

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**OCTOBER 17, 2023
AGENDA**

Members

Joe Oliverio, Board Chair
Blaine Hess, Vice Chair
Savannah Morgan, Secretary
Donna Smith
JP Hushion
Jason Landers

Stephanie McCoy
Ami Shaver
Steve Hardman
Andrew Walker
Cody Irick
Michael Meyer

Dr. Torie Jackson
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Tuesday, October 17, 2023

11:30 a.m.	Executive Committee	President's Conference Room - Room 1105
12:30 p.m.	Lunch - Kim Legg, Owner, HR Results, LLC Evaluating our Evaluation System	Francis & Nina Phares Board Room - Room 1300
2:00 p.m.	Academic and Student Services	Riverhawk Conference Room - Room 1101
2:00pm	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 October 17, 2023
Francis & Nina Phares Board Room & Zoom
3:15 p.m.

- | | |
|--|---|
| 1. Call to Order | Board Chair, Joe Oliverio |
| 2. Roll Call | Lauriel Rader
Secretary to the Board |
| 3. President's Report | Dr. Torie Jackson,
President |
| 4. Approval of Minutes | |
| • Regular Meeting - September 19, 2023..... | 5 |
| 5. Committee Reports | |
| • Executive Committee | Joe Oliverio |
| • Academic and Student Services Committee | Blaine Hess |
| • Administrative Services Committee | Savannah Morgan |
| 6. Information Items | |
| • Fiscal Update | Alice Harris, Executive VP
Finance & Administration
.....17 |
| • Policy Update | Dr. Torie Jackson,
President.....26 |
| 7. Action Items | |
| • Approval of an online option for the BAT | Dr. David Lancaster, Vice
President for Academic
Affairs.....27 |
| • Approval of updated Board of Governors Policies
to reflect a review of the Equal Opportunity policy | Dr. Torie Jackson,
President.....28 |
| • Approval of updated Board of Governors Policies
to reflect a review of the Employee Leave policy | Dr. Torie Jackson,
President.....31 |
| • Approval of updated Board of Governors Policies
to reflect a review of the Payment and Refund of
Fees policy | Dr. Torie Jackson,
President.....42 |

– Answer Book #VI-10C – Withdrawal & Return of
Title IV Financial Aid

- Approval to utilize Unrestricted Reserve Funds for renovations at the Jackson County Center Dr. Torie Jackson, President.....49

8. Board Comments/Announcements

- Update from the WV Board of Governors Summit
- October 27, 2023 at 11:00pm - Cosmetology Ribbon Cutting, 313 Murdoch Ave. Parkersburg

9. Next Meeting

January 16, 2024

10. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
September 19, 2023

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday, September 19, 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: Joe Oliverio, Blaine Hess, Savannah Morgan, Steve Hardman, Donna Smith, JP Hushion, Jason Landers, Stephanie McCoy, Ami Shaver, Andrew Walker, Cody Irick and Michael Meyer. Others present included Dr. Torie Jackson and Lauriel Rader.

Guests present included administrators, faculty and staff.

1. Call to Order

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

2. Roll Call

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

3. President's Report

President Jackson delivered the following report:

Yesterday, I looked at a blank white paper on my computer screen. I was beginning my comments to you and it reminded me of the comment I heard Attorney Kristin Boggs say in our training earlier in the day, "You don't have to start with white paper - that's so daunting," she said. In policy making, she's correct. In my notes to you, though, the white page was necessary.

Kristin Boggs met with some of the college leaders yesterday to do a training on rulemaking. And, it was delightful. Partially because of Kristin's presentation style, but also because we have a vested interest in policy and procedure updates. Maybe you noticed the size of the agenda for the past two meetings. We've decided that it would be beneficial to learn from an expert as we work to go over the entire Answer Book and some of the Board of Governor policies. One of those details - policy making cannot be a delegated responsibility to the president; it must rest with the board. That means that you have the opportunity to share in this adventure with us as we continue down the path of policy updates. As Kristin also told us in reference to policies she is working on - "At least I won't be bored because now I get to clean this up." Her humor is enjoyable and truthful.

Governor Donna Smith joined me yesterday for another meeting with Delegate Bob Fehrenbacher, Tres Ross and others. In meeting with Sarah Billers of Vantage Ventures and Natalie Gould, a recent graduate of Harvard's business school, it was encouraging to hear their excitement about our upcoming WVUP Technology Center project. After hearing about our plans with computer science and computer information technology programs, as well as some of the projects we have been doing with curriculum rebuilds to help companies like Chemours, Natalie praised what she called "opportunities baked into the program." Sarah talked to us about a talent gap for technology jobs and how we can help close that gap. She also encouraged us to think about attracting major technology players. Sarah said companies like the WV workforce of highly talented and tenacious employees. Natalie added that companies are enticed by the efforts of some institutions of higher education in WV that are extremely business aligned and tailoring to company needs. Delegate Fehrenbacher added that the ability to help companies is "woven into WVUP's DNA."

These moments of validation are important as we take our next steps in this project. What's next for the WVUP Technology Center includes two court dates this week. The hearing in bankruptcy court is Wednesday and the receivership estate portion appears before a judge on Friday. Following these hearings and an appeal period, the asset purchase agreement can be accepted and we can proceed with taking possession of the property. That's where the next phase of the vision begins as we start to renovate the facility. I will be directly leading this project from start to finish, along with an amazing team of employees from WVUP and with a group of community leaders who want to see the economic impact this educational facility joined with business incubation will have on the Mid-Ohio Valley.

Other companies are taking note. At the WV Chamber Summit recently, the CEO of Chemours did a main-state presentation about his company's growth and highlighted the partnership with WVUP. I was also able to connect with a company looking to relocate to Wood County who wanted to know about our student pipeline. With another company leader, we discussed training that could help transform fiber expansion in West Virginia. Yes, WVUP can play a role in these efforts.

And not that we just love meetings, but we do like to gather for a purpose at WVUP. Next week, we have invited educational expert and attorney Howard Seufer to train some supervisors on the grievance process. I've been blessed to attend many trainings by Howard and know the value this will have for our campus leaders.

In October, the entire staff will participate in Service Excellence training on how service excellence pertains to higher education and why it is so important now. After the entire staff has a 90-minute session on Monday, Oct. 9, then 30 staff have been selected to attend a full-day service excellence training on our campus on the

fundamentals and advanced Service Excellence techniques and how to apply them to their positions at the college.

In the midst of all this training, we are still teaching, learning and having fun. Students are preparing for PopCon's return with a how to cosplay workshop. We have a car show planned for Sept. 23 as a Foundation fundraiser. Students are preparing for the homecoming-style event Nest Fest.

Your very own Stephanie McCoy will appear for the Alumni Speaker Series on Sept. 20 in the college theater.

Oh, and we are preparing for our Higher Learning Commission reaffirmation visit in March. This month, drafts of all five criterion assurance arguments are being reviewed this month. Our HLC liaison will visit the campus in January to do three different professional development workshops for our faculty and administration.

We are planning, we are preparing, we are visioning and we are moving forward - and its a true team effort. This, governors, is another reason why I am WVU Parkersburg proud.

4. Approval of Minutes

Chairman Oliverio stated the minutes from the Regular Board meeting of August 15, 2023 are submitted for review. With no corrections to be made, minutes are approved as submitted.

5. Committee Reports

- Executive Committee

Chairman Oliverio reported that the Executive Committee met to discuss updates on OVU, enrollment and withdrawal list. The Inauguration of President Jackson, will be on Friday, October 6th at 6:30 p.m. Chairman Oliverio visited some of the College 101 sessions on behalf of the Board of Governors. It was very exciting to see the number of students present and to see the faculty and staff running these sessions. Chairman Oliverio announced as of July 1, 2023, the Board Training requirements have changed. Each year Board Members are required to have 4 hours of training. New Board Members are required to have 6 hours of training, in their first year. Board Members attending the BOG Summit in Charleston, WV, will receive 6 hours of training. We also offer the Lunch & Learn sessions during our Board Lunch Meetings, which are preapproved by the CTCS. It is really important to be present at these lunch meetings to earn your training hours. We will continue to offer Zoom options for our Board Meetings, for members who have work related conflicts.

- Academic and Student Services Committee

Ms. Smith reported the Academic and Student Services Committee met and discussed updates on the Workforce Short Term Programs, Early College efforts and updates from the Academic Programs. Martha Leeson and Abby Campbell gave an update on the Workforce Short-Term Programs. These programs are condensed curriculum courses, designed to get participants into the workforce promptly. These are non-credit classes, but they can be converted to credit for the academic pathway selected by the student. The short-term programs offered are in Agribusiness, Aluminum Welding, MIG and Stick Welding, HVAC, Medical Office Specialist, Dental Assistant, Phlebotomy and Community Health Worker. 92% of our students receive the HEAPS Grants for these programs and they have an 85% job placement rate. They meet with businesses and industries in our area to find out their needs. Olivia Reeder, Dean of Early College, provide an update on Early College efforts. We provide Early College courses in most of our service areas. This allows high school students to earn college credits, while earning their high school diploma. Many of these are considered dual credit programs. We are currently in 13 locations. Studies have shown, that if students are in these programs, they are more than likely to go to college and finish college. Dr. David Lancaster, Vice President for Academic Affairs, introduced the Academic Deans to give updates from the Academic Programs. Dr. Bobbi Marshall, Dean of the Professional Studies Division, shared they have been working on the Business Program accreditation. This happens once every ten years. The accreditation team was recently here for the site visit. They are waiting to hear the results. Dr. Marshall also shared an update from the farm. We are projected to provide 40 tons of potatoes this year to Mr. Bee's. Andrew Walker, talked about the possibility of revisiting the former Legal Studies Program and turning it into a Paralegal Program. Kathy Frum, Dean of the Nursing & Health Sciences Division, shared the NCLEX-RN pass rates are up for the first time since COVID. They have admitted 47 students for the fall semester to the Nursing Program. LPN to RN program, the first cohort had 23 students, the second cohort has 16 students and the third cohort has 8 students. Dr. Mary Hetrick-Ratliffe, Dean of the Arts & Sciences Division, shared they are moving offices so the division members are closer together. They are also working on the Institutional Learning Outcomes Assessment reporting.

- Administrative Services Committee

Ms. Morgan reported the Administrative Services Committee met and discussed updates on the Jackson County Center transition, IT updates and recruitment efforts. Jeannine Hetrick-Ratliffe gave an update about the Jackson County Center transition. All furniture has been installed, renovation/cleaning complete and moving onto the new construction phase. Doug Anthony gave an update from the IT Department. Summer IT projects completed, including the power supply unit, LAN switches updated throughout the facilities, PA systems upgraded and integrated and fiber internet upgrade coming soon with significant cost savings. Nichole Shutts gave an update on recruitment efforts. Postcards,

mailers, texts going on for communication purposes. New swag shared with the group. Riverhawk Fridays are coming up with the local high schools - two schools are already scheduled.

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 August 31, 2023. There were no questions from the members.

7. Action Items

- Approval of updated Board of Governors Policies to reflect Affirmative Action compliance
Dr. Torie Jackson, President, presented to the Board the resolution for approval of updated Board of Governors Policies to reflect Affirmative Action Compliance. Dr. Jackson reported the substantive revisions proposed in the attached copy of five Board of Governors policies are designed to allow the college to be in compliance with Affirmative Action requirements:

Policy A-43, Disability Accommodations, is updated to include a nondiscrimination notice, as well as references to Section 508 of the Federal Rehabilitation Act of 1973, as amended; Americans with Disability Act; Americans with Disabilities Amendments Act of 2008.

Policy A-63, Rights of Pregnant and Nursing Mothers, is updated to include a nondiscrimination notice.

Policy D-46, Code of Student Conduct, is updated to include a nondiscrimination notice, as well as references to Section 504/Title II of the Federal Rehabilitation Act of 1973, as amended; Americans with Disability Act; Americans with Disabilities Amendments Act of 2008. The policy updates also include updated responsibility since the college no longer has a Vice President of Student Services; those responsibilities will fall under the Vice President of Academic Affairs.

Policy D-47, Student Academic Rights and Responsibilities, is updated to include a nondiscrimination notice; and updated titles. Policy D-47 will replace West Virginia University Policy 15, Student Academic Rights, WVU and Regional Campuses. Policy D-47 was transferred from the WVU Board of Governors on July 1, 2008.

Policy A-44, Policy and Procedures Regarding Harassment and Discrimination, is updated to include a nondiscrimination notice; updating Title IX/Title VI/Section 504 coordinator information. Policy A-44, Policy and Procedures Regarding

Harassment and Discrimination, Appendix 2, is updated to include a nondiscrimination notice; updating Title IX/Title VI/Section 504 coordinator information.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to Affirmative Action policies. No substantial comments were received during the 30-day comment period, but minor changes were requested by the attorney for the WVCTCS. Upon approval by the Board of Governors, these policy proposals will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

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

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of five Board of Governor policies in regards to Affirmative Action changes, and hereby authorizes revision of said policy after consideration of comments.

Mr. Landers seconded the motion. Motion passed.

- Approval of updated Board of Governors Policies to reflect a review of the Salary Policy

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the updated Board of Governors Policies to reflect a review of the Salary Policy. Dr. Jackson reported the current Board of Governors policy B-29, Salary Policy, is designed to allow the college to make incremental increases to employees in the form of raises. This policy is to be considered on a regular basis by the BOG to examine entry level salaries based on academic degree and faculty rank (benchmarked with peer institutions and market), as defined and approved by the Board of Governors.

While the institution is putting BOG Policy B-29 out for comment, a proposed change to salary procedures is also ongoing for Answer Book #IV-15, Faculty Salaries and Performance-Based Increases. That policy was put out for comment in August by the BOG. Comments will be shared from the accompanying B-29, Salary Policy.

A notice of proposed rulemaking was issued proposing the revision of these policies in regards to salary policies. Upon approval by the Board of Governors, these policy proposals will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors policy B-29 “Salary Policy” to be reflective of updates occurring in the campus procedures guidelines known as the “Answer Book.”

Ms. Smith seconded the motion. Motion passed.

- Approval of Faculty Compensation Structure Outlined in the Answer Book Policy IV-15 Faculty Salaries and Performance-Based Increases

Dr. Torie Jackson, President, and Alice Harris, Executive Vice President of Finance & Administration, presented to the Board the resolution for the approval of faculty compensation structure outlined in Answer Book Policy IV-15 Faculty Salaries and Performance-Based Increases and corresponding equity pay adjustments. Dr. Jackson and EVP Harris reported the last adjustment of the salary structure used for hiring new faculty was on July 1, 2015. The structure outlined in 2015 is no longer functional or adequate in assisting the administration in hiring and retaining qualified faculty. The current salary structure hinders our ability to do so because it allows no flexibility in determining a newly hired faculty member's rank or corresponding salary. Additionally, starting salaries have not kept up with current market values. As a result, it has become nearly impossible to hire the qualified faculty necessary to provide an outstanding educational experience for our students.

As we approached the task of updating this answer book policy, we strived to create a new methodology for hiring faculty that addresses two key issues:

1. Offer starting salaries that were comparable to the market rates paid at colleges of similar size and structure.
2. Provide a hiring structure that allows hiring managers and administration to select the best-qualified candidate and place them in the faculty rank and starting salary that is most congruent with their teaching experience and/or demonstrated skills.

Determining Market Rate:

To measure the current market rate for faculty salaries of colleges within the West Virginia Community and Technical College System, President Jackson and Executive Vice President Harris reached out to the respective contacts in other WVCTCS institutions. From those efforts, they were able to obtain current faculty pay scales for three other WVCTCS schools. Two of the three were small rural-based institutions and the other was Bridge Valley Community and Technical

College (BVCTC) whose enrollment and programs offered are closest to WVUP. Additionally, BVCTC is located in the Charleston, WV metropolitan area with a cost of living that closely mirrors that of Parkersburg, WV. The following is a comparison of the salaries offered by Bridge Valley, the proposed new starting salaries for WVUP faculty, and the current rates WVUP currently (old salary) offers to new faculty:

General Business & Other Disciplines			
Rank	BVCTC Salary 9 Month Faculty	New WVUP Salary 9 Month Faculty	Old WVUP Salary
Professor	65,000	66,500	48,466
Associate Professor	55,000	57,500	44,105
Assistant Professor	45,000	48,500	40,141
Instructor	35,000	41,700	36,537

High Demand Program Faculty			
Rank	BVCTC Salary 9 Month Faculty	New WVUP Salary 9 Month Faculty	Old WVUP Salary
Professor	65,000	70,000	61,402
Associate Professor	55,000	62,000	51,320
Assistant Professor	45,000	52,000	46,700
Instructor	35,000	45,000	42,500

High Demand includes Engineering, Health, Education Faculty, Information Technology, Certified Public Accountants, and Certified Management Accountants.

Flexibility of New Structure:

The proposed salary structure highlighted below allows a hiring administrator to advertise for a faculty position to teach a subject in any structure, select the best candidate, and make them a market-rate salary offer based on their experience and professional credentials. This structure no longer requires the hiring manager to make an employment offer to a Ph.D. credentialed individual and requires them to accept an entry-level salary at the Instructor rank as was required by the old system. We anticipate that most new faculty with five years of experience will expect to start at the 25th Quartile mark as an Assistant Professor and that only

those with exceptional experience and credentials will be offered a higher starting salary.

General Business & Other Disciplines

Rank	Minimum Salary	25% Quartile	Midpoint	75% Quartile	Maximum
Professor	\$66,500	\$69,063	\$73,125	\$77,188	\$90,000
Associate Professor	\$57,500	\$60,375	\$63,250	\$66,125	\$69,000
Assistant Professor	\$48,500	\$50,437	\$52,375	\$54,312	\$56,250
Instructor	\$41,700	\$43,387	\$45,074	\$46,762	\$47,500

High Demand Program Faculty

Rank	Minimum Salary	25% Quartile	Midpoint	75% Quartile	Maximum
Professor	\$70,000	\$75,000	\$80,000	\$85,000	\$90,000
Associate Professor	\$62,000	\$65,250	\$68,500	\$71,750	\$75,000
Assistant Professor	\$52,000	\$53,250	\$54,500	\$55,750	\$62,500
Instructor	\$45,000	\$46,250	\$47,500	\$48,750	\$50,000

Flexibility of New Structure:

Approval of the new pay structure will create inequities for existing faculty. As a result, the WVUP administration proposes increases for existing faculty to bring each one to the 25% quartile of the new pay scale based on their current faculty rank with the exception that 12-month faculty pay increases will be limited to \$5,000 since they also receive the benefit of paid annual and sick leave not available to 9-month faculty. The value of this benefit ranges from \$5,874 to \$9,890. The equity salary increase impacts 38 faculty and the total costs of the equity salary adjustments and related benefits total \$167,588. These costs are covered by vacant positions included in the FY 24 approved budget that will not be filled.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approve the new faculty hiring structure and salary guidelines described in Answer Book Policy IV-15 Faculty Salaries and Performance-Based and approves proposed salary adjustments necessary to bring current salaries in line with the 25th percentile of the current scale.

Ms. Smith seconded the motion. Motion passed.

- Approval to utilize Unrestricted Reserve Funds for the replacement of flooring and seating in the WVUP Theatre

Alice Harris, Executive Vice President of Finance & Administration, presented to the Board the resolution for the approval to utilize Unrestricted Reserve Funds for the replacement of flooring and seating in the WVUP Theatre. EVP Harris reported the last renovation of the WVUP Theatre occurred in FY 2011. At that time new lighting, flooring, and ceiling tiles were installed. Additionally, the upholstery was replaced on the original chairs that were installed when the theatre was added. With the exception of the replacement of a few broken chairs, there have been no upgrades to the seating in the theatre since its opening.

In order to improve the overall appearance of the theatre, and to provide more ADA compliance spaces and comfortable seating for patrons of all sizes, the administration of WVUP requests approval to utilize unrestricted reserves in an amount not to exceed \$200,000 to replace all seats, create an ADA-accessible wheelchair parking area, and replace the existing flooring. We have a proposal of \$130,500 to replace the seating which includes installation and the Executive Director of Facilities has estimated the cost of new flooring will not exceed \$70,000. Renovation of the theatre will restore it to a new level of grandeur and comfort, and provide a more welcoming environment for guests of WVUP to attend lectures, performances, concerts, and other campus events.

Reserve balances as of June 30, 2023, totaled approximately \$22 million based on draft financial statements and are more than adequate to support these expenditures.

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 utilization of college unrestricted reserves up to an amount not to exceed \$200,000 to fund the replacement of flooring and seating in the WVUP Theatre

Mr. Irick seconded the motion. Motion passed.

- Approval of updated Board of Governors Policy to reflect a review of the Transferability of Credits and Grades Policy

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the updated Board of Governors Policy to reflect a review of the Transferability of Credits and Grades Policy. Dr. Jackson reported the current Board of Governors policy C-40, Transferability of Credits and Grades, is designed to be a guide on the acceptance and transfer of credits from our institution. This policy needed to be refreshed to be in alignment with federal practices for anticipated articulations with the Department of Defense for veteran students.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to transferability of credits and grades policy. If no substantial comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, these policy proposals will be submitted to the Chancellor of the WV Council for Community & Technical College System for final 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 an update to the Board of Governors policy C-40 “Transferability of Credits and Grades” to allow for the policy to be in alignment with current state and federal practices.

Mr. Irick seconded the motion. Motion passed.

- Approval of Delegation of Powers to the President

Joseph Oliverio, Chair of the WVU Parkersburg Board of Governors, and Donna Smith, a past Chair, of the WVU Parkersburg Board of Governors, presented to the Board the resolution for approval of delegation of Powers to the President. Chairman Oliverio reported the §18B-2A-4 of the West Virginia Code sets forth the powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state.

The Delegation of Powers provides an enumeration of those powers, duties, and responsibilities that the West Virginia University of Parkersburg Board of Governors has retained and those this it chooses to delegate to the President of West Virginia University at Parkersburg.

Given its legal responsibility for the institution, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities

that are delegated to the President represent the day-to-day operation of the institution and reflect implementation of policy.

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 document enumerating the powers, duties and responsibilities retained by the Board of Governors and the powers, duties and responsibilities delegated to the President of the West Virginia University at Parkersburg.

Ms. Morgan seconded the motion. Motion passed.

8. Board Comments/Announcement

Chairman Oliverio shared the following announcements:

- October 6, 2023 at 6:30 p.m. - Inauguration for Dr. Torie Jackson
- October 11-12, 2023 - Board of Governors Summit at the Embassy Suites in Charleston, WV. The deadline to register for this event is Friday, September 22, 2023.
- October 27, 2023 at 11:00 a.m. - Cosmetology Ribbon Cutting, 313 Murdoch Ave. Parkersburg

9. Next Meeting

Next meeting will be held October 17, 2023.

10. Adjournment

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

Respectfully submitted,

Lauriel Rader
Secretary to the Board of Governors

Joe Oliverio, Chair

Savannah Morgan, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of October 17, 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 September 30, 2023.

Meeting Date: October 17, 2023

To: Board of Governors

RE: September 2023 Financial Report

Greetings Board Members,

As of September 30th, we are 25% through the fiscal year. Revenues total 35% of the annual budgeted revenue with expenses coming in at 20% of the annual budgeted expenses. Please note that the budget for faculty salaries was increased to include funds for the faculty pay increase approved at the last meeting and the reserve funds authorized were increased by the \$200,000 approved for theatre renovations.

In keeping with the theme of sharing how the budgeted expenditures of the college reflect the allocation of financial resources to support the five pillars of the WVUP strategic plan, I have included the following:

- Enrollment Management – We are supporting our admissions team’s efforts to visit local area high schools and attend college fairs throughout our service region. Soon our Student Support Services and Veteran’s Resource Centers will move to their new space that was renovated by our talented facilities team at a cost of approximately \$32,000
- Community Relations & Branding & Marketing– In the month of September, WVUP spent a total of \$51,332 for advertising and promotional costs as part of our multi-pronged approach to shouting the message of WVUP’s value to our community. Representatives of WVUP also attended the 60th Anniversary celebration of one of our community partners, the Parkersburg Area Community Foundation.
- Educational program quality – Soon two capital projects will begin that will add to the quality of our educational programs. First, we are remodeling an area near the nursing simulation lab that will become a pediatric simulation center for our nursing students to learn advanced pediatric nursing techniques. The estimated cost is \$24,500. Additionally, space has been cleared at the Jackson County Center and an RFP has been advertised seeking Architectural and Engineering services to develop the drawings necessary to create an advanced technology program space. Our aggressive date for entering into a contract for construction is January 15, 2024.
- Workplace Culture – The WVUP administration will contract with Ruffalo Noel Levitz to conduct a workplace satisfaction survey this fall.

Tuition & Fees – Billed tuition and fees for Fall 2023 are up \$695,263 over the Fall 2022 term. Not surprisingly, collections of tuition and fees are up by \$589,379. For the first time that anyone can recall, the financial aid office was able to pay out all types of available aid in the first disbursement of financial aid funds because of efficiencies gained by continuous assessment and improvement of processes.

State Appropriations – WVUP collects its state appropriations 30% in the first quarter, 30% in the second quarter, 20% in the third quarter, and 20% in the fourth quarter. The accelerated cash flow helps ensure that we have sufficient funds to pay payroll costs at WVUP as 100% of the appropriation is used for payroll support. Amounts are higher in FY 2024 to reflect the increase provided this fiscal year to cover the Governor’s pay increase.

Other Revenues – Collections for workforce & business training are ahead of the prior year and the increase in other revenues is driven by higher interest revenue earnings that are averaging \$103,500 per month.

Personnel costs – Personnel costs currently at 20.59% are within the parameters of the annual payroll budgeted by the College.

Educational Supplies – The increase in educational supplies is driven by the cost of start-up supplies for the cosmetology program and nursing supplies to support the growth of that program.

Household Supplies – This budget is at 37% because of large purchases for supplies to support the Fall semester and the supplies necessary to complete semi-annual floor waxing.

Membership Dues – Many of our fiscal year institutional memberships are payable in July causing the expended percentage to be higher than 25%.

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

Alice M. Harris, MBA, CPA

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Three Months Ended September 30, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	9/30/22	9/30/23	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,193,778	11,193,778	3,239,906	3,358,133	7,835,645	30%
Tuition & Fees, Net	8,984,347	8,984,347	3,555,462	4,144,841	4,839,506	46%
Rental income	8,000	8,000	6,230	6,730	1,270	84%
Workforce & Economic Development	250,000	250,000	123,774	129,878	120,123	52%
Grant Revenues	3,333,911	5,242,901	1,516,612	1,113,372	4,129,529	21%
Other Revenues	1,222,750	1,522,750	430,941	621,800	900,950	41%
Debt Service	(256,053)	(256,053)	(85,351)	(85,351)	(170,702)	33%
Less HERA Assessments	(105,000)	(105,000)	(23,036)	(23,448)	(81,552)	22%
Total Inflows	24,631,733	26,840,723	8,764,538	9,265,955	17,574,768	35%
Outflows:						
Faculty	4,306,000	4,552,500	932,941	778,299	3,774,201	17%
Nonclassified staff	3,355,000	3,750,877	839,833	936,552	2,814,325	25%
Classified staff	3,700,000	3,796,970	963,296	953,733	2,843,237	25%
Adjunct faculty	867,000	1,024,500	131,931	174,841	849,659	17%
Student workers	469,568	469,568	51,526	64,547	405,021	14%
Payroll taxes	934,980	964,570	141,121	180,812	783,758	19%
Employee insurance	1,506,000	1,580,232	151,689	330,328	1,249,904	21%
Retirement plan contributions	735,000	761,207	109,347	133,683	627,524	18%
OPEB	175,000	186,980	17,846	840	186,140	0%
Fringes	222,500	233,990	13,996	13,692	220,298	6%
Advertising and promotion	614,796	774,796	169,902	132,615	642,181	17%
Awards & Scholarships	254,050	258,550	-	13,810	244,740	5%
Household supplies	61,812	61,812	13,391	22,573	39,239	37%
Computer supplies	894,451	1,100,631	255,525	112,378	988,253	10%
Hospitality & food products	216,498	217,498	36,066	64,692	152,806	30%
Student activities	31,000	31,000	1,556	5,815	25,185	19%
Insurance	183,000	183,000	35,916	45,642	137,358	25%
Routine maint. contracts	107,620	107,620	54,715	34,165	73,455	32%
Office expenses	55,243	57,219	12,512	5,577	51,642	10%
Other general expenses	308,082	391,782	74,520	6,898	384,884	2%

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Three Months Ended September 30, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	9/30/22	9/30/23	Remaining Unexpended Budget	% of Budgeted Total
Postage & freight	30,000	30,000	994	1,256	28,744	4%
Printing & binding	47,200	47,200	9,380	8,164	39,036	17%
Rent expense	202,613	241,693	27,285	40,093	201,600	17%
Education supplies	487,944	551,411	53,585	206,132	345,279	37%
Telephone & cell phones	136,644	136,644	8,141	23,413	113,231	17%
Training	114,930	180,775	23,104	13,310	167,465	7%
Utilities	677,900	677,900	140,650	182,707	495,193	27%
Bank fees	56,000	56,000	11,707	4,701	51,299	8%
Fleet expenses	15,200	15,200	3,874	1,959	13,241	13%
Travel	175,000	197,076	24,664	25,754	171,322	13%
Professional, consultants, contract labor	2,160,777	2,291,377	154,192	491,716	1,799,661	21%
Repairs & Maintenance	321,500	330,500	62,768	66,713	263,787	20%
Library books & materials	92,000	92,000	9,373	29,680	62,320	32%
Miscellaneous other expenses	7,555	44,928	-	2	44,926	0%
Membership dues	65,845	65,845	17,805	25,482	40,363	39%
Service agreement WVU	250,000	250,000	62,500	62,500	187,500	25%
Equipment	347,625	561,472	329,415	190,195	371,277	34%
Capital projects	1,045,400	1,365,400	855,717	69,767	1,295,633	5%
Total outflows	25,231,733	27,640,723	5,802,783	5,455,036	22,185,687	20%
Surplus (deficit) from operations	(600,000)	(800,000)	2,961,755	3,810,919		
Surplus Utilization Approved	600,000	800,000	-	-		
Net surplus (deficit)	-	-	2,961,755	3,810,919	-	-

Benchmark Percentage for Period

25%

West Virginia University at Parkersburg Cash Basis Operating Budget Report Three Months Ended September 30, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	8/31/22	8/31/23	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,193,778	11,193,778	3,239,906	3,358,133	7,835,645	30%
Tuition & Fees, Net	8,984,347	8,984,347	3,555,462	4,144,841	4,839,506	46%
Rental income	8,000	8,000	6,230	6,730	1,270	84%
Workforce & Economic Development	250,000	250,000	123,774	129,878	120,123	52%
Grant Revenues	-	-	-	-	-	-
Other Revenues	1,222,750	1,522,750	430,941	621,800	900,950	41%
Debt Service	(256,053)	(256,053)	(85,351)	(85,351)	(170,702)	33%
Less HERA Assessments	(105,000)	(105,000)	(23,036)	(23,448)	(81,552)	22%
Total Inflows	21,297,822	21,597,822	7,247,926	8,152,583	13,445,239	38%
Outflows:						
Faculty	4,211,467	4,136,467	852,658	666,163	3,470,304	16%
Nonclassified staff	3,143,514	3,418,514	810,846	801,960	2,616,554	23%
Classified staff	3,625,704	3,725,704	931,106	916,624	2,809,080	25%
Adjunct faculty	693,732	693,732	127,012	132,055	561,677	19%
Student workers	425,756	425,756	24,937	60,145	365,611	14%
Payroll taxes	876,117	876,117	122,874	159,351	716,766	18%
Employee insurance	1,466,245	1,466,245	146,524	298,743	1,167,502	20%
Retirement plan contributions	699,363	699,363	101,838	120,534	578,829	17%
OPEB	158,712	158,712	17,185	-	158,712	0%
Fringes	212,280	212,280	13,187	12,128	200,152	6%
Advertising and promotion	603,796	603,796	166,904	131,167	472,629	22%
Awards & Scholarships	20,000	20,000	-	-	20,000	0%
Household supplies	61,812	51,812	12,712	20,668	31,144	40%
Computer supplies	879,451	879,451	170,342	110,012	769,439	13%
Hospitality & food products	210,098	210,098	34,839	63,410	146,688	30%
Student activities	31,000	31,000	1,556	5,815	25,185	19%
Insurance	183,000	183,000	35,916	45,642	137,358	25%
Routine maint. contracts	107,620	107,620	12,147	34,165	73,455	32%
Office expenses	52,643	52,643	11,617	5,508	47,135	10%

West Virginia University at Parkersburg Cash Basis Operating Budget Report Three Months Ended September 30, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	8/31/22	8/31/23	Remaining Unexpended Budget	% of Budgeted Total
Other general expenses	21,426	31,426	1,630	6,898	24,528	22%
Postage & freight	30,000	29,000	994	361	28,639	1%
Printing & binding	47,200	27,700	9,380	8,164	19,536	29%
Rent expense	202,613	202,613	27,285	20,335	182,278	10%
Education supplies	445,383	445,383	52,579	129,264	316,119	29%
Telephone & cell phones	136,644	136,644	8,141	23,413	113,231	17%
Training	95,430	114,930	9,084	6,687	108,243	6%
Utilities	677,900	677,900	140,650	182,707	495,193	27%
Bank fees	56,000	56,000	11,707	4,701	51,299	8%
Fleet expenses	15,200	15,200	3,874	1,959	13,241	13%
Travel	136,215	136,215	18,174	14,910	121,305	11%
Professional, consultants, contract labor	641,576	641,576	131,237	113,874	527,702	18%
Repairs & Maintenance	321,500	321,500	62,768	64,263	257,237	20%
Library books & materials	92,000	92,000	9,373	29,680	62,320	32%
Miscellaneous other expenses	7,555	8,555	-	2	8,553	0%
Membership dues	65,845	65,845	12,163	25,482	40,363	39%
Service agreement WVU	250,000	250,000	62,500	62,500	187,500	25%
Equipment	137,625	137,625	19,693	30,025	107,600	22%
Capital projects	855,400	1,055,400	239,873	64,117	991,283	6%
Total outflows	21,897,822	22,397,822	4,415,305	4,373,431	18,024,391	20%
Surplus (deficit) before DOE Settlement	(600,000)	(800,000)	2,832,621	3,779,153	-	
Reserves Budgeted for Use	600,000	800,000	-	-	-	
Net surplus (deficit)	-	-	2,832,621	3,779,153	-	-

West Virginia University at Parkersburg Cash Basis Grant Budget Report Three Months Ended September 30, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	8/31/22	8/31/23	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	-	-	-	-	-	0%
Tuition & Fees, Net	-	-	-	-	-	0%
Child Care	-	-	-	-	-	0%
Rental income	-	-	-	-	-	0%
Workforce & Economic Development	-	-	-	-	-	0%
Grant Revenues	3,333,911	5,242,901	1,516,612	1,113,372	4,129,529	21%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
Total Inflows	3,333,911	5,242,901	1,516,612	1,113,372	4,129,529	21%
Outflows:						
Faculty	94,533	416,033	80,283	112,136	303,897	27%
Nonclassified staff	211,486	332,363	28,987	134,592	197,771	40%
Classified staff	74,296	71,266	32,190	37,109	34,157	52%
Adjunct faculty	173,268	330,768	4,919	42,786	287,982	13%
Student workers	43,812	43,812	26,589	4,401	39,411	10%
Payroll taxes	58,863	88,453	18,247	21,460	66,993	24%
Employee insurance	39,755	113,987	5,165	31,585	82,402	28%
Retirement plan contributions	35,637	61,844	7,509	13,150	48,694	21%
OPEB	16,288	28,268	661	840	27,428	3%
Fringes	10,220	21,710	809	1,564	20,146	7%
Advertising and promotion	11,000	171,000	2,998	1,448	169,552	1%
Awards & Scholarships	234,050	238,550	-	13,810	224,740	6%
Household supplies	-	10,000	679	1,906	8,094	10%
Computer supplies	15,000	221,180	85,183	2,366	218,814	1%
Hospitality & food products	6,400	7,400	1,227	1,282	6,118	17%

West Virginia University at Parkersburg Cash Basis Grant Budget Report Three Months Ended September 30, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	8/31/22	8/31/23	Remaining Unexpended Budget	% of Budgeted Total
Student activities	-	-	-	-	-	0%
Routine maint. contracts	-	-	42,568	-	-	0%
Office expenses	2,600	4,576	895	69	4,507	2%
Other general expenses	286,656	360,356	72,890	-	360,356	0%
Postage & freight	-	1,000	-	895	105	0%
Printing & binding	-	19,500	-	-	19,500	0%
Rent expense	-	39,080	-	19,758	19,322	0%
Education supplies	42,561	106,028	1,006	76,868	29,160	72%
Telephone & cell phones	-	-	-	-	-	0%
Training	19,500	65,845	14,020	6,623	59,222	10%
Utilities	-	-	-	-	-	0%
Fleet expenses	-	-	-	-	-	0%
Travel	38,785	60,861	6,490	10,844	50,017	18%
Professional, consultants, contract labor	1,519,201	1,649,801	22,955	377,842	1,271,959	23%
Repairs & Maintenance	-	9,000	-	2,450	6,550	0%
Miscellaneous other expenses	-	36,373	-	-	36,373	0%
Membership dues	-	-	5,642	-	-	0%
Equipment	210,000	423,847	309,722	160,171	263,676	38%
Capital projects	190,000	310,000	615,844	5,650	304,350	2%
Total outflows	3,333,911	5,242,901	1,387,478	1,081,605	4,161,296	21%
Projected surplus (deficit)	-	-	129,134	31,767		

**West Virginia University at Parkersburg Board of Governors
Meeting of October 17, 2023**

ITEM: Policy Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

No substantial comments have been received. Policy will be considered approved at end of 30-day comment period.

The current Board of Governors policy C-40, Transferability of Credits and Grades, is designed to be a guide on the acceptance and transfer of credits from our institution. This policy needed to be refreshed to be in alignment with federal practices for anticipated articulations with the Department of Defense for veteran students.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to transferability of credits and grades policy. If no substantial comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, these policy proposals will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of October, 17, 2023**

ITEM: Approval of an online option for the BAT

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors will allow for the addition of fully-online options for the Bachelor of Applied Technology in Software Engineering and Cybersecurity & Network Administration.

STAFF MEMBER: Dr. David Lancaster, VP for Academic Affairs

BACKGROUND:

WVUP currently has two options for our Bachelor of Applied Technology (BAT) degree: Software Engineering and Cybersecurity & Network Administration. We have previously had two articulation agreements with Pierpont Community and Technical College and Blueridge Community and Technical College. Students from those institutions completed their first two years of the BAT program at their home institution and took the last two years as WVUP students. Faculty in those programs were able to develop options for these students to attend all of their classes remotely. We have recently signed an articulation agreement with Aiken Technical College in South Carolina. We anticipate creating more agreements as the opportunity permits. Currently there is no online designation for the BAT majors. Having online options would allow students in these programs to register for classes that are typically restricted to online-only programs and would give them the in-state tuition rate available to all online programs at WVUP.

**West Virginia University at Parkersburg Board of Governors
Meeting of October 17, 2023**

ITEM: Approval of updated Board of Governors Policies to reflect a review of the Equal Opportunity policy

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors policy A-34 “Equal Opportunity, Affirmative Action and Nondiscrimination” to be reflective of updates in any federal updates to the affirmative action guidelines

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Board of Governors policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination, is designed to allow the college to create equal opportunity and nondiscrimination with respect to employment, admission and the administration of all educational programs and activities. Updates to this policy remove affirmative action language for admissions to comply with recent a U.S. Supreme Court ruling.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to salary policies. If no substantial comments are received during the 30-day comment period, these policy proposals will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, these policy proposals will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

West Virginia University at Parkersburg Board of Governors

POLICY A-34

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION AND NONDISCRIMINATION

Section 1: General

- 1.1 This rule sets forth the West Virginia University at Parkersburg Board of Governors' policy on ~~affirmative action in employment and on~~ equal opportunity and nondiscrimination with respect to employment, admission and the administration of all educational programs and activities.
- 1.2 Authority. – W.Va. Code §§ [18B-1-6](#) and [18B-2A-4](#); [W.Va. C.S.R. § 135-40](#)
- 1.3 Effective Date. – October 17, 2023
(Updates version dated July 28, 2020; previous versions dated November 10, 2016, October 21, 2015.)

Section 2: Equal Employment Opportunity and Affirmative Action

- 2.1 The West Virginia University at Parkersburg Board of Governors is committed to the full realization of ~~affirmative action and~~ equal employment opportunity in its employment practices. West Virginia University at Parkersburg will:
- 2.1.1. Recruit, hire, train, promote, retain, tenure, and compensate persons in all applicable faculty, staff, and student job titles without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender identity, pregnancy, sexual orientation, veteran status, or genetic information unless otherwise prohibited by applicable law.
- 2.1.2. Base decisions of employment to further the principles of affirmative action and equal employment opportunity;
- 2.1.3. Ensure that promotion, reappointment and tenure decisions are in accordance with the principles of affirmative action and equal employment opportunity by imposing only valid requirements for promotional, reappointment and tenure opportunities;
- 2.1.4. Ensure that all personnel actions including compensation, benefits, lay off, return from lay off, training, education/tuition assistance, social and recreational programs will be administered without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender identity, pregnancy, sexual orientation, veteran status, or genetic information unless otherwise prohibited by applicable law.

Section 3: Equal Opportunity in Educational Programs and Activities

3.1 The WVU at Parkersburg Board of Governors is committed to providing equal opportunity in the delivery of its educational programs and activities. WVU at Parkersburg will:

3.1.2. Recruit, admit, assist, advise, test, place, enroll, teach, assess grades and award degrees to all students without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender identity, pregnancy, sexual orientation, or veteran status, unless otherwise prohibited by applicable law.

3.1.3. Ensure that all extra-curricular and recreational programs will be administered without regard to age, disability, national origin, color, ancestry, race, religion, sex, gender identity, pregnancy, sexual orientation, or veteran status, unless otherwise prohibited by applicable law.

Section 4. Retaliation

4.1 The WVU at Parkersburg Board of Governors prohibits retaliation against any faculty, staff, student or applicant for making a complaint or assisting in an investigation of discrimination.

Section 5. Compliance

5.1 WVU at Parkersburg shall designate the person(s) responsible for handling inquiries and complaints regarding equal opportunity, affirmative action in employment, and discrimination. The institution shall identify by name and/or title, address, and telephone number the person(s) responsible for coordinating the institution's compliance efforts in a notice of nondiscrimination that shall be published in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, employees, or the general public as required by the U.S. Department of Education's Office ~~for~~ of Civil Rights.

5.2 WVU at Parkersburg shall establish and publish procedures to be followed by students, applicants ~~or~~ and employees for reporting or alleging violations of this policy.

ITEM: Approval of updated Board of Governors Policies to reflect a review of the Employee Leave policy

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors policy B-24 “Employee Leave” to be reflective of updates in terminology and current practices

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Board of Governors policy B-24, Employee Leave, guides the college practices in regards to employee leave. The changes include an update of terminology from classified and non-classified to exempt and non-exempt, which is the language consistent with the Fair Labor Standards Act. In addition, part of the policy referred to WVU and now references WVU Parkersburg. Also, inclement weather closures, which are rare, allow for time to be made up or for remote work to occur based on supervisor discretion.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to salary policies. If no substantial comments are received during the 30-day comment period, these policy proposals will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, these policy proposals will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

West Virginia University at Parkersburg Board of Governors

POLICY B-24 EMPLOYEE LEAVE

Section 1. General

- 1.1 Scope - Rule regarding annual leave, sick leave, medical leave, funeral leave, catastrophic leave, parental leave, the Family Medical Leave Act, personal leave of absence without pay, military leave, special emergency leave without pay, witness and jury leave and leave usage during facility disruption, utility service interruption and inclement weather for employees of the West Virginia University at Parkersburg Board of Governors.
- 1.2 Authority - West Virginia Code §18B-1-6, §18B-9-10
- 1.3 Effective Date – ~~June 17, 2005~~ **October 17, 2023**
(Transferred from WVU Board of Governors on July 1, 2008)
- 1.4 **Definitions:**
 - 1.4.1 **Non-exempt employees also known as classified employees are employees who are typically paid hourly and are subject to the requirements of the Fair Labor Standards Act's overtime regulations.**
 - 1.4.2 **Exempt employees also known as nonclassified employees usually hold administrative, professional, or executive positions and are exempt from the requirements of the Fair Labor Standards Act's overtime regulations.**
 - 1.4.3 **Temporary employees are people the college hires for a limited time, generally less than one year, to complete a particular project or fill in for unexpected vacancies caused by the resignation or illness of regular employees.**
 - 1.4.4 **Regular employees are those who are employed for work that is of a continuous full-time or continuous part-time nature.**

Section 2. General Leave Coverage

- 2.1 Eligibility for annual and sick leave shall be based on the following:
 - 2.1.1 ~~Classified~~ **Non-exempt (Hourly)** and ~~Non-classified~~ **Exempt** Employees
 - 2.1.1.1 **Exempt and non-exempt employees** ~~Employees~~ working on a regular and continuing basis for at least 1,040 hours over a minimum of nine (9) months within a twelve (12) month period are eligible for leave as specified in this document.
 - 2.1.1.2 Employees working less than 1,040 hours within a twelve (12) month period are not eligible for leave benefits.
 - 2.1.1.3 Temporary employees are not eligible for leave.

2.1.2 Faculty/Faculty Equivalent Academic Professionals (FEAP) Employees

2.1.1.1 Faculty/FEAP employees on twelve-month appointments are defined as leave-eligible employees and accrue leave according to the appropriate sections of this rule.

2.1.1.2 Faculty/FEAP employees on annual appointments of less than twelve months do not accrue annual or sick leave. Thus, they are not eligible to participate in the catastrophic leave program.

2.2 Leave Accrual

2.2.1 All leave-eligible employees on payroll as of the 15th of the month earn ½ of their monthly leave accruals.

2.2.2 All leave-eligible employees on payroll as of the last day of the month earn ½ of their monthly leave accruals.

2.2.3 During a terminal leave period, no type of leave may be accrued. The terminal leave period is the period for which an employee may receive pay following the employee's last active day at work.

2.2.4 Employees on leave of absence without pay shall not accrue annual or sick leave or years of service credit for any and all full months in which they are off the payroll.

2.2.5 The institution shall keep on file a record showing the current leave status of each employee.

2.3 Leave Usage

2.3.1 Annual and sick leave may not be taken before it is accrued.

2.3.2 A recognized institutional holiday occurring during an employee's leave period shall not be considered as a day of leave, provided the employee is not in a terminal leave period.

Section 3. Annual Leave

3.1 Leave Accrual

3.1.1 **Non-Exempt** (Classified) Employees

3.1.1.1 Leave-eligible ~~classified~~ **non-exempt** employees occupying 1.0 FTE positions shall be eligible for annual leave on the following basis:

Less than 5 years' service: 1.25 days per month;

5 but less than 10 years' service: 1.50 days per month;

10 but less than 15 years' service: 1.75 days per month;

15 ~~or~~ **or** more years' service: 2.00 days per month.

3.1.1.2 Leave-eligible ~~classified~~ **non-exempt** employees expected to work at least 1,040 hours over a minimum of nine (9) months within a twelve (12) month period on a regular and continuing basis, but less than 1,950 hours over a 12-month period shall accumulate annual leave on a pro-rata basis.

3.1.1.3 Length of service shall be total years of service to the state of West Virginia including experience with WV state institutions of higher education and other state agencies.

3.1.1.3.1 Annual appointment periods of nine (9) months at 1.0 FTE or more shall be credited for one (1) year of service for annual leave calculation purposes.

3.1.1.3.2 Years of service shall be prorated for all employees with appointments of less than 1.0 FTE.

3.1.2 Faculty/FEAP Employees

3.1.2.1 Leave-eligible Faculty/FEAP employees occupying 1.0 FTE positions shall be eligible for 2.00 days per month of annual leave.

3.1.2.2 Leave-eligible Faculty/FEAP employees occupying positions ~~which~~ **that** are less than 1.0 FTE shall accumulate annual leave on a pro-rata basis.

3.1.3 Non-classified Employees

3.1.3.1 ~~Non-classified~~ **Exempt (non-classified)** employees occupying 1.0 FTE positions shall be eligible for 2.00 days per month of annual leave.

3.1.3.2 ~~Non-classified~~ **Exempt (non-classified)** employees expected to work at least 1,040 hours over a minimum of nine (9) months within a twelve (12) month period on a regular and continuing basis, but less than 1,950 hours over a 12-month period hours shall accumulate annual leave on a pro-rata basis.

3.2 Annual Leave Usage

3.2.1 The work requirements of the institution shall take priority over the scheduling of annual leave or other leave for an employee. When operationally possible, the supervisor shall grant earned annual leave at the convenience of the employee. However, departmental needs must be met, and annual leave should not be taken without prior request and approval of the employee's supervisor.

3.2.1.1 If an employee does not follow established procedures for requesting leave, the charge to annual leave shall be processed as an unauthorized leave.

3.2.2 After all sick leave is exhausted, at the request of the employee, accumulated annual leave shall be granted because of illness.

3.3 Annual Leave Accrual Maximums

3.3.1 The maximum for accumulated annual leave shall be twelve times the employee's monthly accrual.

3.3.2 The maximum for accumulated annual leave may be increased up to 24 times the employee's monthly accrual upon approval by the Department of Human Resources. Such extension of the employee's maximum accrual may not be extended beyond one (1) year.

3.4 Up to fifteen (15) days of unused/unpaid annual leave may be transferred from other eligible agencies of WV state government and state higher education institutions to other higher education institutions. Certification of the balance ~~which~~ **that** existed in the agency or institution from which the employee is transferring must

accompany the request for transfer and bear the signature of an officer of that agency. A request for transfer must be made within one (1) year from the last day of employment with the other agency or institution.

- 3.5 An employee is entitled to be paid for unused/unpaid annual leave at termination of service, but in no case may this exceed the limits set in 3.3.2 above. The employee may elect a lump-sum payout of annual leave, choose to remain on payroll in a terminal leave period equaling the number of annual leave days he/she has accumulated, or transfer unused/unpaid annual leave to another eligible state agency.

- 3.5.1 In the event of an employee's death, the value of accumulated annual leave will be paid to the employee's estate.

Section 4. Sick Leave

4.1 Sick Leave Accrual

- 4.1.1 Leave-eligible employees occupying 1.0 FTE positions shall accumulate sick leave at the rate of 1.5 days per month.
- 4.1.2 Leave-eligible employees occupying positions ~~which~~ **that** are less than 1.0 FTE shall accumulate sick leave on a pro-rata basis.
- 4.1.3 Sick leave may be accumulated without limit.

4.2 Sick Leave Usage

- 4.2.1 Sick leave may be used by the employee when ill or injured or when in need of medical attention or when death occurs in the immediate family per Section 5 of this policy.
- 4.2.2 An employee may use sick leave for a member of the immediate family who is ill, injured, or in need of medical attention. **Immediate family** for this purpose is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, ~~step-children~~, **stepchildren** or others considered to be members of the household and living under the same roof.
- 4.2.3 An employee is required to notify his/her supervisor (prior to the beginning of his/her shift (unless not feasible due to hospitalization, etc.) or immediately if the employee becomes ill or unable to work for any reason while at work and to follow the institution's established procedures for absences from work. The notification shall be given to the immediate supervisor or designee, as determined by established procedures of the institution.
- 4.2.4 Medical Documentation
- 4.2.4.1 The institution may require evidence from an employee for verification of an illness or other causes for which leave may be granted under this rule, regardless of the duration of the leave. Such verification shall be provided to Human Resources. Documentation regarding employees' medical conditions is not required to be submitted to the employee's department.
- 4.2.4.2 Sick leave for more than five (5) consecutive days shall not be granted to an employee for illness without satisfactory proof of illness or injury, as evidenced by a statement of the attending physician or by other proof satisfactory to the institution.

4.2.4.3 An employee having an extended illness or serious injury shall, before returning to duty, obtain satisfactory medical clearance to help ensure adequate protection and shall indicate the employee's ability to perform his/her duties. Such medical clearance shall be presented in writing within the requested timeframes.

- 4.2.5 In cases, except those involving catastrophic sick leave as defined in Section 7.1.1, where all accumulated sick leave has been used and annual leave is available, it shall be the option of an employee either to use any accumulated annual leave until it has also expired, rather than being removed from the payroll, or to retain the accumulated annual leave for use after return to work, but be taken off the payroll immediately after the accumulated sick leave has expired.
- 4.3 When an employee transfers from another eligible agency of state government or from other state institutions of higher education to another institution, the employee's accumulated sick leave may be transferred. Written verification of the accumulated amount of sick leave to be transferred must be provided by the state agency or institution of higher education wherein the employee accumulated the sick leave within one (1) year of the date of employment with the institution.
- 4.4 Sick leave provisions are contingent upon continued employment. When the services of an employee have terminated, all sick leave credited to the employee shall be considered ~~cancelled~~ canceled as of the last working day with the institution, and no reimbursement shall be provided for unused sick leave except in the event of retirement, in which case sick leave may be converted to insurance coverage based on employee eligibility for this benefit or for provisions lawfully provided for at that time. Employees who resign in good standing and are later reemployed may have their total accumulated sick leave reinstated, provided the date of termination is one (1) year or less from the date of reemployment. However, if the employee returns to work after more than one (1) year from the date of termination, no more than 30 days of accumulated sick leave may be reinstated.

Section 5. Medical Leave

- 5.1 Any employee requesting a medical leave must provide the Department of Human Resources, through established procedures, with satisfactory medical evidence (such as a statement from the attending physician) that he/she is unable to work. The medical statement shall include a diagnosis, prognosis, and expected date that the employee can return to work. If the evidence is satisfactory, the Department of Human Resources may authorize a medical leave only for the period of disability specified by the attending physician.
- 5.2 Medical Leave shall be with pay for all time that can be covered by use of sick leave, annual leave, and/or catastrophic leave (as contained in Section 7 of this policy). Medical Leave without pay may be granted when all available leave has been exhausted
- 5.3 The employee shall be expected to report to work on the first workday following the expiration of the disability period. An employee, prior to return to duty, shall obtain satisfactory medical clearance to help ensure adequate protection, and which shall indicate the employee's ability to perform his/her duties. Such medical clearance shall be presented in writing to the Department of Human Resources. The employee will not be permitted to return to work until authorized by Human Resources.
- 5.3.1 Failure of the employee to report promptly at the expiration of a medical leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by the institution.

- 5.4 A medical leave may be granted for no more than a twelve (12) consecutive month period. Employees who may need an extended medical leave beyond twelve (12) consecutive months may apply for an extension through institutional procedures or may consider other options, such as disability.
- 5.5 An employee who is separated from employment following a medical leave of absence of twelve (12) consecutive months may elect group health insurance coverage through COBRA. If such coverage is elected, the former employee is responsible for the full (employer and employee portions) premium cost of such coverage.
- 5.6 Any employee who is separated from employment following a medical leave of absence of twelve (12) consecutive months and who had chosen to maintain her/his accumulated annual leave will receive payment for such accumulated annual leave in a lump sum payment.
- 5.7 On-the-job injuries or occupational illnesses which involve no more than three (3) days of disability leave or absence from work shall not be charged against the employee's accumulated sick leave as long as they are the next three (3) consecutive working days after injury or illness occurred. If on-the-job injuries or illnesses require a leave beyond the three-day period, it shall be the option of the employee either to use earned and accumulated sick and annual leave until both may be exhausted or to reserve for future use any earned and accumulated sick and annual leave and receive only Workers' Compensation benefits for which adjudged eligible. Once the employee has elected one of the above described options in writing that decision is final.
- 5.8 Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be, for all job-related purposes, temporary disabilities and shall be treated the same as any other illness or disability would be treated for sick leave entitlement. For this reason, employees shall be entitled to sick leave for their disabilities related to pregnancy and childbirth on the same terms and conditions as they or other employees would be entitled for other illnesses and disabilities. In determining whether an employee is unable to work because of a disability related to pregnancy or childbirth, the same criteria shall be used as would be used in the case of another type of illness or disability.

Section 6. Funeral Leave

- 6.1 Funeral leave is intended to provide the employee time to arrange for and attend the funeral and related services of an immediate family member, including travel time.
 - 6.1.1 Immediate family is defined for this purpose as: parents, siblings or children by blood or law; spouse; grandparents and grandchildren; or others considered to be part of the household living under the same roof.
 - 6.1.2 Up to five (5) days of funeral leave may be charged as sick leave. Additional time necessary to meet the obligations outlined above shall be charged as annual leave.
- 6.2 Funeral leave is not provided for estate legal obligations and/or an extended bereavement period. Annual leave may be requested for these purposes.

Section 7. Catastrophic Leave

- 7.1 The catastrophic leave program is available to provide salary continuation to leave eligible employees who have suffered a catastrophic illness or injury.

- 7.1.1 Catastrophic illness or injury is defined as: a medically verified illness or injury that is expected to incapacitate the employee and create a financial hardship because the employee has exhausted all sick and annual leave and other paid time off.
- 7.1.2 Catastrophic illness or injury also includes an incapacitated immediate family member as defined in Section 4.2.2 above, as appropriate, if this results in the employee being required to take time off from work for an extended period of time to care for the family member and if the employee has exhausted all sick and annual leave and other paid time off.
- 7.2 In order to participate in the catastrophic leave program, an employee must complete an application, provide all requested medical documentation and be approved for participation.
- 7.3 WVUP maintains a procedure for direct transfer of sick or annual leave to an employee who has requested and been approved for catastrophic leave.
 - 7.3.1 Any leave donated by an employee, but not used by the employee to whom it was donated, shall be returned to the donating employee and reflected in his/her leave balance.
- 7.4 WVUP maintains a catastrophic leave bank which provides for the deposit of sick and annual leave into a "bank" from which employees approved for catastrophic leave may withdraw leave.
- 7.5 Upon approval for an employee to receive catastrophic leave, any leave-eligible employee may donate sick and/or annual leave in one-day (7.5 hour) increments by following the approved procedures. No employee shall be compelled to donate sick leave.
- 7.6 An employee receiving the transfer of leave shall have any time ~~which~~ **that** is donated credited to his/her leave record in one-day increments and reflected as a day-for-day addition to his/her leave balance. The leave record of the donating employee shall have the donated leave reflected as a day-for-day reduction of the leave balance.
- 7.7 Use of donated credits may not exceed a maximum of twelve (12) continuous calendar months for any one catastrophic illness or injury. The total amount of leave received by transfer or withdrawn from a bank may not exceed an amount sufficient to ensure the continuance of regular compensation and shall not be used to extend insurance coverage post-retirement pursuant to West Virginia Code § 5-16-13 . The employee receiving donations of leave shall use any leave personally accrued on a monthly basis prior to receiving additional donated leave.

Section 8. Parental Leave

- 8.1 Parental Leave Program Description
 - 8.1.1 Parental leave is an unpaid leave program.
 - 8.1.2 During the parental leave, the institution shall continue group health insurance coverage provided that the employee pays the employer the full (employer and employee portions) premium cost of such group health plan.
 - 8.1.3 The position held by the employee immediately before the leave is commenced shall be held for a period not to exceed the twelve-week period of the parental leave and the employee shall be returned to that position.

8.2 Eligibility for Parental Leave

- 8.2.1 An employee who has worked at least twelve (12) consecutive weeks for the state may request up to twelve (12) weeks unpaid parental leave.
- 8.2.2 The request must be due to birth or adoption by the employee or because of a planned medical treatment or care for the employee's spouse, son, daughter, parent, or dependent who has a serious health condition.
- 8.2.3 All annual leave must be exhausted before the parental leave begins. No more than a total of twelve (12) weeks of parental leave may be taken in any twelve (12) consecutive month period.
- 8.3 The employee should provide his/her supervisor with written notice two (2) weeks prior to the expected birth or adoption; or for the medical treatment; or for the supervision of a dependent. Failure to submit a written request may be cause for denial.
- 8.4 The employee must provide Human Resources with certification by the treating physician and/or documentation regarding dependency status.

Section 9. Family Medical Leave Act

- 9.1 The institution shall comply with the provision of the federal Family Medical Leave Act, which provisions shall run concurrently with parental leave and/or any other applicable leave programs.

Section 10 Personal Leave of Absence Without Pay

- 10.1 An employee, upon application in writing and upon written approval by the institutional president or his/her designee, may be granted a continuous leave of absence without pay for a period of time not to exceed twelve (12) consecutive months provided all accrued annual leave has been exhausted.
- 10.2 The president or the president's designee, at his/her discretion, may require the written approval of the supervisor before accepting the written application of an employee for a leave of absence without pay.
- 10.3 The president or the president's designee, at his/her discretion, shall determine if the purpose for which such a leave is requested is proper and within sound administrative policy.
- 10.4 At the expiration of leave of absence without pay, the employee shall be reinstated without loss of any rights, unless the position is no longer available due to a reduction in staff caused by curtailment of funds or a reduced workload.
- 10.5 Failure of the employee to report promptly at the expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by the institution.
- 10.6 During a personal leave, the institution shall continue group health insurance coverage provided that the employee pays the employer the full (employer and employee portion) premium costs of such group health plan.

Section 11. Military Leave

- 11.1 An employee who is a member of the National Guard or any reserve component of the armed forces of the United States shall be entitled to and shall receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades, field service or active service to the State ordered by proper authority, or for field training or active service for the maximum period as provided by state and/or federal law.
- 11.2 The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increases, credit for years of service and experience with the institution. An employee shall be required to submit an order or statement from the appropriate military officer in support of the request for such military leave unless military necessity prevents giving of such notice.

Section 12. Special Emergency Leave With Pay

- 12.1 Special emergency leave with pay may be granted by the president of the institution or his/her designee to full-time employees in the event of extreme misfortune to the employee or the immediate family. The leave should be the minimum necessary, and in no case may it exceed five (5) days within any twelve (12) consecutive month period. Typical events which may qualify an employee for such leave are fire, flood, or other events (other than personal illness or injury or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

Section 13. Witness and Jury Leave

- 13.1 Upon application in writing, an employee may be granted leave with pay as indicated hereinafter in this section provided the employee is not a party to the action. Annual leave will not be charged under the provisions of this section.
- 13.1.1 When, in obedience to a subpoena or direction by proper authority, an employee appears as a witness for the Federal Government, the State of West Virginia, or a political subdivision thereof, the employee shall be entitled to leave with pay for such duty and for such period of required absence.
- 13.1.2 When an employee serves upon a jury, or is subpoenaed in litigation, the employee shall be entitled to leave with pay for such duty and for such period of required absence.
- 13.2 When attendance in a court is in connection with an employee's usual official duties, time required in going and returning shall not be considered as absence from duty.
- 13.3 The employee shall report to work if he/she is excused by the court before the end of his/her regular work day. Provisions for employees who work a shift other than day shift shall be made according to institutional policy.

Section 14. Leave Use As It Relates to Facility Disruption and Utility Service Interruption

- 14.1 Utility Service Interruptions - When extended power and utility service interruptions occur or work facilities are not available for other reasons, administrators should make arrangements for employees' usual work routine to be accomplished at alternate work locations, or make affected employees available to other administrators for work in other areas. Also, if an administrator deems it advisable and the employee agrees, time off during the utility service interruption may be granted and charged against an employee's accumulated annual leave or Compensatory Time Off (CTO). Combinations of the above alternatives may

be necessary, but in all cases interruptions of work schedules must be dealt with in accordance with applicable laws, including West Virginia Code §12-3-13. This law is interpreted to mean that if pay is associated with the absence from work, the absence must be charged to accumulated annual leave or Compensatory Time Off (CTO).

Section 15. Leave Use As It Relates to Inclement Weather

- 15.1 In the event that a weather emergency exists, the president, or his designee, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close the institution or part of the institution. The president, or his/her designee, working with public safety officials, will determine when the emergency condition no longer exists. Should an employee be required to work by the president or her/his designee during a declared emergency, the time worked shall be compensated according to the provisions of Series 8. Work time lost by any employee during a declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to annual leave nor will there be a requirement that the time be made up.
- 15.2 Absences from work due to weather conditions other than during a declared emergency must be charged against accumulated annual leave, accumulated compensatory time, or the employee must be removed from the payroll for the time in question. If the institution employs the "floating holiday" or Personal day concept, the personal time may be charged. Sick leave may not be charged for absence due to weather. Time lost from work or remote work opportunities may be made up in the same work week at the discretion of the employee's supervisor.

**West Virginia University at Parkersburg Board of Governors
Meeting of October 17, 2023**

ITEM: Approval of updated Board of Governors Policies to reflect a review of the Payment and Refund of Fees policy

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors policy E-39 “Assessment, Payment and Refund of Fees” to be reflective of equitable and current practices

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Board of Governors policy E-39, Assessment, Payment and Refund of Fees, guides the college practices in regards to assessment of fees, as well as guidelines and timelines on payment of fees and refunds for withdrawals. The review of this policy allows for a discussion on equitable practices for students who are administratively withdrawn for nonattendance and those who completely withdraw using the withdrawal process within the first three weeks of a semester. Simultaneously, the campus administrators will review Answer Book Policy #VI-10C “Withdrawal and Return of Title IV Financial Aid,” particularly referencing the refund penalty to be in compliance with federal regulations and equitable practices.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to salary policies. If no substantial comments are received during the 30-day comment period, these policy proposals will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, these policy proposals will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

West Virginia University at Parkersburg Board of Governors

POLICY E-39
ASSESSMENT, PAYMENT AND REFUND OF FEES

Section 1. General

- 1.1 Scope – This document establishes general policies related to assessment, payment and refund of fees at West Virginia University at Parkersburg.
- 1.2 Authority – W.Va. Code §§ [18B-1-6](#), [18B-10-1](#), [18B-10-8](#)
- 1.3 Effective Date – October 17, 2023
(Replaces version dated August 10, 2021)

Section 2. General Rules

- 2.1 Tuition and fees must be assessed, waived or refunded in accordance with W. Va. Code § 18B-10-1, et seq. and the Council's legislative rule Series 21, *Tuition and Fees*. The rates of tuition and fees as those terms are defined in W. Va. Code § 18B-10-1c, shall be approved by the Board of Governors.
- 2.2 All tuition and fees shall be collected prior to the first day of classes for regular semester and nontraditional course registrations, except as provided in this policy.
 - 2.2.1 The Chief Financial Officer may grant exceptions where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.
 - 2.2.2 The Chief Financial Officer may grant exceptions for late financial aid disbursements for situations at no fault to the student.
 - 2.2.3 The Chief Financial Officer may grant exceptions for deferred payment plans that shall be offered.
 - 2.2.4 The Chief Financial Officer may grant exceptions for early college courses offered at local high schools where the first day of classes begins later than West Virginia University at Parkersburg's first day of classes.
- 2.3 The College may allow the use of credit cards or other electronic payment options and assess students processing fees for such options.
- 2.4 All fees charged to students shall be approved by the West Virginia University at Parkersburg Board of Governors and published so as to be readily available to students.

Section 3. Fee Charges

- 3.1 Undergraduate students enrolled during traditional time periods (semesters) for twelve or more hours pay maximum tuition and fee charges in each basic tuition and fee category.
- 3.2 Undergraduate students taking fewer than twelve credit hours in a regular time period (semester) shall have their tuition and fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
- 3.3 Tuition and fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student registers in accordance with the pro rata formula established in the previous paragraph and with the exception of capital and auxiliary capital tuition and fees may not be limited to the total tuition and fees assessed during a traditional semester.
- 3.4 Upon approval by the Board of Governors, the college may establish and charge tuition and fees for all non-credit community service courses in an amount to ensure that the offering is self-supporting, including indirect costs.

Section 4. Refund of Tuition and Fees

- 4.1 Only students who officially withdraw from all classes at the college shall be eligible for a refund in accord with an established schedule. For courses offered as part of the regular fall and spring semesters, the schedule shall be noticed on appropriate WVU at Parkersburg web site(s) and published in the WVU at Parkersburg course catalog. For other course offerings that do not follow the regular semester schedule, the refund schedule shall be established by the Vice President of Finance and Administration, and shall be noticed at appropriate WVU at Parkersburg website(s), and, shall to the extent practical, be available by linkage from the website of the unit offering the course.
- 4.2 Whenever Title IV funds are involved, the college shall refund tuition and fees in accordance with the requirements of the federal Higher Education Act.

Section 5. Late Payment and Registration Fees

- 5.1 The college shall impose a late registration fee on students who register for class(es) after the prescribed registration period.
- 5.2 The college shall impose late payment fees at a reasonable time on students who do not pay fees by the prescribed due date associated with a registration period.
- 5.3 These fees shall be approved annually by the Board of Governors. Fees shall be posted on appropriate WVU at Parkersburg web site(s).
- 5.4 The college shall publish the due dates for tuition and fees at a reasonable time in advance of the deadlines.

Section 6. Early College Courses Offered at High School Campuses

- 6.1 Early College students who are taking courses at their high school campuses will have a separate penalty schedule to allow for the additional time required for communication between the high school instructor, high school counselor, and the college regarding student registration.

- 6.1.1 This penalty schedule for the Early College courses offered at the high school campus will be published on the appropriate WVU Parkersburg website(s) following the same process for and in alignment with other penalty schedules.
- 6.2 The Early College tuition rate applies only to Early College students who are timely registered for the course or courses. Early College students who are not enrolled in Early College course(s) at the beginning of the term who request and are approved to be added at the end of the term will be charged tuition for the course at the full regular student rate for the course, effective Fall 2021.

Title: #VI-10C. Withdrawal and Return of Title IV Financial Aid

Date: October 17, 2023

A. Statutory Guidance

Federal regulations, HEA Sec. 484(c), 34 CFR 668.164 and 34 CFR 668.22(C) explain how Title IV funds are handled when a recipient of those funds ceases to be enrolled (100% withdrawal) prior to the end of a payment period or period of enrollment. These requirements do not apply to a student who does not actually begin attendance or a student with a change in enrollment status. An example of a change in enrollment status is when a student reduces their course load from 12 credit hours to 9 credit hours.

B. Definitions

1. **Return Calculation** – A calculation required by Title IV where WVUP determines the amount of financial aid earned by a student who officially or unofficially withdrawals or takes a leave of absence prior to completing 60% of the term for which they are enrolled.
2. **Official Withdrawal** – A student provides notification to the college of their intention to withdraw from some or all of their classes and either completes the Withdrawal Form or logs into the On-Line Student Information System (OL SIS) and withdraws.
3. **Unofficial Withdrawal** – An unofficial withdrawal occurs when a student stops attending class or completing assignments but does not officially notify the college that they have stopped attending classes.

C. General Provision

The Title IV regulations specify how West Virginia University at Parkersburg (WVUP) must determine the amount of Title IV program assistance that a student earns if they withdraw from school. The Title IV programs covered by this Law are:

Federal Pell Grants
Federal Supplemental Educational Opportunity Grants (FSEOGs)
Federal Direct Loans (Subsidized and Unsubsidized)
PLUS Loans

These provisions also apply to all programs funded by the state of West Virginia, including but not limited to the programs listed below. For these programs, unearned funds are returned to the state of West Virginia.

WV Invests Grant
WV Higher Education Grant
PROMISE Scholarship
Higher Education Assistance for Part-time Students (HEAPS) Grant

Funds will be returned to the programs based on a concept of earned versus unearned aid. The Return of Title IV funds rule assumes that a student earns his or her aid based on the period of time he or she remained enrolled. If a student formally or informally withdraws from 100% of the classes in which they are enrolled, the WVUP Financial Aid Office is required by federal regulations to determine how much financial aid was earned by the student. WVUP must complete this calculation for all students who are dismissed, withdraw, drop out, or take a leave of absence prior to completing 60% of a payment period or term. For a student who completely withdraws after the 60% point-in-time, all federal funds are considered to be earned and no amount will need to be returned. However, WVUP must still complete a Return Calculation form (R2T4) in order to determine whether the student is eligible for post-withdrawal disbursement.

Unearned Title IV funds, other than Federal Work Study, must be returned. Unearned aid is the amount of aid disbursed to the student that exceeds the amount of Title IV aid earned. During the first 60% of the enrollment period, a student earns Title IV funds in direct proportion to the length of time he or she remains enrolled in at least one credit hour. A student who remains enrolled beyond the 60% point earns all aid for that period. The Return Calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the term.) This percentage is also the percentage of earned aid.

For a student who officially withdraws, the date of WVUP's determination that the student withdrew is the earlier of the withdrawal date or the date of the student's notification to the WVUP Center for Student Services or their academic advisor. In order to complete an official withdrawal from school, a student must complete a [Withdrawal Form](#) and submit it to the WVUP Center for Student Services or faculty advisor. If the student does not complete the Withdrawal Form or notify the Center for Student Services, the date of WVUP's determination that the student unofficially withdrew is the date that WVUP becomes aware that the student ceased attendance. If WVUP is unable to determine the last date of attendance, the faculty-reported last date of attendance or the mid-point of the payment period, whichever is earlier, will be used as the withdrawal date.

The responsibility to repay unearned aid is shared by WVUP and the student. WVUP's share is the lesser of the total amount of unearned aid or the institutional charges multiplied by the percentage of aid that was unearned. The student's share is the difference between the total unearned amount and WVUP's share.

A student who earned more aid than was disbursed prior to withdrawal is owed a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. Post-withdrawal disbursements must be made from available grants before loans. WVUP will credit post-withdrawal disbursements toward unpaid institutional charges. Any portion of post-withdrawal disbursement not credited to the student's account will be offered to the student (or parent in the case of a PLUS loan) as a cash disbursement.

WVUP must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination of the date of the student's withdrawal. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

WVUP's refund policy differs from the Return of Title IV Funds policy. As provided in Answer Book #VI-11B, [Tuition and Fees](#), WVUP's refund policy is as follows:

Refunds

The Fall, Spring, and Summer refund schedules apply to tuition only and do not apply to special fees. Refunds are issued only on **complete withdrawals from the college**. No refund will be issued for dropping individual courses until registered credit hours are zero. Tuition refund for complete withdrawals to student according to the following penalty schedule:

Fall or Spring Semester

0% penalty will be assessed for classes canceled by the college or dropped by the student before 4:00 p.m.

Friday the first week of classes.

10% penalty will be assessed on complete withdrawals during the second week of classes.

30% penalty will be assessed on complete withdrawals during the third week of classes.

50% penalty will be assessed on complete withdrawals during the fourth week of classes.

No tuition refunds will be provided beginning with the fifth week of classes.

Summer Sessions and Nontraditional Periods

0% penalty will be assessed for classes canceled or dropped during the first 6% of the term.

10% penalty will be assessed on complete withdrawals during the first 7 to 13% of the term.

30% penalty will be assessed on complete withdrawals within the period of 14% to 19% of the term.

50% penalty will be assessed on complete withdrawals within the period of 20% to 25% of the term.

No refunds will be provided after 25% of the term is completed.

Notes:

- Refunded tuition must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.
- Reduced refunds are given for students making installment payments. Refunds are reduced by the applicable outstanding balance of WVUP institutional charges owed.

Responsible Administrator: Director, Financial Aid, 304-424-8310

**West Virginia University at Parkersburg Board of Governors
Meeting of October 17, 2023**

ITEM: Approval to utilize Unrestricted Reserve Funds for renovations at the Jackson County Center

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the utilization of college unrestricted reserves up to an amount not to exceed \$450,000 to fund the renovations of the Jackson County Center

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The Jackson County Center at WVU Parkersburg has not offered a full degree in many years. By renovating the facility to turn the first floor into an Applied Technical Center, two complete degrees can be offered at this location, including the Advanced Manufacturing Technology AAS degree and the Multi-Craft Technology Electrical Maintenance and Reliability Track AAS degree. The first year of the AAS degree in Reliability and Maintenance Technology will also be offered in the renovated location. B

These degrees are those requested by companies in the Jackson County area, including Constellium and Timet, to provide their needed workforce. General education courses will continue to be offered at the facility as well. The proposed estimate of a max of \$450,000 will include all power, lighting and demolition, and has been vetted by a local electrical engineer. This will not include fixtures, furniture and equipment. The college administration plans to seek additional funding for equipment.

Reserve balances as of June 30, 2023, totaled approximately \$22 million based on draft financial statements and are more than adequate to support these expenditures.