

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**JUNE 21, 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

Andrew Walker

Cody Irick

Michael Myers

Dr. Torie Jackson  
President



# SCHEDULE

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

**Wednesday, June 21, 2023**

|           |                     |  |
|-----------|---------------------|--|
| 2:15 p.m. | Executive Committee | President's Conference Room – Room 1100              |
| 3:15 p.m. | Board Meeting       | Francis & Nina Phares Board Room – Room 1300 or Zoom |

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
 Meeting of June 21, 2023  
 Francis & Nina Phares Board Room & Zoom  
 3:15 p.m.

- |     |   |  |
|-----|---|--|
| 1.  | Call to Order   | Board Chair, Steve Hardman   |
| 2.  | Swearing in of new Board members  | The Honorable Timothy Sweeney<br>3 <sup>rd</sup> Circuit Court Judge |
| 3.  | Roll Call   | Lauriel Rader<br>Secretary to the Board                              |
| 4.  | President’s Report  | Dr. Torie Jackson,<br>President                                      |
| 5.  | Approval of Minutes   |  |
|     | • Regular Meeting - May 16, 2023.....   | 4  |
| 6.  | Committee Reports   |  |
|     | • Executive Committee   | Steve Hardman  |
|     | • Nominating Committee  | Donna Smith and<br>JP Hushion  |
| 7.  | Information Items   |  |
|     | • Fiscal Update   | Alice Harris, Executive VP<br>Finance & Administration<br>.....      |
|     |   | 12   |
| 8.  | Action Items  |  |
|     | • Approval of Deferred Maintenance Grant<br>Application   | Dr. Torie Jackson,<br>President.....                                 |
|     |   | 13   |
| 9.  | Possible Executive Session under the authority of WV Code §6-9A-4(b)(9), to discuss consideration of real estate and legal matters. |  |
| 10. | Board Comments/Announcements  |  |
| 11. | Next Meeting<br>To be determined  |  |
| 12. | Adjournment   |  |

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
May 16, 2023

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday, May 16, 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, Donna Smith, Jason Landers, Stephanie McCoy, Ami Shaver, Blaine Hess, Savannah Morgan, Dr. Rose Beebe, Cody Irick and Lauren Hissem. Others present included Dr. Torie Jackson and Lauriel Rader.

Guests present included administrators, faculty, staff and community members.

**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 stand before you today to provide positive information regarding enrollment for WVUP's summer term.

A special thank you to both Vice President of Academic Affairs Dr. David Lancaster for choosing to condense summer enrollment offerings and increase the class sizes, and to Executive Vice President of Finance and Administration Alice Harris for working to keep students enrolled and meeting financial aid requirements for satisfactory academic progress. Both enrollment and revenue are expected to be up this summer term. We have a headcount of 576 students - up 16 percent. The FTE is 230 students, also an increase. It is normal to have many part-time students in a summer term. The other part of this that is good news is that 452 students in this group are continuing students, 24 are new students and 22 are returning students, also included in the number are 26 early college and 30 transfer students.

The decisions for course offerings are part of the strategic growth planning of the institution. Since July 1, 2022, the current leadership team has made a very conscious effort to consider resources and costs in decision making that still puts student needs first. However, the leadership team is also considering efficiency of resources as a plan to keep the budget in line with projections.

Later in this meeting, we will go over our budget for the next academic year. It is not a budget full of deep cuts, but it is based on strategic academic program enrollment growth. For this, we are WVU Parkersburg proud. I'm certain you have seen stories about the state's largest four-year institutions and pending budget deficits. However, WVUP will finish this fiscal year within the parameters of our planned expenditures. Thank you, Alice and David and your teams for helping to make this a reality for our institution. I read an article last night about the academic transition timeline being adopted by WVU for a \$45 million budget cut. They will be spending the summer and fall evaluating academic programs based on enrollment numbers, revenue generated and what programs best suit their mission.

I'm pleased to remind you that we are already doing that. You will also notice in today's agenda a request to terminate 5 academic programs that were already deemed to have low enrollment or to be too similar to other programs that we have. For example, the BAS in Business Administration, Business Information Technology concentration, was suspended due to low enrollment in the program. A review of the program curriculum determined that students are better served in the other existing business programs or in the computer science/computer information technology programs available at the college. Thus, we request that it be terminated.

For WVUP, this type of review of programs happens annually, with more in depth review on a five-year basis.

The other larger institution in WV - Marshall University - is facing a \$28 million deficit next year. They've reduced tuition in nearby counties in other states. They are also looking to reduce waste and inefficiencies.

Again, I'm WVU Parkersburg proud to tell you that we already offer in-state tuition to all of Ohio. We also are looking at being more efficient with resources. We held a Leadership Academy for some supervisors this spring semester - one of those sessions was about efficiency, allowing them to obtain a white belt in efficiency training. In discussion with the leadership team, we plan to participate in that training as a group this summer, adding in a few more administrative officials, in an effort to become even more resourceful.

Financially, we are in a positive position. We need to continue that momentum with strategic growth of programs - we have to make sure we are creating pipelines of students to match the industry needs. We must continue to partner with local industry to jointly recruit and financially assist our students.

No matter the outcome of the final item on today's agenda, please know that I truly have been honored to serve in the role of interim president of my alma mater. This institution supported me as a young student at a time in my life when I needed it most. Today, I know that we continue to do the same for a new generation of students. As a leadership team, I believe we are advancing the institution and that, governors, makes me WVU Parkersburg Proud.

#### 4. Approval of Minutes

Chairman Hardman stated the minutes from the Regular Board meeting of April 18, 2023 and Special Meeting of May 2, 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 a successful commencement, strategic plan updates and other items upcoming at WVUP. Chairman Hardman congratulated Ms. LV Hissem, BOG Student Representative on her graduation and thanked Ms. Hissem for representing the student body as a member of the Board of Governors.

- Academic and Student Services Committee

Ms. Smith reported that Leslie Sims, Registrar, provided a presentation on CourseLeaf, a new course catalog software the college will be adopting. Last August, Ms. Sims and her team started implementing the program in phases to get ready for release this summer. CourseLeaf is an interactive software that will make it easier for students to use the catalog, locate academic maps and course descriptions. It will also make it a lot easier to edit the catalog.

- Administrative Services Committee

Ms. Morgan reported that Interim President Jackson provided an update on the Strategic Plan for 2023-2027. Five pillars were identified in 2022, however it was put on hold due to staffing changes. The goal is to provide different perspectives and feedback for each pillar. Zoom town hall meetings with google forms were conducted with 155+ participants. Since January 2023, the President's Cabinet or anyone that was a director level or above have been working on this plan. The group divided the pillars and they were broken down to implement goals. Each goal reflected criteria for HLC. The entire campus had the opportunity to review and comment on the plan and then additional edits were made. Interim President Jackson also announced there are changes to the College 101 course and work on the Facilities Master Plan will start in Fall 2023.

#### 6. Information Items

- Fiscal Update

Alice Harris, Executive Vice President of Finance & Administration, provided a detailed report on the budget summary as of month ending April 30, 2023. There were no questions from the members. Chairman Hardman thanked EVP Harris for her exceptional work.

#### 7. Action Items

- Approval of 2023-2024 Budget

Alice Harris, Executive Vice President of Finance & Administration, presented to the Board the resolution for approval of the 2023-2024 Budget. EVP Harris

reported that West Virginia University at Parkersburg (WVUP) is statutorily required to submit operating and capital budgets that have been reviewed and approved by the WVUP Board of Governors to the West Virginia Community and Technical College System. Therefore, the attached FY 24 operating and capital budgets for WVUP are presented for approval.

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

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2023-2024

Ms. Hissem seconded the motion. Motion passed.

- Approval of Pay Increase for FY 24 for Full-Time Employees

Alice Harris, Executive Vice President of Finance & Administration, presented to the Board the resolution for approval of a \$2,300 annual pay increase effective for the pay period beginning July 1, 2023, for all WVUP-eligible full-time employees. Eligible full-time employees are those who were employed by WVUP on March 10, 2023, when the FY 2024 budget bill (HB 2024) was signed into law. EVP Harris reported that during the recently completed West Virginia legislative session, House Bill 2024 provided West Virginia University at Parkersburg with a total cost of \$532,620 of which \$394,092 is funded by an increase in FY 24 state appropriations leaving \$138,528 funded by tuition and fee revenues.

When approved, the pay increases will be applied as follows to each group:

Faculty - All full-time regular faculty who have a minimum of nine months of credited service with West Virginia University at Parkersburg as of June 30, 2023, and are returning for the Fall 2023 term will be granted a \$2,300 pay increase beginning with their FY 24 contract date. Temporary faculty and those with less than nine months of credited service as of June 30, 2023, will not be eligible for this pay increase. The estimated cost of this pay increase will be \$144,130.

Nonclassified Staff - All eligible nonclassified regular staff employed at West Virginia University at Parkersburg on March 10, 2023, will receive a \$2,300 pay increase to be paid in equal amounts during FY 2024's 26 biweekly pay periods. The estimated cost of this pay increase will be \$118,870.

Classified Staff - All eligible classified regular staff employed at West Virginia University at Parkersburg on March 10, 2023, will receive a pay increase in the amount of \$1.18 per hour to be paid in equal amounts during FY 2024's 26 biweekly pay periods. The estimated cost of this pay increase is \$269,620.

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

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a \$2,300 pay increase for eligible WVUP employees.

Ms. Hissem seconded the motion. Motion passed.

- Approval of Five-Year Program Reviews 2022-2023

Dr. David Lancaster, Vice President for Academic Affairs, presented to the Board the resolution for approval of Five-Year Program Reviews for 2022-2023. As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, Policy Regarding Program Review, the Outcomes Assessment Committee, as a standing committee for West Virginia University at Parkersburg has conducted an internal review of 24 programs based on strict criteria. The possible recommendations fall into six categories for the programs under review:

1. Continuation of the program without specific action;
2. Continuation of the program with specific action;
3. Continuation of the program at a reduced level;
4. Identification of the program for future development;
5. Development of a cooperative program with another institution; or
6. Discontinuation of the program.

The Board Members reviewed the list of programs with the recommended actions.

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2022-2023.

Ms. Shaver seconded the motion. Motion passed.

- Approval to Terminate Five Programs

Dr. David Lancaster, Vice President for Academic Affairs, presented to the Board the resolution for approval of to terminate five programs:

- CAS Business Technology
- CAS Residential and Commercial Electricity
- AAS Electrical Reliability and Maintenance
- AAS Electrical Technology
- BAS Business Information Technology



VPAA Dr. Lancaster shared the following background information with the Board Members:

The CAS in Business Technology program was suspended due to low enrollment in the program. A review of the program curriculum determined that students are better served in the other existing business programs or computer science / computer information technology programs available at the college.

The CAS in Residential and Commercial Electricity program is being terminated due to low enrollment. Students are not able to enter the workforce directly with the CAS degree due to state licensure requirements. To become a licensed electrician, WV requires that the student have work hours with a licensed electrician and many local jobs require union affiliation.

The AAS in the Electrical Technology program combines our CAS in Residential and Commercial Electricity with our CAS in Electricity and Instrumentation to form an AAS degree. The CAS in Residential and Commercial Electricity is being terminated; therefore, this will need to be terminated as well.

With the recent changes to our general education requirements, the AAS in Electrical Reliability and Maintenance Technology program is now identical to our AAS in Multi-Craft. There is no reason to keep both degrees. The AAS in Electrical Reliability and Maintenance program is being terminated.

The BAS in Business Administration, Business Information Technology concentration was suspended due to low enrollment in the program. A review of the program curriculum determined that students are better served in the other existing business programs or computer science / computer information technology programs available at the college.

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

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

- Certificate of Applied Science in Business Technology
- Certificate of Applied Science in Residential and Commercial Electricity
- Associate of Applied Science in Electrical Technology
- Associate of Applied Science in Electrical Reliability and Maintenance
- Bachelor of Applied Science in Business Information Technology

Dr. Beebe seconded the motion. Motion passed.

**8. Executive Session under the authority of WV Code §6-9A-4-2A, to discuss Presidential Search Selection**

Chairman Hardman asked for a motion to move into Executive Session, under authority of WV Code §6-9A-4-2A to discuss Presidential Search Selection. Ms. Smith moved to adjourn to Executive Session. Ms. Hissem seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:48 p.m.

Chairman Hardman announced the Board would return to the regular meeting at 4:30 p.m. Ms. Smith moved to return to regular session. Ms. McCoy seconded the motion. Motion passed.

## **9. Action Items**

- Selection of President of WVU Parkersburg

Chairman Hardman reported that two finalists for the position of President of West Virginia University at Parkersburg have visited the Parkersburg campus for interviews on May 12, 2023. The Board of Governors has reviewed each candidate carefully and have selected Dr. Torie Jackson for approval as the next President of West Virginia University at Parkersburg.

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

*Resolved:* That the West Virginia University at Parkersburg Board of Governors approves the selection of a candidate for the position of President at WVU Parkersburg subject to the approval of the WV Council for Community and Technical College Education with a contract to be negotiated by the Chair or executive committee and approved by the WVCTC.

Ms. Smith seconded the motion. Motion passed.

## **10. Board Comments/Announcement**

Chairman Hardman thanked the Presidential Search Committee members for their hard work during the search process. Chairman Hardman also thanked Mr. Oliverio, for doing an outstanding job serving as Chair of the Presidential Search Committee.

Dr. Beebe thanked the Board for welcoming her and for being able to serve as a Board Member to represent all the faculty members.

## **11. Next Meeting**

Next meeting will be held Wednesday, June 21, 2023.

## **12. 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 June 21, 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 May 31, 2023.

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 21, 2023**

**ITEM:** Deferred Maintenance Grant Application

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes President Jackson to submit Applications for the State Institutions of Higher Education Deferred Maintenance Grant

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

In the matter of authorizing West Virginia University at Parkersburg to apply for a State Institutions of Higher Education Deferred Maintenance Grant from the West Virginia Governor's Office for Deferred Maintenance at West Virginia University at Parkersburg and Delegating Authority to President Torie Jackson to sign the application.

**WHEREAS**, the West Virginia Governor's Office is accepting applications for State Institutions of Higher Education Deferred Maintenance Grants; and

**WHEREAS**, West Virginia University at Parkersburg desires to participate in these grant programs as a means of providing needed maintenance to West Virginia University at Parkersburg's campus facilities; and

**WHEREAS**, The West Virginia University at Parkersburg Board of Governors and Institutional Leadership have identified deferred maintenance improvements at West Virginia University at Parkersburg as a high-priority need; and

**WHEREAS**, the highest priority need identified includes the attached list; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF GOVERNORS OF WEST VIRGINIA UNIVERSITY AT PARKERSBURG AS FOLLOWS:**

The Board of Governors demonstrates its support of the submittal of the grant application for the attached list of projects by West Virginia University at Parkersburg; and

The Board of Governors demonstrates its support to prioritize the list of projects attached as the highest priority with regard to deferred maintenance at West Virginia University at Parkersburg; and

The Board of Governors authorizes West Virginia University at Parkersburg President to execute the application for State Institutions of Higher Education Deferred Maintenance Grant and any other documentation necessary to effectuate the submittal of the grant application.

This Resolution shall be effective following its adoption by the Board of Governors.

Passed by the Board of Governors this \_\_\_\_\_ (Date) of \_\_\_\_\_, (Month), \_\_\_\_\_ (Year).

ATTEST: \_\_\_\_\_  
Signature, Board of Governor's Authorized Official

\_\_\_\_\_  
Printed Name Title

**WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
INSTITUTION DEFERRED MAINTENANCE & CODE COMPLIANCE PROJECTS**

January 31, 2023

| PRIORITY                                | PROJECTS   | TOTAL ESTIMATED<br>PROJECT COST | SUBTOTAL<br>SAFETY | SUBTOTAL COST<br>SAVINGS | SUBTOTAL REVENUE<br>GENERATING |
|---|--|---------------------------------|--------------------|--------------------------|--------------------------------|
| WEST VIRGINIA UNIVERSITY AT PARKERSBURG |  | \$2,925,000                     | \$220,000          | \$2,705,000              |                                |
|   | JACKSON COUNTY CENTER WINDOWS,<br>SIDING AND SIDEWALKS | 205,000                         |                    | 175,000                  |                                |
|   | SCIENCE WING SERVICE RAMP AND WING<br>WALL             | 220,000                         | 220,000            |                          |                                |
|   | CAPERTON CENTER SIDING (FAÇADE<br>RENOVATION)          | 500,000                         |                    | 500,000                  |                                |
|   | CAPERTON CENTER ROOF                                   | 650,000                         |                    | 650,000                  |                                |
|   | MAIN BUILDING WINDOW REPLACEMENT                       | 1,000,000                       |                    | 1,000,000                |                                |
|   | MAIN BUILDING BOILER REPLACEMENT                       | 50,000                          |                    | 50,000                   |                                |
|   | CAPERTON CENTER HVAC & OTHER<br>IMPROVEMENTS           | 120,000                         |                    | 120,000                  |                                |
|   | ACTIVITIES CENTER ENTRANCE FLOORING                    | 30,000                          |                    | 30,000                   |                                |
|   | UPPER PARKING LOT REPAIR, SEAL,<br>RESTRIPE            | 35,000                          |                    | 35,000                   |                                |
|   | CLEAN AND RECAULK CONCRETE FACIA<br>ON MAIN BUILDING   | 100,000                         |                    | 100,000                  |                                |
|   | ACTIVITIES CENTER LOCKER ROOM                          | 15,000                          |                    | 15,000                   |                                |