

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
March 19, 2024

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday, March 19, 2024, 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, Donna Smith, JP Hushion, Jason Landers, Stephanie McCoy, Ami Shaver, Vasanth Ananth, Andrew Walker and Cody Irick. 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:

Governors, it is with gratitude that I thank you and this entire campus for the efforts you diligently placed on our recent HLC visit. I will not provide an hour-long recap of our event as Dr. Lancaster already did that in a committee meeting.

We don't officially have our report back. We did have a short exit meeting with the HLC peer review team before they went back to their hotel to finish writing our report. With much delight I share with you that they described our campus as one with a spirit of teamwork and optimism. They noted envy of some of our processes and of our financial stability.

One of my favorite moments of the visit occurred during their meeting with the President's Cabinet - many members of whom are in this room today. They asked this team about what they liked about the campus or what kept them up at night. The conversation quickly turned to different members taking turns to tell what made them WVU Parkersburg proud. Most of them aren't staying awake at night thinking about problems. If they are up late, it could be because their sleeping partner is too loud or it also could be because they are dreaming of our next paths, solutions to enhance the community.

I had lunch yesterday with a community leader. She asked me if I was happy to be a community college or if I wanted WVUP to be more. I am thrilled to be a community

college in a higher education environment of uncertainty. We have a defined path. The HLC review team said we knew our mission and we put it into action. That speaks volumes. As a community college - as a community partner and as a community leader - we are able to bring life changing educational experiences to our students. As always, we do this in a safe and supportive environment. As you can imagine, that makes me WVU Parkersburg proud.

Will additional ways that we can grow and improve be part of the HLC review report? Likely.

Is it our plan to continue to assess ourselves and become better every academic year? Absolutely.

We've all been holding on to the POST-HLC Visit lists that we have been waiting to accomplish. Next week, I will host an executive team retreat so that David, Alice and I can share all of our lists and then prioritize next steps.

We are planning for strategic growth. We are focusing our efforts on building out the farm, creating an Applied Technical Center in our Jackson County space, and focusing on the transformative project of creating an Incubator and Technology Center on our recently acquired Vienna campus.

Oh, the WVUP ITC - we've made progress. We donated more than 80,000 books, numerous bookcases, chairs, desks and various other items to a variety of groups.

The former OVU had many religious books and items of interest to various segments of our community. Individual ministers from numerous Churches of Christ, spanning West Virginia, Ohio, and Tennessee, benefited from our donations. Additionally, individuals from other faith-based groups have obtained books, such as Braille Bibles for the Seventh Day Adventist Church.

Two different schools of preaching in the United States, as well as three preaching schools in Kenya, Sudan, and Ghana, have acquired books, literature, and bookshelves. The Warren Apologetics Center in Parkersburg also received books and shelves. Neale Elementary, a public school, received a portion of the children's books. Additionally, a tractor-trailer load of books was sent to Wood County Christian for a future book giveaway, with some also being added to their library. Bible class materials and books were dispatched to numerous bible class programs, including those in Kenya.

Locally, we provided chairs to the Vienna Fraternal Order of Police, the Waverly Volunteer Fire Department, the Wood County Board of Education and others.

The work at this site already shows that it fits within our mission of being a community college.

Recently, Tres Ross of the Ross Foundation and I presented at the American Association of Community Colleges Workforce Development Institute in New Orleans. The title chosen by the organizers for our presentation was: "An Exemplary Model of Success - Bold Visioning."

This week, Tres and I will again present at a different conference called Fund Shift, where many funders will gather to consider new ways of approaching community giving and many community college leaders will gather to begin to think about how to receive differently - to do some of that bold visioning.

As your college president, I thank you for supporting bold visioning. You allow us to find solutions that don't shove our round institution into a square hole. Your support provides us the opportunity to be any shape we want to be. Also, in the last month, I was named to the national board for NACCE, the National Association for Community College Entrepreneurship.

Yes, the HLC visit is behind us. And now we look ahead and so much lies before us. Being able to represent the Mid-Ohio Valley and WVUP on a national stage... Knowing that our campus is one where teamwork and optimism are noticed... Hearing the proud moments of our team... Appreciating your support... Governors, all of this makes me WVU Parkersburg proud.

4. Approval of Minutes

Chairman Oliverio stated the minutes from the Regular Board meeting of January 16, 2024 are submitted for review. With no corrections to be made, minutes are approved as submitted.

5. Committee Reports

- Executive Committee

Chairman Oliverio shared the Board of Governors luncheon with the HLC Team members was very positive. The Board Members appreciated the opportunity to share information with the team. In the newspaper this morning, Wood County Christian schools will host a book giveaway. Some of these books were donated by WVUP from the former OVU. Chairman Oliverio shared an enrollment update. As of now this semester, we are at 293 which is up 13%. Summer enrollment is up 29% from last summer. We have three Board Members with their term expiring in June. Please submit your Board Members suggestions by March 28th. In April, we will vet the list of potential members. Then make a recommendation to the Governor's Office by summer. He announced things at WVUP's ITC are moving along. They are working on the roofs and flooring, and will begin to remove asbestos soon. The Executive Committee reviewed and discussed the Board of Governors Operating Procedures. Please review and send your recommendations to President Jackson and Ms. Rader, by March 28th.

- Academic and Student Services Committee

Ms. Smith reported the Academic and Student Services Committee met and discussed updates from the HLC Recap. Dr. David Lancaster, Vice President for Academic Affairs, shared the stages of the HLC process. The first stage is preparation. There were lots of people and various groups from the institution that helped with this process over the last two years. These groups were able to review submissions and had the opportunity to give input on the HLC Report. Another key part of the process was to have Dr. Tom Bordenkircher, HLC Liaison, to visit campus. He was able to share information and provide mock interviews to members of the campus community. Dr. Lancaster discussed the actual HLC Visit. We were set up and ready to go, with people prepped and ready for the various sessions. We had a team set-up to handle any requests from the team members. We don't know the results of the visit yet. They did note the feeling that we have on this campus and they were impressed with the concern we have for the students and the people that work here. They were very impressed with the work of our Finance Office and our financial stability. They were also impressed with how prepped we are with our Zoom classrooms. Now we wait for the results from the final report.

- Administrative Services Committee

Ms. Morgan reported the Administrative Services Committee met and discussed various updates. Alice Harris, Executive Vice President of Finance & Administration, shared details on the changes with the bookstore. We are transitioning from Barnes & Noble to a student-friendly supply store, utilizing eCampus. The students will have more options when selecting their books; new, used, rental, electronic book options or Marketplace options. Students will be able to utilize their Financial Aid. Marketing is working on some new branded clothing and apparel options. WVUP will be receiving 6% commission on textbook sales. There will be a big remodel to the current bookstore location. This space will house the Supply Store and members from the Financial Aid Department. Once Barnes & Noble is out of the location, our maintenance crew will start with some demo and asbestos abatement. The total remodel cost is \$200,000, for this project.

Bob Cooper, Executive Director of Facilities, shared an update about the ATC at the Jackson County Center. The atrium at JCC is being converted into a brand-new ATC space. The project cost is \$471,000, with demo beginning on April 1st. The goal for the completion date is September 24th, but we are hoping they will finish before the start of the Fall semester. The college team is working on the equipment list for the ATC.

Ms. Morgan shared some additional announcements. There is a Banking Career Fair Day scheduled for Monday, March 25th. In April, there will be Mock Interviews provided for WVUP seniors. There is an upcoming Women's History Month event on March 27th. Recruitment will be offering Program Nights on Thursdays in April and May, for local high school juniors and seniors. The IT Department is busy

with all kinds of security audits. The HR Department shared there are several open positions currently on campus.

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 February 29, 2024. There were no questions from the members.
- Policy Update
Dr. Torie Jackson, President, shared an update on the Board of Governors policy C-41, Program Approval and Termination policy. Dr. Jackson reported that no substantial comments were received. Policy is considered approved 30 days from the January 16, 2024 meeting of the WVU Parkersburg Board of Governors.

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 was written to replace it to be reflective of 135 C.S.R. 11.

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

7. Action Items

- Approval of FY 2024-2025 Tuition Rate
Alice Harris, Executive Vice President of Finance & Administration, presented to the Board the resolution for approval of FY 2024-2025 Tuition Rate increase. EVP Harris shared the following information:

In-State Rates	Associate Level	Baccalaureate Level
FY 23-24 Rate Per Hour	\$ 180.00	\$ 249.00
Percentage Increase	4.34%	4.34%
Increase Per Hour	\$ 8.00	\$ 11.00
FY 24-25 Rate Per Hour	\$ 188.00	\$ 260.00
Tuition Per Semester	\$2,256.00	\$3,120.00
Add Mandatory Fees (no change)	\$ 50.00	\$ 50.00
Total per semester FY 24	\$2,306.00	\$3,170.00
Total annual tuition FY 24	\$4,612.00	\$6,340.00

No changes to out-of-state tuition rates are proposed for FY 24-25

Due to the increasing costs of operating supplies caused by inflation, West Virginia University at Parkersburg finds that tuition rate increases are necessary for FY 24-25 to cover inflationary increases in operating expenses including,

building materials, insurance premiums; software license and hosting fees; investment in human capital necessary to grant academic credit for workforce skill sets; and resources to promote West Virginia University at Parkersburg as the college of choice in our region.

Analysis of Three-Year Average Tuition Rates

	Associate In State Rate	Baccalaureate In-State Rate	Associate Out-of-State Rate	Baccalaureate Out-of-State Rate
Percentage Increase FY 25	4.34%	4.34%	0.00%	0.00%
Percentage Increase FY 24	6.97%	7.20%	0.00%	4.92%
Percentage Increase FY 23	4.87%	4.89%	4.97%	0.00%
Three Year Average	5.40%	5.48%	1.66%	1.64%

Note: Due to the uncertainty in the State of West Virginia budget process, it may be necessary to revisit this resolution.

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

Resolved, That the West Virginia University at Parkersburg Board of Governors votes to approve increases in In-State tuition rates for the 2024-2025 academic year by 4.34%. We approve the submission of the following rates to the West Virginia Community & Technical College System for the 2024-2025 academic year.

Mr. Ananth seconded the motion. Motion passed.

- Approval of FY 2024-2025 Fees

Alice Harris, Executive Vice President of Finance & Administration, presented to the Board the resolution for approval of FY 2024-2025 Fees. The administration of West Virginia University at Parkersburg recommends the approval of the attached fee schedule for the FY 2024-2025 academic year. New fees requested for FY 2025 are as follows:

- Health Sciences Background Check - \$50.00 per course - Fee to cover the costs of background checks for Nursing, Surgical Technician, and Patient Care Technology majors to ensure ethical enrollment in the program. Added to NURS 134, 173, 311, ST 100, and PCT 101.

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

- Art Fee - \$75.00 per course - Current existing fee added to ART 397 course to cover materials utilized in the course.
- CDEV Capstone Course Assessment - \$35.00 per course - Decreased the fee by \$10 over the prior year to better align with actual Peregrine exam costs. Used in CDEV 405.
- Education Field Placement Fee - \$25.00 per credit hour - Removed from SPED 210 as the course does not utilize field placement.
- HESI Exam Fee - \$50.00 per exam - Increased the fee by \$5.00 over the prior year to cover increased costs of the Nursing entrance exam.
- MDS Senior Project Fee - \$450.00 per course – Increased the fee by \$150.00 to cover the costs of faculty subject review panel for students completing the Multi-Disciplinary Studies program.
- Science Lab Fee - \$50.00 per course - Increased fee by \$10.00 to cover the costs of materials and supplies utilized in lab courses.
- Transcript Fee (Expedited) - \$0.00 per transcript - Eliminated this fee because the usage of the National Clearing House has made it unnecessary. Standard Transcript Request Fee remains.

Except for the items listed above, all other fee levels remained the same as the prior year. Increases to existing fees were necessary due to the rising cost of materials required to offer the course. The complete list of fees is included in March 19, 2024 Board of Governors agenda.

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 fees recommended for the 2024-2025 academic year.

Ms. Shaver seconded the motion. Motion passed.

- Approval of inflation-adjusted staff Mercer pay scale and corresponding equity pay adjustments

Alice Harris, Executive Vice President of Finance & Administration, presented to the Board the resolution for the approval of inflation-adjusted staff Mercer pay scale and corresponding equity pay adjustments. EVP Harris reported the last adjustment of the Mercer pay scale was in fiscal year 2017. WV Statute requires that all non-faculty employees be compensated at the minimum rates established by the Mercer scale. However, the State has not adjusted these rates for inflation or to reflect across-the-board staff pay raises that have been authorized in state budgets since 2017. Additionally, starting salaries have not kept up with current market values. As a result, it has become nearly impossible to hire and retain the qualified staff necessary to provide an outstanding educational experience for our students.

Determining Market Rate:

To measure the current market rate for staff salaries we started with the FY 2017 rates and adjusted them for each subsequent pay raise to arrive at an adjusted starting staff pay scale as included on the attached worksheet.

If approved, all staff (classified and nonclassified) whose wages fall below the new minimum levels will receive a pay increase to adjust their salary to the minimum. In addition, all classified and nonclassified employees with five or more years of service will be adjusted to the 25th percentile of the scale or a maximum of \$5,000. The application of the new staff pay scale utilizes a methodology that is consistent with the way the new faculty pay scale was implemented last September. The total estimated cost including payroll taxes and benefits is \$227,700. WVU Parkersburg paid off a long-term lease agreement with WVU in January 2024 resulting in annual cash savings of \$256,052 which will cover the cost of the increases proposed above.

This proposal does not preclude the possibility that the WV Legislature will provide funding for another across-the-board pay increase for all state employees. Should this happen, such pay raises will be added to current base salaries when calculating whether an equity adjustment is necessary. Anyone below the new minimum, or the 25th percentile for employees with five years of service, will receive an additional equity adjustment.

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

Resolved, that effective July 1, 2024, the West Virginia University at Parkersburg Board of Governors approves the inflation-adjusted staff Mercer pay scale and a proposed wage adjustment necessary to bring current salaries in line with the new minimum for all staff and the 25th percentile of the current scale for all staff with at least five years of employment.

Ms. Morgan seconded the motion. Motion passed.

- Approval of High School Dual Credit Pathway
Dr. David Lancaster, Vice President for Academic Affairs, presented to the Board the resolution for the approval of a High School Dual Credit Pathway. Dr. Lancaster reported The West Virginia University at Parkersburg Board of Governors approved the offer of dual credit courses at Williamstown High School as part of career pathways at the August 15, 2023 meeting. We are requesting that the Board endorses the ongoing support of the Dual Enrollment/Early College program in all high schools collaborating with WVUP as authorized by West Virginia Higher Education Policy Commission Series 19 regarding the Dual Enrollment Pilot Program. Based on community needs and WVUP's capacity to deliver services, the roster of participating high schools will be subject to change

each academic year. The Vice President for Academic Affairs, with the WVUP President's approval, will make this determination.

Below is the current roster of participating high schools:

Doddridge County High School
Mid Ohio Valley Technical Institute
Paden City High School
Parkersburg Catholic High School
Parkersburg High School
Parkersburg South High School
Ritchie County High School
Roane County High School
St Marys High School
Tyler Consolidated High School
Williamstown High School
Wirt County High School
Wood County Technical Center
Wood County Technical Center Caperton Center

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

Resolved, that the West Virginia University at Parkersburg Board of Governors endorses the ongoing support of the Dual Enrollment/Early College program in all high schools collaborating with WVUP as authorized by the state of West Virginia.

Ms. Shaver seconded the motion. Motion passed.

- Approval of updated Board of Governors Policies to reflect a review of the Academic Freedom 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 Academic Freedom Policy. Dr. Jackson reported the current Board of Governors policy B-2, Academic Freedom, Professional Responsibility, Promotion and Tenure, is a policy that was developed for WVU and its regional campuses. 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. 9.

In addition, this policy adds a definition of academic freedom and then follows with an explanation of how academic freedom is applied to teaching. This has been a request of the WVUP faculty to have this clarification in policy.

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. Morgan 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-2 “Academic Freedom, Professional Responsibility, Promotion and Tenure” to be reflective of WVUP’s processes

Ms. Smith seconded the motion. Motion passed.

- Approval of updated Board of Governors Policies to reflect a review of the Emeritus Status 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 Emeritus Status Policy. Dr. Jackson reported the current Board of Governors policy B-38, Emeritus Status, is a policy that was effective in June 2006 and transferred from the WVU Board of Governors in 2008. 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. 9.

In addition, this policy clarifies that WVUP emeriti do not have access to athletic events. However, they do have an opportunity for continued email services.

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 B-38 “Emeritus Status” to

be reflective of current practices

Mr. Hushion seconded the motion. Motion passed.

8. Board Comments/Announcement

Chairman Oliverio shared the following announcements:

- The WVUP Bookstore is currently offering a huge sale.
- Artsbridge is sponsoring the Very Spectacular Arts Festival on campus tomorrow. They will host around 400 special needs students. They will have a variety of stations, activities and events for students. VSA is very happy to be back on campus for this event.

9. Next Meeting

Next meeting will be held April 23, 2024.

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