goal.

Another initiative currently underway is a complete review of the campus procedures manual known as the Answer Book. Vice President of Academic Affairs Dr. David Lancaster has been working on a few particular policies lately. He asked a student worker to proof one of the policies and learned that the policy hadn’t been updated since before the student was born. I’ve tasked the President’s Cabinet with an overhaul of the entire Answer Book between now and June 30, 2023. It is a very aggressive plan, but long overdue. Also, to the President’s Cabinet we recently added four new members - including Nicole Shutts from recruitment and faculty members Andrew Walker, Rose Beebe and Andrew Rochus. As we work through the procedure manual, it could result in some proposed changes to BOG policy.

So while we have been busy with responding to legislation, planning the budget and updating policies, we also have been enjoying campus life. We've made it through mid-terms with our students. We celebrated St. Patrick's Day with green ice cream. We enjoyed the talented students in performances at WVUP's Got Talent. We hosted a Backdoor Comedy Club with a participant on America's Got Talent. We hosted a spring enrollment fair for new fall 2023 students. And we had a pie in the face auction. The final cost to put a pie in my face was \$210. The fundraiser supported our student health fund. Soon, I'll also be taped to a wall as part of another fundraiser.

And we've been very active in the community. Tonight, I invite you to join me and Izzy at Discovery World on Market, one of the most exciting new openings in the Mid-Ohio Valley - an interactive children's museum that highlights what is special about the Parkersburg area. The museum officially opens on April 2 to the public, but I wanted to host a family night for WVUP employees prior to the grand opening event.

We have many reasons to celebrate - from a clean Financial Aid audit to the brink of enrollment growth to many partnerships with our local community. These, governors, are more reasons why I am WVU Parkersburg proud.

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

Chairman Hardman stated the minutes from the Regular Board meeting of January 17, 2023 and Special Meeting of February 7, 2023 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 ongoing project updates, enrollment, strategic plan updates, including the Jackson County Center, and other business.

- Academic and Student Services Committee

Mr. Oliverio reported that Doug Anthony and Jackie Bennett from the IT Department provided a report on a new program to help identify students meeting graduation qualifications.

- Administrative Services Committee

Mr. Hushion reported that Brent Dotson from the Business Office provided a report on the college Amnesty Policy.

#### **6. Information Items**

- Fiscal Update

EVP Harris provided a detailed report on the budget summary as of month ending February 28, 2023. There were no questions from the members.



- Presidential Search Update

Mr. Oliverio provided an update on the Presidential Search. The search process has started. The application is online. The Search Committee is currently reviewing applications and ranking them according to the established rubric.

Mr. Oliverio provided the following updated timeline:

- April 10, Deadline to apply for the position
- April 17, Search Committee will meet to select the semifinalist list and begin zoom interviews
- First part of May, Schedule a meeting to approve the list of the finalists

Chairman Hardman shared with the members that we anticipate Dr. Jackson will be an applicant. The Board never talks to Dr. Jackson independently about this process. She is welcome to be in a Board of Governors meeting during the public discussion of the search process.

## 7. Action Items

- Approval of FY 2023-2024 Tuition Rate

Dr. Jackson and EVP Alice Harris presented to the Board the resolution for approval of the increases in tuition rates for the 2023-2024 academic year ranging from 4.65% up to 8.62% and an employee salary increase from \$1,750 to \$2,300.

After review and discussion from the faculty representative, staff representative and several board members, Mr. Oliverio moved to approve the following resolution with the amendment that the tuition increase be changed to 7.5% and \$2,300 salary increase for employees:

*Resolved*, that the West Virginia University at Parkersburg Board of Governors votes to approve a 7.5% increase in tuition rates for the 2023-2024 academic year and the \$2,300 salary increase for employees. We approve the submission of the following rates to the West Virginia Community & Technical College System for the 2023-2024 academic year.

Ms. Smith seconded the motion. Motion passed.

- Approval of FY 2023-2024 Fees

EVP Alice Harris presented to the Board the resolution for approval of a FY 2023-2024 Fees. The administration of West Virginia University at Parkersburg recommends the approval of the attached fee schedule for the FY 2023-2024 academic year. New fees requested for FY 2024 are as follows:

- Agri-Business Course Fee (AGRI) - \$50 per credit hour to all AGRI courses
  - Fee assessed to cover the costs of supplies used during the semester

in agriculture courses including animal feed, chemicals, PPE, and other consumable supplies.

- Early Childhood Development Program Fee (CDEV) - \$21 per course assessed to CDEV 105, CDEV 307
  - Fee assessed to cover the cost of a criminal history background check required for field placement for the CDEV program.
- Cosmetology Course Fee (COSM) - \$125 per course assessed to all COSM courses
  - Fee assessed to cover the cost of supplies and materials used during the semester in all cosmetology courses including chemicals, PPE, and other consumable supplies.
- Cosmetology Program Kit Fee (COSP) - \$500 per course, each taken in a different semester (assessed to COSM 101, COSM 201, COSM 202, and COSM 204). These four semesters will operate year-round as an accelerated program.
  - Fee assessed to replenish and supply an assigned kit of supplies and equipment used by students each semester for all cosmetology courses. At the end of the program, the kit will become the property of the student.

Below is a summary of requests for changes to existing fees:

- CIT Capstone Course Assessment Fee (CITC) - Remove from CIT 460
- Drug Testing Fee (DTF) - Added to NURS 235, NURS 260, ST 110, ST 212
- Nursing Course Fee (NURF) - Added to NURS 235, NURS 260
- Nursing Lab Fee (NURL) - Added to NURS 174, NURS 235, NURS 260
- Nursing Lab Fee (NURL) - Increase price from \$200 to \$250 per course
- Nursing Testing Fee (NURS) - Added to NURS 235, NURS 260
- Nursing Testing Fee (NURS) - Decrease price from \$270 to \$240 per course
- Patient Care Tech Testing Fee (PCTF) - Increase price from \$207 to \$450 per course
- Technical Program Fee (TECH) - Increase price from \$85 to \$150 per course
- Welding Course Fee (WELD) - Increase fee from \$125 to \$225 per course
- Graduation Fee was removed.

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approve the fees recommended for the 2023-2024 academic year.

Mr. Landers seconded the motion. Motion passed.

- Approval of six new programs

VPAA Dr. David Lancaster presented to the Board the resolution for approval of the following six new programs:

- Associate of Applied Science in Agribusiness,
- Associate of Applied Science in Elementary Education
- Associate of Applied Science in Cosmetology
- Associate of Applied Science in Electricity and Instrumentation Technician
- Associate of Applied Science in Area Maintenance Technician
- Associate of Applied Science in Production Technician

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

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the following programs:

Associate of Applied Science in Agribusiness, Associate of Applied Science in Elementary Education, Associate of Applied Science in Cosmetology, Associate of Applied Science in Electricity and Instrumentation Technician, Associate of Applied Science in Area Maintenance Technician and Associate of Applied Science in Production Technician

Ms. Smith seconded the motion. Motion passed.

**8. Possible Executive Session under the authority of WV Code §6-9A-4(b)(9), to discuss consideration of real estate and legal matters.**

Chairman Hardman asked for a motion to move into Executive Session, under authority of WV Code §6-9A-4(b)-(9) to discuss consideration of real estate and legal matters. Mr. Hushion moved to adjourn to Executive Session. Ms. Smith seconded the motion. The motion passed and the Board moved into Executive Session at approximately 4:45 p.m.

Chairman Hardman announced the Board would return to the regular meeting at 5:03 p.m. Mr. Oliverio moved to return to regular session. Ms. Smith seconded the motion. Motion passed.

**9. Board Comments/Announcement**

Chairman Hardman shared the following announcements:

- The Board training session scheduled for April 25-26 has been changed to October 11-12, 2023.

- Everyone is invited to the Discovery World campus community event tonight from 5-7pm.

**10. Next Meeting**

Next meeting will be held April 18, 2023 at the Jackson County Center in Ripley.

**11. Adjournment**

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

Respectfully submitted,

Lauriel Rader  
Interim Secretary to the Board of Governors

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Steve Hardman, Chair

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JP Hushion, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 18, 2023**

**ITEM:** Fiscal Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Alice Harris, Executive Vice President  
Finance & Administration, Chief Financial  
Officer

**BACKGROUND:**

EVP Harris will report on the state of the college's finances and the budget for month ending March 31, 2023.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 18, 2023**

**ITEM:** Approval of Honorary Degree

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves awarding the degree Honorary Bachelor of Arts to Robert "Todd" Fox.

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

**BACKGROUND:**

With support from the Faculty Senate, Vice President of Academic Affairs Dr. David Lancaster and Interim President Dr. Torie Jackson recommend Robert "Todd" Fox for a WVU Parkersburg Honorary Degree. Todd has been one of our institution's greatest community champions and is responsible for countless endeavors to help WVU Parkersburg and their students with educational and employment opportunities. Todd truly believes in WVU Parkersburg's mission and has been instrumental in its efforts to grow enrollment and promote our degree programs to Chemours incumbent workers. As the Training and Education Director at Chemours Washington Works plant, Todd had been a vital part of the partnership between WVU Parkersburg and one of the Mid-Ohio Valley's largest employers. Todd, in his position at the plant, had offered us many challenges and has given us the opportunity to be partners on a number of projects which has helped our institution and the community in countless ways. Todd is a strong proponent of the CTSC "Learn and Earn" program - mentoring and helping with the hiring over 70 of our Chemical & Polymer Operator Technology students, in addition to using WVUP as its training and education partner for Chemours "Investing in Us" program he developed. This program gave their employees knowledge and job marketability above and beyond what they would be required to have as part of their everyday job, and it provided non-credit to credit learning which may later be used towards an Associates or Bachelor's degree. He now is a Venture Leader for Chemours, a courageous chemical company in Wood County, WV.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 18, 2023**

**ITEM:** Approval of Honorary Degree

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves awarding the degree Honorary Bachelor of Arts to Jeff Matheny and John Denbigh, former Board of Governors, as is the custom of this board.

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

**BACKGROUND:**

With support from the WVU Parkersburg Board of Governors Executive Committee, Interim President Dr. Torie Jackson recommends former governors Jeff Matheny and John Denbigh for a WVU Parkersburg Honorary Degree.

Jeff Matheny, who served as a former chair of the WVUP Board of Governors, is President and CEO of Physician's Business Office, Inc., where he has been employed for 21 years. He began serving on the WVUP BOG in April 2013. He is noted to be a skilled and knowledgeable administrator, and we appreciate him bringing those talents to us as a governor for WVUP.

John Denbigh is the retired President at Casto and Harris, Inc., where he was employed for 43 years. He also is the retired owner of I-77 Auto Group in Ripley. He began serving on the WVUP BOG in February 2013. He is known for his good taste in fast cars and his knowledge of Staunton Turnpike, as well as his keen business skills, and we appreciate him bringing those talents to us as a governor for WVUP.