

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JANUARY 16, 2024
AGENDA**

Members

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

Stephanie McCoy
Ami Shaver
Vasanth Ananth
Andrew Walker
Cody Irick
Michael Meyer

Dr. Torie Jackson
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Tuesday, January 16, 2024

11:30 a.m.	Executive Committee	President's Conference Room - Room 1105
12:30 p.m.	Lunch – Kristin Boggs, General Counsel, WVCTCS, Overview of Policy Making Roles & Responsibilities	Francis & Nina Phares Board Room - Room 1300
2:00 p.m.	Academic and Student Services Committee	Riverhawk Conference Room - Room 1101
2:00pm	Administrative Services Committee	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 January 16, 2024
Francis & Nina Phares Board Room & Zoom
3:15 p.m.

1.	Call to Order	Board Chair, Joe Oliverio	
2.	Swearing in of new Board Member	The Honorable Ellen Smith, 3 rd Family Court Circuit Judge	
3.	Roll Call	Lauriel Rader Secretary to the Board	
4.	President's Report	Dr. Torie Jackson, President	
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- Approval of updated Board of Governors Policies to reflect a review of the Program Approval and Termination policy Dr. Torie Jackson, President.....33

9. Board Comments/Announcements

10. Next Meeting
March 19, 2024

11. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
October 17, 2023

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday, October 17, 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: 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. Hess, Vice Chairman 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:

(Moment of silence for the passing of math faculty Drew Carpenter on Sept. 22)

I had a moment on the stage on Friday night and Sunday afternoon at the Actors Guild for the Hee-Haw performance. I appeared in the corn field.

Writing the script on their own, the actor decided to say this about our college:

"The best and the brightest seek good education
But boy it's expensive, they pay and they pay
But "woo-vup" can cheaply teach you a vocation
Now Torie Jackson is leading the way"

The response from me: turning around and singing, "Where, Oh Where, Are You Tonight?"

It's being part of the community and I'm honored to take on such interesting roles. I was joined by Kiki Angelos, Keith McClung, Pam Creel and Jon Leavitt. Apparently, it's a good idea to see Keith if you've made your spouse mad, Pam when you need wine to make a situation better, and Jon when things have gone really bad.

In a much different presentation, All Within My Hands Foundation for Metallica Scholars Initiative listed the following announcement yesterday: “Four of your distinguished colleagues will share their knowledge and experience to provide you and your college’s Metallica Scholars team with inspiration and possible ideas for how you all might leverage the Metallica brand in the future to attract much-needed resources into your Metallica Scholars-related program(s) and your college in general.”

I get to be the first to speak in that line up to share how we are continuing the growth of the CIT/CS programs that began to be highlighted for expansion with Metallica Scholars. This discussion will focus on the future WVUP Technology Center and the \$10 million gift that allows for the college’s Foundation to purchase and renovate that property. The Foundation hopes to close at the end of the month on that property purchase, as the appeal process ends. The bankruptcy appeal time is completed, but the receivership appeal time was 30 days from the Oct. 22 hearing.

Leveraging support is the idea behind the Metallica Scholars sustainability plan. It’s also part of what we do at WVU Parkersburg for program expansions.

Yesterday, I had the opportunity to meet during Legislative interims with Speaker of the House Roger Hanshaw and House Finance Chairman Vernon Criss. I wanted to share with them my concerns about pushes for associate of arts or sciences degrees in high school. These degrees require students to obtain 60 hours of general education courses, 30 more hours than is necessary for most baccalaureate degrees. Both delegates understood the message presented about cautioning students to only take courses needed for degrees and not taking so many courses that they lose financial support from both federal and state aid.

What the delegates would like to see is continued efforts to work with union leaders on providing the necessary 5 classes of general education for their apprentices to receive a two year technical degree upon completion of the apprenticeship programs. WVU Parkersburg is willing to consider many different ways to meet these needs and will continue to work with union leaders to provide opportunities in non-traditional means - just like we are doing with plant workers at Chemours. We received three letters of support this week from union leaders for our next application for another Strengthening Community Colleges grant. The last one focused on nursing expansion. This one will focus on advanced manufacturing technology program expansion. We also completed a National Science Foundation grant application for advanced manufacturing as well. Many thanks to Dean Michele Wilson and EVP Alice Harris for their assistance with that application.

In talking with legislators, we also had an opportunity to discuss the underfunding of the dual credit initiative. WVU Parkersburg was offered 475 registrations - that was one class for 475 of our students. We have more than 800 students in our dual credit

program. Due to other colleges not participating in this pilot program, we were able to get an extra 300 registrations - upping it to 775. Again, this is only one class for each student. Often, our students take 2-3 classes. So, while it is a benefit, it is not free dual credit.

Yesterday, we celebrated the beginning of Nest Fest week with a pink day to honor one of our own - April Briggs - who is courageously fighting breast cancer. We know she is not alone in this fight and that cancer impacts all of our campus community.

Today, the homecoming-style event features Halloween costume bests. We also have a community Trunk or Treat from 6-8 p.m. tonight in the lower parking lot.

Wednesday will feature cowboys and hippies. Thursday is twin day and Friday will be a blue and gold school spirit day.

Tomorrow, after the Mid-Ohio Valley Consortium - which is a group of local school leaders, community leaders and your WVUP team - meeting, I will travel to the Community Colleges of Appalachia fall conference held in Keyser at Potomac State College. I will be traveling to the National Alliance of Concurrent Enrollment Partnerships conference on Saturday for a few days. Next week, I will finish a bit of travel with a trip to Nashville for the National Association for Community College Entrepreneurship conference. We have already received \$5,000 for our pitch entrepreneurship idea for NAACE and hope to present in a later round for an opportunity to receive more funding from them - as well as connecting with additional funding sources.

In regards to funding, the West Virginia Community and Technical College System board approved our application for a Technical Program Development grant last week for Radiology Technology. We will work to hire a coordinator and begin the steps to create this new program - one requested by both WVU Medicine Camden Clark and Memorial Health Systems to meet local job needs.

I also had the opportunity to discuss a potential partnership with the deans of the WVU Statler College of Engineering leadership about an opportunity to build a 2+2 program with them if we are able to start a mechanical engineering program. That will likely be our next TPD request to the state, and a good fit with the WVUP Technology Center as part of our strategic growth.

Thank you to all of you who were able to join us for the inauguration ceremony on Oct. 6th. Part of that message I shared that night, I will reiterate to you today.

"I've been listening to this college for years. I know it's unique value and I understand what it was, what it is, and what it can become."

“What we have before us today is opportunity. That’s a vast word - some might even say vague. Let it be just that. Let’s not limit what we can become by what the odds say we should be.”

“So, yes, the vision for WVUP focuses on education. This vision is strongly rooted in our community college opportunities- to be nimble and flexible as we adapt to workforce needs- and to realize the gift we have of being a hybrid institution that offers baccalaureate degrees.”

“And my commitment to this community is that we will also be an economic development driver. We won’t continue to do things the same way we have always done them. And we will know when we need to do things differently because we will listen - to the college, to the community, to each other.”

This means we will continue to appear on a stage of HeeHaw when asked. We will share our story on any national stage that requests. We will dress up and have fun. We will seek funding sources in a variety of places. And, we will always have discussions with legislators on how we can work together to provide more opportunities for our students and our local employers. These, governors, are more reasons why I am WVU Parkersburg proud.

4. Approval of Minutes

Vice Chairman Hess stated the minutes from the Regular Board meeting of September 19 2023 are submitted for review. With no corrections to be made, minutes are approved as submitted.

5. Committee Reports

- Executive Committee

Ms. Smith reported that the Executive Committee met to discuss updates on the newly formatted enrollment report, which shows enrollment numbers by program. HEPC is conducting Civil Rights Audits to review employment opportunity guidelines, policies and they are requesting Spanish language versions of the application and additional documents. We also discussed the upcoming renovations of the Jackson County Center. Once we have the Applied Manufacturing Technology Center, we will be better able to serve companies in the area and the Jackson County school system.

- Academic and Student Services Committee

Vice Chairman Hess reported the Academic and Student Services Committee received an update on the HLC draft completion process, Criterion 3 and Criterion 4. The HLC visit will be on March 4-5, 2024. Dr. Jenny Waters shared the HLC timeline which included: creating sub-committees to work on each of the 5 Criteria, offering public forums, peer reviewers will analyze the information, the Administration and Board of Governors will have an opportunity to review the

documents and provide feedback. In December 2023 the report and supporting documents will be uploaded to the HLC website. In January 2024, an HLC liaison will visit campus to share information and provide mock-interviews.

Dr. Jared Gump shared information on Criterion 3 - Teaching and Learning: Quality, Resources & Support. The four sections in Criterion 3 are:

- Rigor of academic offerings appropriate to higher education
- Programs engage students in collecting, analyzing & communicating information; in mastering modes of intellectual inquiry or creative work; & in developing skills adaptable to changing environments.
- Has the faculty/staff needed for effective, high-quality programs & student services
- Institution provides support for student learning & resources for effective teaching

Katie Life shared information on Criterion 4 - Teaching and Learning: Evaluation and Improvement. The three sections in Criterion 4 are:

- Quality Educational Offerings
- On Going Assessment
- Pursuit of Educational Improvements

- Administrative Services Committee

Ms. Morgan reported the Administrative Services Committee received an update on the HLC draft completion process, Criterion 1, Criterion 2 and Criterion 5. (The HLC timeline information is listed above in the Academic & Student Services Committee report.)

Dr. Torie Jackson and Mr. Andrew Walker shared information on Criterion 1 - Mission. The mission statement of WVU Parkersburg is - WVUP provides accessible, life-changing, educational opportunities in a safe and supportive environment. The three sections in Criterion 1 are:

- Mission is Publicly Articulated and Operationalized
- Mission Demonstrates Commitment to Public Good
- Opportunities for Civic Engagement in Diverse Society

Dr. David Lancaster and Mr. Andrew Walker shared information on Criterion 2 - Integrity: Ethical and Responsible Conduct. The five sections in Criterion 2 are:

- Policies & Processes to ensure fair & ethical behavior
- Presents itself clearly & completely to students & public
- Board is autonomous
- Committed to academic freedom and freedom of expression
- Policies & procedures calls for responsible acquisition, discovery & application of knowledge

EVP Alice Harris shared information on Criterion 5 - Institutional Effectiveness, Resources and Planning. The three sections in Criterion 5 are:

- Effective Leadership
- Resource Base Supports Educational Offerings & Future Plans
- Systematic, Integrated Planning & Improvement

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 September 30, 2023. There were no questions from the members.

- Policy Update

Dr. Torie Jackson, President, shared an update on the Board of Governors policy C-40, Transferability of Credits and Grades. Dr. Jackson reported that no substantial comments have been received. Policy will be considered approved at end of 30-day comment period.

This policy 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 was issued proposing the revision of these policies in regards to transferability of credits and grades policy. 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.

7. Action Items

- Approval of an online option for the BAT

Dr. David Lancaster, Vice President for Academic Affairs, presented to the Board the resolution for approval of an online option for the BAT. Dr. Lancaster reported that 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.

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

Ms. Smith seconded the motion. Motion passed.

- Approval of updated Board of Governors Policies to reflect a review of the Equal Opportunity 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 Equal Opportunity Policy. Dr. Jackson reported 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 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, 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 A-34 “Equal Opportunity, Affirmative Action and Nondiscrimination” to be reflective of updates in any federal updates to the affirmative action guidelines.

Ms. Morgan seconded the motion. Motion passed.

- Approval of updated Board of Governors Policies to reflect a review of the Employee Leave 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 Employee Leave policy. Dr. Jackson reported 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.

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 E-39 "Assessment, Payment and Refund of Fees" to be reflective of equitable and current practices.

Ms. Shaver seconded the motion. Motion passed.

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

Dr. Torie Jackson, President, presented to the Board the resolution for the approval of the updated Board of Governors Policies to reflect a review of the Payment and Refund of Fees policy. Dr. Jackson reported 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.

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 E-39 "Assessment, Payment and Refund of Fees" to be reflective of equitable and current practices

Mr. Irick seconded the motion. Motion passed.

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

Dr. Torie Jackson, President, presented to the Board the resolution for approval to utilize Unrestricted Reserve Funds for renovations at the Jackson County Center. Dr. Jackson reported 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.

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.

After review and discussion, Ms. Morgan 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 \$450,000 to fund the renovations of the Jackson County Center

Ms. Smith seconded the motion. Motion passed.

8. Board Comments/Announcement

Vice Chairman Hess shared the following announcements:

- Update from the WV Board of Governors Summit - Mr. Landers, Ms. Morgan and Mr. Walker shared an update from the Board of Governors Summit. There were great speakers with lots of helpful information on the following topics; the state funding formula, enrollment, changes with the FASFA application, financial challenges facing some colleges. Overall, it was a great experience.
- October 27, 2023 at 11:00 a.m. - Cosmetology Ribbon Cutting, 313 Murdoch Ave. Parkersburg

9. Next Meeting

Next meeting will be held January 16, 2024.

10. Adjournment

With no further business to be discussed, Vice Chairman Hess 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 January 16, 2024**

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 December 31, 2023.

Meeting Date: January 16, 2024

To: Board of Governors

RE: December 2023 Financial Report

Greetings Board Members,

As of December 31, 2023, we are 50% through the fiscal year. Revenues total 53% of the annual budgeted revenue with expenses coming in at 40% of the annual budgeted expenses.

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 examples:

- **Enrollment Management** – The FY 24 year-to-date expenditures to support enrollment management totaled \$301,826 including \$267,866 for enrollment staff and \$33,670 for travel and student hospitality.
- **Community Relations & Branding & Marketing**– In December, WVUP spent a total of \$66,814 for advertising and promotional costs as part of our multi-pronged approach to shouting the message of WVUP's value to our community.
- **Educational program quality** – A grant application to the US Economic Development Administration totaling \$1,669,185 was submitted to purchase the equipment necessary to complete the JCC, ATC Center construction. A commitment for the required matching funds totaling \$333,837 was secured through an HEPC grant commitment by President Jackson.
- **Workplace Culture** – WVUP received \$180,000 in DOL grant funds to evaluate whether our recruiting information and policies promote diversity, equity, and inclusion in our workplace, increase and classroom cultures.

Tuition & Fees –As of January 10, 2024, our FY 2024 tuition bill is up by \$1,522,650 over the FYE 2023 revenue due to increases in enrollment and the tuition increase requested in the prior year. When preparing the FY 24 budget, we increased our tuition and fee revenue budget estimate by \$1.1 million which means that we have already exceeded FY 24 projections by \$422,650

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 which are averaging \$104,900 per month

Personnel costs – Personnel costs currently at 43% 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 both of which are being paid for, at least partially, by grant funds.

Household Supplies – This budget is at 57% because of large purchases for supplies to support the Fall semester and the supplies necessary to complete semi-annual floor waxing in time for the December graduation ceremony

Membership Dues – Many of our fiscal year institutional memberships are payable in July causing the expended percentage to be higher than 50%.

Overall, the first half of FY 2024's results reflect a strong financial performance during the fiscal year.

Alice M. Harris, MBA, CPA

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Six Months Ended December 31, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	12/31/22	12/31/23	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,193,778	11,193,778	6,479,812	6,716,266	4,477,512	60%
Tuition & Fees, Net	8,984,347	8,984,347	4,454,795	4,650,104	4,334,243	52%
Rental income	8,000	8,000	6,880	9,580	(1,580)	120%
Workforce & Economic Development	250,000	250,000	158,103	160,925	89,075	64%
Grant Revenues	3,333,911	5,242,901	2,322,986	1,747,391	3,495,510	33%
Other Revenues	1,222,750	1,522,750	751,305	1,106,152	416,598	73%
Debt Service	(256,053)	(256,053)	(256,053)	(170,702)	(85,351)	67%
Less HERA Assessments	(105,000)	(105,000)	(46,071)	(46,896)	(58,104)	45%
Total Inflows	24,631,733	26,840,723	13,871,757	14,172,822	12,667,901	53%
Outflows:						
Faculty	4,306,000	4,552,500	2,104,969	1,839,639	2,712,861	40%
Nonclassified staff	3,355,000	3,750,877	1,478,112	1,775,461	1,975,416	47%
Classified staff	3,700,000	3,796,970	1,727,027	1,738,661	2,058,309	46%
Adjunct faculty	867,000	1,024,500	353,101	460,114	564,386	45%
Student workers	469,568	469,568	112,776	140,929	328,639	30%
Payroll taxes	934,980	964,570	428,327	442,223	522,347	46%
Employee insurance	1,506,000	1,580,232	557,802	765,730	814,502	48%
Retirement plan contributions	735,000	761,207	318,154	326,796	434,411	43%
OPEB	175,000	186,980	63,415	-	186,980	0%
Fringes	222,500	233,990	32,632	33,154	200,836	14%
Advertising and promotion	614,796	774,796	366,092	321,955	452,841	42%
Awards & Scholarships	254,050	258,550	3,897	112,532	146,018	44%
Household supplies	61,812	61,812	30,580	31,424	30,388	51%
Computer supplies	894,451	1,100,631	513,199	185,802	914,829	17%
Hospitality & food products	216,498	217,498	66,056	122,854	94,644	56%
Student activities	31,000	31,000	8,181	15,328	15,672	49%
Insurance	183,000	183,000	71,832	91,284	91,716	50%
Routine maint. contracts	107,620	107,620	61,059	37,932	69,688	35%
Office expenses	55,243	57,219	20,146	10,473	46,746	18%
Other general expenses	308,082	316,782	106,897	8,957	307,825	3%

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Six Months Ended December 31, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	12/31/22	12/31/23	Remaining Unexpended Budget	% of Budgeted Total
Postage & freight	30,000	30,000	2,013	11,926	18,074	40%
Printing & binding	47,200	47,200	33,289	13,036	34,164	28%
Rent expense	202,613	241,693	62,907	73,711	167,982	30%
Education supplies	487,944	626,411	139,548	304,810	321,601	49%
Telephone & cell phones	136,644	136,644	25,100	45,485	91,159	33%
Training	114,930	180,775	34,332	28,475	152,300	16%
Utilities	677,900	677,900	286,277	353,516	324,384	52%
Bank fees	56,000	56,000	23,823	23,966	32,034	43%
Fleet expenses	15,200	15,200	10,170	5,383	9,817	35%
Travel	175,000	197,076	56,631	68,032	129,044	35%
Professional, consultants, contract labor	2,160,777	2,291,377	410,699	930,617	1,360,760	41%
Repairs & Maintenance	321,500	330,500	118,465	128,058	202,442	39%
Library books & materials	92,000	92,000	42,068	42,931	49,069	47%
Miscellaneous other expenses	7,555	44,928	-	2	44,926	0%
Membership dues	65,845	65,845	36,989	37,691	28,154	57%
Service agreement WVU	250,000	250,000	125,000	125,000	125,000	50%
Equipment	347,625	723,872	734,616	330,097	393,775	46%
Capital projects	1,045,400	1,653,000	874,725	150,129	1,502,871	9%
Total outflows	25,231,733	28,090,723	11,440,906	11,134,114	16,956,609	40%
Surplus (deficit) from operations	(600,000)	(1,250,000)	2,430,851	3,038,707		
Surplus Utilization Approved	600,000	1,250,000	-	-		
Net surplus (deficit)	-	-	2,430,851	3,038,707	-	-

Benchmark Percentage for Period

50%

West Virginia University at Parkersburg Cash Basis Operating Budget Report Six Months Ended December 31, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	12/31/22	12/31/23	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,193,778	11,193,778	6,479,812	6,716,266	4,477,512	60%
Tuition & Fees, Net	8,984,347	8,984,347	4,454,795	4,650,104	4,334,243	52%
Rental income	8,000	8,000	6,880	9,580	(1,580)	120%
Workforce & Economic Development	250,000	250,000	158,103	160,925	89,075	64%
Grant Revenues	-	-	607	41,296	(41,296)	-
Other Revenues	1,222,750	1,522,750	751,305	1,106,152	416,598	73%
Debt Service	(256,053)	(256,053)	(256,053)	(170,702)	(85,351)	67%
Less HERA Assessments	(105,000)	(105,000)	(46,071)	(46,896)	(58,104)	45%
Total Inflows	21,297,822	21,597,822	11,549,378	12,466,727	9,131,095	58%
Outflows:						
Faculty	4,211,467	4,136,467	1,992,067	1,516,859	2,619,608	37%
Nonclassified staff	3,143,514	3,418,514	1,420,065	1,689,188	1,729,326	49%
Classified staff	3,625,704	3,725,704	1,673,487	1,671,348	2,054,356	45%
Adjunct faculty	693,732	693,732	344,944	379,485	314,247	55%
Student workers	425,756	425,756	32,179	133,214	292,542	31%
Payroll taxes	876,117	876,117	402,801	393,843	482,274	45%
Employee insurance	1,466,245	1,466,245	543,992	693,214	773,031	47%
Retirement plan contributions	699,363	699,363	305,100	292,044	407,319	42%
OPEB	158,712	158,712	61,596	(0)	158,712	0%
Fringes	212,280	212,280	31,221	30,129	182,151	14%
Advertising and promotion	603,796	603,796	359,600	318,608	285,188	53%
Awards & Scholarships	20,000	20,000	3,897	-	20,000	0%
Household supplies	61,812	51,812	28,807	29,518	22,294	57%
Computer supplies	879,451	879,451	249,516	180,743	698,708	21%
Hospitality & food products	210,098	210,098	64,649	120,061	90,037	57%
Student activities	31,000	31,000	8,181	14,643	16,357	47%
Insurance	183,000	183,000	71,832	91,284	91,716	50%
Routine maint. contracts	107,620	107,620	18,491	24,663	82,957	23%
Office expenses	52,643	52,643	17,285	9,669	42,974	18%

West Virginia University at Parkersburg Cash Basis Operating Budget Report Six Months Ended December 31, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	12/31/22	12/31/23	Remaining Unexpended Budget	% of Budgeted Total
Other general expenses	21,426	31,426	8,084	8,957	22,469	29%
Postage & freight	30,000	29,000	2,013	11,031	17,969	38%
Printing & binding	47,200	27,700	33,289	11,335	16,365	41%
Rent expense	202,613	202,613	49,507	54,390	148,223	27%
Education supplies	445,383	445,383	127,433	157,281	288,102	35%
Telephone & cell phones	136,644	136,644	25,100	45,485	91,159	33%
Training	95,430	114,930	14,392	17,017	97,913	15%
Utilities	677,900	677,900	286,277	353,516	324,384	52%
Bank fees	56,000	56,000	23,823	23,966	32,034	43%
Fleet expenses	15,200	15,200	10,170	5,383	9,817	35%
Travel	136,215	136,215	36,727	36,323	99,892	27%
Professional, consultants, contract labor	641,576	641,576	197,973	298,681	342,895	47%
Repairs & Maintenance	321,500	321,500	118,465	125,608	195,892	39%
Library books & materials	92,000	92,000	42,068	42,931	49,069	47%
Miscellaneous other expenses	7,555	8,555	-	2	8,553	0%
Membership dues	65,845	65,845	31,347	37,691	28,154	57%
Service agreement WVU	250,000	250,000	125,000	125,000	125,000	50%
Equipment	137,625	300,025	58,360	282,975	17,050	94%
Capital projects	855,400	1,343,000	298,789	6,364	1,336,636	0%
Total outflows	21,897,822	22,847,822	9,118,527	9,232,453	13,615,369	40%
Surplus (deficit) before DOE Settlement	(600,000)	(1,250,000)	2,430,851	3,234,274	-	
Reserves Budgeted for Use	600,000	1,250,000	-	-	-	
Net surplus (deficit)	-	-	2,430,851	3,234,274	-	-

West Virginia University at Parkersburg Cash Basis Grant Budget Report Six Months Ended December 31, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	12/31/22	12/31/23	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	2,322,379	1,706,095	3,536,806	33%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
Total Inflows	3,333,911	5,242,901	2,322,379	1,706,095	3,536,806	33%
Outflows:						
Faculty	94,533	416,033	112,902	322,780	93,253	78%
Nonclassified staff	211,486	332,363	58,047	86,272	246,091	26%
Classified staff	74,296	71,266	53,540	67,312	3,954	94%
Adjunct faculty	173,268	330,768	8,157	80,629	250,139	24%
Student workers	43,812	43,812	80,597	7,716	36,096	18%
Payroll taxes	58,863	88,453	25,526	48,380	40,073	55%
Employee insurance	39,755	113,987	13,810	72,517	41,470	64%
Retirement plan contributions	35,637	61,844	13,054	34,752	27,092	56%
OPEB	16,288	28,268	1,819	0	28,268	0%
Fringes	10,220	21,710	1,411	3,024	18,686	14%
Advertising and promotion	11,000	171,000	6,492	3,347	167,653	2%
Awards & Scholarships	234,050	238,550	-	112,532	126,018	47%
Household supplies	-	10,000	1,773	1,906	8,094	10%
Computer supplies	15,000	221,180	263,683	5,058	216,122	2%
Hospitality & food products	6,400	7,400	1,407	2,793	4,607	38%

West Virginia University at Parkersburg Cash Basis Grant Budget Report Six Months Ended December 31, 2023						
	Approved FY 2024 Budget	Projected FY 2024 Budget	12/31/22	12/31/23	Remaining Unexpended Budget	% of Budgeted Total
Student activities	-	-	-	685	(685)	0%
Routine maint. contracts	-	-	42,568	13,269	(13,269)	0%
Office expenses	2,600	4,576	2,861	804	3,772	18%
Other general expenses	286,656	285,356	98,813	-	285,356	0%
Postage & freight	-	1,000	-	895	105	0%
Printing & binding	-	19,500	-	1,700	17,800	0%
Rent expense	-	39,080	13,400	19,322	19,758	0%
Education supplies	42,561	181,028	12,115	147,529	33,499	81%
Telephone & cell phones	-	-	-	-	-	0%
Training	19,500	65,845	19,940	11,458	54,387	17%
Utilities	-	-	-	-	-	0%
Fleet expenses	-	-	-	-	-	0%
Travel	38,785	60,861	19,904	31,710	29,151	52%
Professional, consultants, contract labor	1,519,201	1,449,801	212,726	631,936	817,865	44%
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	676,256	47,122	376,725	11%
Capital projects	190,000	310,000	575,936	143,764	166,236	46%
Total outflows	3,333,911	5,242,901	2,322,379	1,901,661	3,341,240	36%
Projected surplus (deficit)	-	-	-	(195,566)		

**West Virginia University at Parkersburg Board of Governors
Meeting of January 16, 2024**

ITEM: Policy update - Equal Opportunity policy

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

No substantial comments were received. Policy is considered approved 30 days from the October 17, 2023 meeting of the WVU Parkersburg Board of Governors.

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.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 16, 2024**

ITEM: Policy update - Employee Leave policy

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

No substantial comments were received. Policy is considered approved 30 days from the October 17, 2023 meeting of the WVU Parkersburg Board of Governors.

Board of Governors policy B-24, Employee Leave, guides the college practices in regards to employee leave. The changes included 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.

This policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 16, 2024**

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:

Comments received for this policy are minor, but we are seeking official approval since some language is changed. This policy has been out for comment since the October 17, 2023 Board of Governors meeting.

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. Answer Book Policy #VI-10C references the established schedule for withdrawal that is noted in BOG Policy E-39. The noted change in Answer Book Policy #VI-10C is a schedule change allowing for a more equitable withdrawal policy for all students.

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

West Virginia University ~~at~~ 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 - November 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 21-32~~ [135 C.S.R. 32](#), *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 dual enrollment~~ 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 ~~The College shall reduce on a pro rata basis the tuition and fees of 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 ~~The College shall pro rate~~ 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, which 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 that~~ ensures 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 (as defined in the college's Answer Book Policy #VI-10C). For courses offered as part of the regular fall and spring semesters, the schedule shall be noticed on appropriate WVU at Parkersburg website(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~~ Chief Financial Officer, 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~~ Late payment and registration 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 Dual Enrollment Courses Offered at High School Campuses

- 6.1 Early-College Dual enrollment 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 dual enrollment 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 dual enrollment~~ tuition rate applies only to ~~Early College dual enrollment~~ students who are timely registered for the course or courses. ~~Early College Dual enrollment~~ 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: ~~June 15, 2023~~ January 16, 2024

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 withdraws 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 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 a WVUP employee (typically the Center for Student Services, the student's advisor, or a faculty member. 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. This is referred to as the date of determination. 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, the date of determination 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 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.~~

100% refund will be provided for complete withdrawals by the student within the first three weeks of classes.

75% refund will be provided on complete withdrawals during the 4th week of classes.

50% refund will be provided on complete withdrawals during the 5th through 8th weeks of classes.

No tuition refunds will be provided beginning with the 9th 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 January 16, 2024**

ITEM: Approval of updated Board of Governors Policies to reflect a review of the Program Approval and Termination policy

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors policy C-41 “Program Approval and Termination” to be reflective of state code

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Board of Governors policy C-41, Program Approval and Termination, is a policy that was developed for WVU Institute of Technology and WVU Parkersburg. It was amended to include WVU Parkersburg in 2006. WVU Parkersburg became an independent institution from WVU in 2008 and thus should have altered those previous policies to reflect the governing WV Community and Technical College System rule. Instead of doing a strike through of the old policy, a new policy has been written to replace it to be reflective of 135 C.S.R. 11.

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.

POLICY C-41
PROGRAM APPROVAL AND TERMINATION

Section 1. General.

1.1 Scope. Certificate and associate degree programs are central to the mission of community and technical colleges. They are a means through which the institution develops and maintains integrity in its educational programs. Appropriately defined, these degrees become an integrating force for the institution, set academic standards and goals for achievement of students, and establish the relationship between the college and other institutions. WVU Parkersburg also offers bachelor's degree programs.

1.2 Authority. W. Va. Code [§18B-2A-4](#).

1.3 Effective Date. January 16, 2024; from previous amended policy dated September 8, 2006.

Section 2. Procedure.

Standards for community and technical colleges to determine the appropriate degree designation for academic programs and the general education requirements for the respective degrees are defined in the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Degree Designation, General Education Requirements, New Program Approval, and Discontinuance of Existing Programs*, 135 C.S.R. 11

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 41**

PROGRAM APPROVAL AND TERMINATION

**Community and Technical College at
West Virginia University Institute of Technology
and
West Virginia University at Parkersburg**

SECTION 1. GENERAL

- 1.1. Scope – This policy relates to program approval and termination for occupational and transfer programs at the Community and Technical College at West Virginia University Institute of Technology.
- 1.2. Authority – W. Va. Code §18B-3-6, 18B-1B-4, and 18B-1-4 and 1-6; WVCTCS #11 and #37
- 1.3. Effective Date – June 2, 2006; Amended to include WVU-P – Sept. 8, 2006.

SECTION 2. OCCUPATIONAL PROGRAMS

- 2.1. New occupational programs (one-year certificates and Associate in Applied Science—A.A.S.) may be implemented without approval from the Council or Commission as noted in Series 37, Increased Flexibility for Community and Technical Colleges.

SECTION 2.1. PROCEDURE

- 2.1.1 Before beginning an occupational program, a program advisory committee must recommend its implementation.
- 2.1.2 The new occupational program must be approved by the CTC Academic Affairs Committee and sent to the Institutional Board of Advisors and Board of Governors for informational purposes.
- 2.1.3 Before the implementation of an occupational program, the college must notify the Chancellor that such program is being implemented and the date the new program is to be placed on the official program inventory of the college.
- 2.1.4 Three (3) years after the date of implementation of the occupational program, the Council/Commission will conduct a post-audit review of the program.
- 2.1.5 The Council/Commission will request information from the college for the post-audit review that includes, but is not limited to the following:
 - 2.1.5.1 The goals and objectives of the program and the documented need the program was implemented to meet.

- 2.1.5.2 A listing of the courses and the number of credit hours required for each.
- 2.1.5.3 Headcount and full-time equivalency enrollment and number of graduates for each year the program has been in existence.
- 2.1.5.4 Placement rate of graduates and type of employment secured.
- 2.1.5.5 Annual total expenditures to deliver the program and source of funding.
- 2.1.5.6 Projection of future resource requirements and source of funding.
- 2.1.5.7 Total number of full-time and part-time faculty per year to deliver the program.
- 2.1.5.8 Listing of course delivery modes.
- 2.1.5.9 Listing of advisory committee members and how the advisory committee has been utilized for program improvement.
- 2.1.5.10 Program assessment measure that have been developed and implemented.

SECTION 3. TRANSFER PROGRAMS

- 3.1 New transfer programs (Associate in Science—A.S.) must be implemented as outlined in Series 11, Submission of Proposals for New Academic Programs.

SECTION 3.1. PROCEDURE

- 3.1.1 Before beginning a transfer program, a program advisory committee must recommend its implementation.
- 3.1.2 An Intent to Plan document, outlined in Series 11, must be approved by the CTC Academic Affairs Committee, the Institutional Board of Advisors, and the Board of Governors.
- 3.1.3 The Intent to Plan document, upon approval at the board, must be completed and submitted to Council/Commission 120 days prior to implementation. The Chancellor and staff will review the statement of Intent to Plan, and approval of requests to plan shall be made by the Chancellor.
 - 3.1.3.1 The Intent to Plan shall include the following:
 - 3.1.3.1.1 Educational objectives and their relationship to the mission of the institution
 - 3.1.3.1.2 Assurance of high quality and methods of assessment
 - 3.1.3.1.3 Lists of similar programs in West Virginia
 - 3.1.3.1.4 Statement regarding demand of graduates
 - 3.1.3.1.5 Statement regarding additional resource needs

SECTION 4. TERMINATION OF PROGRAMS

With the approval of the Board of Governors, programs may be discontinued based on program review process recommendations or with approval of its Board of Governors. The institution must develop a plan for transferring students, equipment, etc. to other institutions. The Chancellor must be notified of any program terminations.