

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**APRIL 23, 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, April 23, 2024

11:30 a.m.	Executive Committee	President's Conference Room - Room 1105
12:30 p.m.	Lunch - Dr. Torie Jackson, President A Glimpse into AI's Capabilities	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 April 23, 2024
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
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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

**West Virginia University at Parkersburg Board of Governors
Meeting of April 23, 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 March 31, 2024.

Meeting Date: April 23, 2024

To: Board of Governors

RE: March 2024 Financial Report

Greetings Board Members,

As of March 31, 2024, we are 75% through the fiscal year. Revenues total 82% of the annual budgeted revenue while expenses are coming in at 61% 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** – Now that the HLC accreditation visit is complete, WVUP’s administrative team has turned its attention to strategic planning necessary to not only improve the recruitment of students but to also evaluate retention and commit the necessary resources to help more students complete their degrees.
- **Community Relations & Branding & Marketing**– Year to Date, WVUP spent \$496,980 for advertising and promotional costs as part of our multi-pronged approach to shouting the message of WVUP’s value to our community and to recruit qualified faculty and staff.
- **Educational program quality** – Facility infrastructure is being added to the Riverhawk Farm. In addition to the ongoing construction of the office/classroom building, we have completed a workshop to provide a safe dry place to work on the various equipment necessary to operate a farm.
- **Workplace Culture** – The recently approved changes to wage scales for the faculty and staff, have been well received and are appreciated by employees. In addition, both the faculty and staff develop new evaluation tools that each group feels allow for fair performance evaluation. This process was driven by employees and not by the WVUP administration which means they have ownership of the process.

Tuition & Fees –As of March 31, 2024, our FY 2024 tuition collected represents 99% of the annual budgeted tuition revenue. As of last Wednesday, the total tuition and fee charges for the Summer Term were \$916,750 which will add to the tuition and fees already collected.

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 the college has 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.

Workforce Program Income – Income from short-term programs and business and industry training is up because more short-term programs have been offered, many of which relate to the agriculture program.

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 \$105,032 per month

Personnel costs – Personnel costs currently at 68.97% are within the parameters of the annual payroll budgeted by the College.

Routine Maintenance Contracts – The increase relates to warranties on equipment purchased with grant funds.

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 81% because of an overall increase in the cost of cleaning supplies.

Overall, through two-thirds of FY 2024's the results of our operations reflect strong financial performance during the fiscal year.

Alice M. Harris, MBA, CPA

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Nine Months Ended March 31, 2024						
	Approved FY 2024 Budget	Projected FY 2024 Budget	3/31/23	3/31/24	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,193,778	11,193,778	8,639,749	8,955,022	2,238,756	80%
Tuition & Fees, Net	8,984,347	8,984,347	7,491,225	8,935,371	48,976	99%
Rental income	8,000	8,000	6,880	17,755	(9,755)	222%
Workforce & Economic Development	250,000	250,000	262,369	336,988	(86,988)	135%
Grant Revenues	3,333,911	5,242,900	3,263,192	2,430,027	2,812,873	46%
Other Revenues	1,222,750	1,522,750	1,275,458	1,597,652	(74,902)	105%
Debt Service	(256,053)	(256,052)	(256,052)	(256,052)	0	100%
Less HERA Assessments	(105,000)	(105,000)	(69,107)	(70,344)	(34,656)	67%
Total Inflows	24,631,733	26,840,723	20,613,714	21,946,419	4,894,304	82%
Outflows:						
Faculty	4,306,000	4,552,500	3,425,961	3,019,786	1,532,714	66%
Nonclassified staff	3,355,000	3,750,877	2,238,786	2,737,482	1,013,395	73%
Classified staff	3,700,000	3,796,970	2,606,242	2,656,707	1,140,263	70%
Adjunct faculty	867,000	1,024,500	553,553	740,531	283,969	72%
Student workers	469,568	469,568	181,466	221,049	248,519	47%
Payroll taxes	934,980	964,570	648,030	632,452	332,118	66%
Employee insurance	1,506,000	1,580,232	883,570	1,180,147	400,085	75%
Retirement plan contributions	735,000	761,207	471,966	488,050	273,157	64%
OPEB	175,000	186,980	99,804	-	186,980	0%
Fringes	222,500	233,990	48,260	49,394	184,596	21%
Advertising and promotion	614,796	774,796	512,501	496,890	277,906	64%
Awards & Scholarships	254,050	258,550	5,697	194,355	64,195	75%
Household supplies	61,812	61,812	38,615	53,288	8,524	86%
Computer supplies	894,451	1,100,631	701,239	293,524	807,107	27%
Hospitality & food products	216,498	217,498	105,998	176,118	41,380	81%
Student activities	31,000	31,000	16,143	19,359	11,641	62%
Insurance	183,000	183,000	107,748	136,926	46,074	75%
Routine maint. contracts	107,620	107,620	73,476	110,358	(2,738)	103%
Office expenses	55,243	57,219	32,066	15,932	41,287	28%
Merchandise for Resale	-	25,000	-	5,345	19,655	21%

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Nine Months Ended March 31, 2024						
	Approved FY 2024 Budget	Projected FY 2024 Budget	3/31/23	3/31/24	Remaining Unexpended Budget	% of Budgeted Total
Other general expenses	308,082	291,782	133,989	13,063	278,719	4%
Postage & freight	30,000	30,000	12,775	13,048	16,952	43%
Printing & binding	47,200	47,200	34,932	16,656	30,544	35%
Rent expense	202,613	241,693	113,832	87,370	154,323	36%
Education supplies	487,944	626,411	234,163	445,007	181,404	71%
Telephone & cell phones	136,644	136,644	50,222	70,691	65,953	52%
Training	114,930	180,775	46,296	60,219	120,556	33%
Utilities	677,900	677,900	474,594	529,635	148,265	78%
Bank fees	56,000	56,000	40,624	43,046	12,954	77%
Fleet expenses	15,200	15,200	14,678	8,391	6,809	55%
Travel	175,000	197,076	78,452	101,068	96,008	51%
Professional, consultants, contract labor	2,160,777	2,291,377	737,527	1,178,331	1,113,046	51%
Repairs & Maintenance	321,500	330,500	202,586	174,879	155,621	53%
Library books & materials	92,000	92,000	69,504	77,266	14,734	84%
Miscellaneous other expenses	7,555	44,928	213,694	2	44,926	0%
Membership dues	65,845	65,845	46,748	45,548	20,297	69%
Service agreement WVU	250,000	250,000	187,500	187,500	62,500	75%
Equipment	347,625	723,872	1,199,872	538,738	185,134	74%
Capital projects	1,045,400	1,653,000	984,980	249,150	1,403,851	15%
Total outflows	25,231,733	28,090,723	17,628,089	17,067,299	11,023,425	61%
Surplus (deficit) from operations	(600,000)	(1,250,000)	2,985,625	4,879,121		
Surplus Utilization Approved	600,000	1,250,000	-	-		
Net surplus (deficit)	-	-	2,985,625	4,879,121	-	-

75%

Benchmark Percentage for Period

West Virginia University at Parkersburg
Cash Basis Operating Budget Report
Nine Months Ended March 31, 2024

	Approved FY 2024 Budget	Projected FY 2024 Budget	3/31/23	3/31/24	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,193,778	11,193,778	8,639,749	8,955,022	2,238,756	80%
Tuition & Fees, Net	8,984,347	8,984,347	7,491,225	9,088,502	(104,155)	101%
Rental income	8,000	8,000	6,880	17,755	(9,755)	222%
Workforce & Economic Development	250,000	250,000	262,369	336,988	(86,988)	135%
Grant Revenues	-	-	-	-	-	-
Other Revenues	1,222,750	1,522,750	1,275,458	1,597,652	(74,902)	105%
Debt Service	(256,053)	(256,053)	(256,052)	(256,052)	(1)	100%
Less HERA Assessments	(105,000)	(105,000)	(69,107)	(70,344)	(34,656)	67%
Total Inflows	21,297,822	21,597,822	17,350,522	19,669,523	1,928,299	91%
Outflows:						
Faculty	4,211,467	3,936,467	3,267,467	2,441,382	1,495,085	62%
Nonclassified staff	3,143,514	3,418,514	2,126,073	2,544,998	873,516	74%
Classified staff	3,625,704	3,725,704	2,524,438	2,557,389	1,168,315	69%
Adjunct faculty	693,732	693,732	545,396	611,269	82,463	88%
Student workers	425,756	425,756	74,385	205,805	219,951	48%
Payroll taxes	876,117	876,117	611,749	553,803	322,314	63%
Employee insurance	1,466,245	1,466,245	859,081	1,054,374	411,871	72%
Retirement plan contributions	699,363	699,363	453,102	432,144	267,219	62%
OPEB	158,712	158,712	96,578	(0)	158,712	0%
Fringes	212,280	212,280	46,158	44,262	168,018	21%
Advertising and promotion	603,796	603,796	497,200	492,780	111,016	82%
Awards & Scholarships	20,000	20,000	5,697	-	20,000	0%
Household supplies	61,812	51,812	36,842	51,383	429	99%
Computer supplies	879,451	879,451	379,574	393,188	486,263	45%
Hospitality & food products	210,098	210,098	104,038	173,325	36,773	82%
Student activities	31,000	31,000	16,143	18,674	12,326	60%
Insurance	183,000	183,000	107,748	136,926	46,074	75%
Routine maint. contracts	107,620	107,620	30,908	32,707	74,913	30%
Office expenses	52,643	52,643	27,666	14,688	37,955	28%

West Virginia University at Parkersburg Cash Basis Operating Budget Report Nine Months Ended March 31, 2024						
	Approved FY 2024 Budget	Projected FY 2024 Budget	3/31/23	3/31/24	Remaining Unexpended Budget	% of Budgeted Total
Merchandise for Resale	-	25,000	-	5,345	19,655	21%
Other general expenses	21,426	31,426	13,970	12,675	18,751	40%
Postage & freight	30,000	29,000	12,092	12,069	16,931	42%
Printing & binding	47,200	27,700	34,932	14,956	12,744	54%
Rent expense	202,613	202,613	80,627	55,048	147,565	27%
Education supplies	445,383	445,383	219,309	257,102	188,281	58%
Telephone & cell phones	136,644	136,644	50,222	70,691	65,953	52%
Training	95,430	114,930	26,106	34,271	80,659	30%
Utilities	677,900	677,900	474,594	527,069	150,831	78%
Bank fees	56,000	56,000	40,624	43,046	12,954	77%
Fleet expenses	15,200	15,200	14,678	8,391	6,809	55%
Travel	136,215	136,215	48,904	60,204	76,011	44%
Professional, consultants, contract labor	641,576	841,576	270,064	374,011	467,565	44%
Repairs & Maintenance	321,500	321,500	202,586	172,429	149,071	54%
Library books & materials	92,000	92,000	69,504	77,266	14,734	84%
Miscellaneous other expenses	7,555	8,555	2	2	8,553	0%
Membership dues	65,845	65,845	40,546	45,548	20,297	69%
Service agreement WVU	250,000	250,000	187,500	187,500	62,500	75%
Equipment	137,625	300,025	94,801	234,122	65,903	78%
Capital projects	855,400	1,343,000	355,365	243,500	1,099,501	18%
Total outflows	21,897,822	22,872,822	14,046,669	14,194,340	8,678,482	62%
Surplus (deficit) before DOE Settlement	(600,000)	(1,275,000)	3,303,853	5,475,183	-	
Reserves Budgeted for Use	600,000	1,250,000	-	-	-	
Net surplus (deficit)	-	(25,000)	3,303,853	5,475,183	-	-

West Virginia University at Parkersburg
Cash Basis Grant Budget Report
Nine Months Ended March 31, 2024

	Approved FY 2024 Budget	Projected FY 2024 Budget	3/31/23	3/31/24	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	-	-	-	-	-	0%
Tuition & Fees, Net	-	-	-	(153,131)	153,131	0%
Child Care	-	-	-	-	-	0%
Rental income	-	-	-	-	-	0%
Workforce & Economic Development	-	-	-	-	-	0%
Grant Revenues	3,333,911	5,242,901	3,263,192	2,430,027	2,812,874	46%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
Total Inflows	3,333,911	5,242,901	3,263,192	2,276,896	2,966,005	43%
Outflows:						
Faculty	94,533	616,033	158,494	578,404	37,629	94%
Nonclassified staff	211,486	332,363	112,713	192,485	139,878	58%
Classified staff	74,296	71,266	81,804	99,318	(28,052)	139%
Adjunct faculty	173,268	330,768	8,157	129,262	201,506	39%
Student workers	43,812	43,812	107,081	15,244	28,568	35%
Payroll taxes	58,863	88,453	36,281	78,649	9,804	89%
Employee insurance	39,755	113,987	24,489	125,773	(11,786)	110%
Retirement plan contributions	35,637	61,844	18,864	55,907	5,937	90%
OPEB	16,288	28,268	3,226	0	28,268	0%
Fringes	10,220	21,710	2,102	5,132	16,578	24%
Advertising and promotion	11,000	171,000	15,301	4,109	166,891	2%
Awards & Scholarships	234,050	238,550	-	194,355	44,195	81%
Household supplies	-	10,000	1,773	1,906	8,094	10%
Computer supplies	15,000	221,180	321,665	(99,664)	320,844	-45%
Hospitality & food products	6,400	7,400	1,960	2,793	4,607	38%
Student activities	-	-	-	685	(685)	0%

West Virginia University at Parkersburg
Cash Basis Grant Budget Report
Nine Months Ended March 31, 2024

	Approved FY 2024 Budget	Projected FY 2024 Budget	3/31/23	3/31/24	Remaining Unexpended Budget	% of Budgeted Total
Routine maint. contracts	-	-	42,568	77,651	(77,651)	0%
Office expenses	2,600	4,576	4,400	1,244	3,332	27%
Merchandise for Resale						
Other general expenses	286,656	285,356	120,019	387	284,969	0%
Postage & freight	-	1,000	683	979	21	0%
Printing & binding	-	19,500	-	1,700	17,800	0%
Rent expense	-	39,080	33,205	32,322	6,758	0%
Education supplies	42,561	181,028	14,854	187,905	(6,877)	104%
Telephone & cell phones	-	-	-	-	-	0%
Training	19,500	65,845	20,190	25,948	39,897	39%
Utilities	-	-	-	2,566	(2,566)	0%
Fleet expenses	-	-	-	-	-	0%
Travel	38,785	60,861	29,548	40,863	19,998	67%
Professional, consultants, contract labor	1,519,201	1,449,801	467,463	804,320	645,481	55%
Repairs & Maintenance	-	9,000	-	2,450	6,550	0%
Miscellaneous other expenses	-	36,373	213,692	-	36,373	0%
Membership dues	-	-	6,202	-	-	0%
Equipment	210,000	423,847	1,105,071	304,616	119,231	72%
Capital projects	190,000	310,000	629,615	5,650	304,350	2%
Total outflows	3,333,911	5,242,901	3,581,420	2,872,958	2,369,943	55%
Projected surplus (deficit)	-	-	(318,228)	(596,062)		

**West Virginia University at Parkersburg Board of Governors
Meeting of April 23, 2024**

ITEM: Policy update – Academic Freedom,
Professional Responsibility, Promotion and
Tenure 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 March 19, 2024 meeting of the WVU Parkersburg Board of Governors.

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.

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

WEST VIRGINIA UNIVERSITY PARKERSBURG BOARD OF GOVERNORS

POLICY B-02

ACADEMIC FREEDOM, PROFESSIONAL RESPONSIBILITY, PROMOTION AND TENURE

Section 1. General

- 1.1 Scope. – This policy relates to academic freedom and responsibility, appointment, promotion, tenure, non-reappointment, and dismissal of faculty and grievance procedures for matters pertaining to faculty. The policy sets forth the major elements that need to be incorporated by the College as it formulates institutional policy relating to faculty issues, as required by the Council for Community and Technical College Education's rule entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, [135 C.S.R. 9](#).
- 1.2 Authority. – [W. Va. Code § 18B-1-6](#), [18B-2A-4](#)
- 1.3 Effective Date. – March 19, 2024

Section 2. Academic Freedom and Professional Responsibility

- 2.1 Academic Freedom defined: Academic freedom is the freedom of a teacher or researcher in higher education to investigate and discuss the issues in his or her academic field, and to teach or publish findings without interference from political figures, boards of governors, donors, or other entities. Academic freedom also protects the right of a faculty member to speak freely when participating in institutional governance, as well as to speak freely as a citizen.
- 2.2 Academic freedom applied to teaching: The freedom to teach includes the right of the faculty to, determine the approach to the subject, make the assignments, and assess student academic performance in teaching activities for which faculty members are individually responsible. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matters that are unrelated to their subject or to persistently introduce material that has no relation to the subject being taught. This doesn't mean teachers should avoid all controversial materials; as long as the material stimulates debate and learning that is germane to the subject matter, it is protected by freedom in the classroom.
- 2.3 Academic freedom at public institutions of higher education in West Virginia under the jurisdiction of the Council for Community and Technical College Education (Council) is necessary to enable the institutions to perform their societal obligation as established by the Legislature. The State of West Virginia recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in its public institutions of higher education. Faculty members and students must always remain free to inquire, study, and evaluate.
- 2.4 Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their particular role at the institution. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. All faculty members are entitled to full freedom

in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties, which may include designated instruction, research, extension service, and other professional duties. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside the institution, they are free from institutional censorship or discipline.

- 2.5 The concept of academic freedom is accompanied by an equally important concept of academic responsibility. The faculty member at the College is a citizen, a member of a learned profession, and a representative of an educational institution. As such, a faculty member, together with all other members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom for all members of the community. The faculty member has the responsibility of contributing to institutional and departmental missions in teaching, research (as applicable), and service, as defined by the institution. The faculty member also is responsible as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member may not imply or claim to be a spokesperson for the College.
- 2.6 In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research (as applicable), and service as defined by the institution, all faculty have an obligation to foster the quality, viability, and necessity of their programs. The financial stability of a program and recruitment of an adequate number of students depend in part on the faculty. The common goal of quality must be nurtured and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected.
- 2.7 Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields.
- 2.8 As members of an academic community, faculty members also are expected to participate in decisions concerning programs and in program-review processes.

Section 3. Faculty: Ranks and Definitions

- 3.1 Faculty ranks shall be as they are defined in WVU Parkersburg Answer Book #IV-8. *Procedures for Annual Faculty Evaluation, Promotion, and Tenure.*

Section 4. Faculty: Types and Conditions of Appointment

- 4.1 The types and conditions of faculty appointment shall be as defined in WVU Parkersburg Answer Book #IV-8. *Procedures for Annual Faculty Evaluation, Promotion, and Tenure* and in accordance with the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional*

Responsibility, Promotion, and Tenure, 135 C.S.R. 9.

Section 5. Emeritus Status

- 5.1 The College shall grant emeritus status and its privileges in accordance with WVU Parkersburg Answer Book #IV-5. *Emeritus Status* and the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.

Section 6. Promotion in Rank

- 6.1 The College shall manage promotion in rank in accordance with WVU Parkersburg Answer Book #IV-8. *Procedures for Annual Faculty Evaluation, Promotion, and Tenure* and the procedural rule of the West Virginia Council for Community and Technical Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.

Section 7. Faculty Resignations

- 7.1 A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline reappointment, shall give notice in writing to the Human Resources Office at the earliest opportunity, but no less than two weeks in advance of the anticipated last day of employment. Professional ethics dictate due consideration of the institution's need to have a full complement of faculty throughout the academic year.

Section 8. Tenure

- 8.1 The College shall manage tenure as set forth in WVU Parkersburg Answer Book #IV-8. *Procedure for Annual Faculty Evaluation, Promotion, and Tenure* and in accordance with the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.

Section 9. Faculty Evaluation

- 9.1 Faculty evaluations shall be governed by WVU Parkersburg Answer Book #IV-8, *Procedures for Annual Faculty Evaluation, Promotion, and Tenure* and the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.

Section 10. Dismissal

- 10.1 Causes for Dismissal: The dismissal of a tenured faculty member or a term faculty member during the period the contract is in effect shall be effected only pursuant to the procedures provided herein and only for one or more of the following causes:
- 10.1.1 Demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic misconduct;
 - 10.1.2 Conduct which directly and substantially impairs the individual's fulfillment of institutional responsibilities including, but not limited to, verified instances of sexual

harassment or of racial, gender-related, or other discriminatory practices;

- 10.1.3 Insubordination by refusal to abide by legitimate reasonable directions of administrators;
 - 10.1.4 Physical or mental disability for which no reasonable accommodation can be made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties;
 - 10.1.5 Substantial and manifest neglect of duty; or
 - 10.1.6 Failure to return at the end of a leave of absence.
- 10.2 Notice of Dismissal for Cause: The president's designee shall initiate proceedings by giving the faculty member a written dismissal notice by certified mail, return receipt requested, which dismissal notice shall contain:
- 10.2.1 Full and complete statements of the charge or charges relied upon; and
 - 10.2.2 A description of the appeal process available to the faculty member.
- 10.3 Prior to giving the faculty member a written dismissal notice, the president's designee shall notify the faculty member of the intent to give the written dismissal notice, the reasons for the dismissal, and the effective date of the dismissal. The faculty member shall have an opportunity to meet with the designee prior to the effective date to refute the charges.
- 10.4 Faculty who refuse to sign or execute an offered annual contract or notice of appointment or reappointed by the date indicated by the institution for its execution, or who fail to undertake the duties under such document at a reasonable time, shall be deemed to have abandoned their employment with the institution and any rights to tenure or future appointment. Faculty objecting to terms of such document do not waive their objections to such terms by signing or executing the document.

Section 11. Termination Because of Reduction or Discontinuance of an Existing Program

- 11.1 The College shall manage termination of faculty members due to reduction or discontinuation of an existing program in accordance with the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.

Section 12. Termination Due to Financial Exigency

- 12.1 The College shall manage termination of faculty due to financial exigency in accordance with the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.

Section 13. Faculty Grievance Procedure

- 13.1 A faculty member aggrieved by an adverse employment action of the institution may utilize

the Public Employees Grievance Procedure set out in West Virginia Code § 6C-2-1, et seq.

Section 14. Alternative Informal Procedure for the Resolution of Conflict

- 14.1 The institution may provide alternative procedures to those set out in West Virginia Code § 6C-2-1, et seq. for the resolution of conflicts. Participation in the institution's informal conflict resolution process does not preclude an aggrieved faculty member from pursuing a grievance in accordance with Section 15 of this policy and W. Va. Code § 6C-2-1, et seq. The time period for filing a grievance shall be tolled while the faculty member is participating in the institution's information resolution process.

Section 15. Notification of Terms and Conditions of Faculty Appointments

- 15.1 The institution shall notify faculty members of the terms and conditions of their employment in accordance with the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 23, 2024**

ITEM: Policy update – Emeritus Status 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 March 19, 2024 meeting of the WVU Parkersburg Board of Governors.

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.

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

WEST VIRGINIA UNIVERSITY PARKERSBURG BOARD OF GOVERNORS

POLICY B-38 EMERITUS STATUS

Section 1. General

- 1.1 This policy delineates the procedures to be followed by the West Virginia University Parkersburg Board of Governors in awarding Emeritus Status.
- 1.2 Authority. – [W. Va. Code § 18B-1-6](#) and [18B-2A-4](#); Council for Community and Technical College Education rule entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, [135 C.S.R. 9](#) See also, BOG Policy B-2.
- 1.3 Effective Date. – March 19, 2024

Section 2. Policy on the Awarding of Emeritus Status

- 2.1 Those faculty members whose retirement is announced and who met the requirements of meritorious contributions to the college shall be considered for Emeritus status. The conditions and process for awarding Emeritus Status are described in Answer Book IV-5. Emeritus Status.
- 2.2 The award of President Emeritus status rests with the Board of Governors, and Emeritus awards to administrators rest with the President.
- 2.3 Faculty members and administrators awarded Emeritus status retain their professional titles. In every case, the term “Emeritus” follows the rank and title.
- 2.4 Emeritus faculty members and administrators have library privileges; they have the same access to the institution and to activities taking place at the institution as other faculty members and administrators; and they enjoy privileges designated by their departments and the college, which may include continued access to email.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 23, 2024**

ITEM: 2024-2025 Budget

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2024-2025

STAFF MEMBER: Alice Harris, Executive Vice President of Finance & Administration

BACKGROUND:

West Virginia University at Parkersburg (WVUP) is statutorily required to submit operating and capital budgets that have been reviewed and approved by the WVUP Board of Governors to the West Virginia Community and Technical College System. Therefore, the attached FY 25 operating budget for WVUP is presented for approval.

April 23, 2024

To: Board of Governors

RE: FY 25 Budget Development

Greetings Board Members,

Attached, please find copies of the FY 2025 budget for your review and approval. WVU Parkersburg is statutorily required to submit a budget to the West Virginia Community and Technical College System (WVCTCS) annually.

The budget preparation process began in November 2023 when budget worksheets were distributed to all budget managers. Budget managers were asked to submit a budget request that included all costs necessary to operate their programs and how each of their budget requests supports the five pillars of the WVUP FY 24 – 27 Strategic Plan. After the initial submission, the finance staff held budget justification meetings, allowing each division to defend its budget request. Part of this defense was that each division was required to document how their budget request helped the college achieve the goals outlined in the strategic plan.

Major Budget Points Explained:

Included in the FY 2025 budget is a request from the WVUP administration for Board approval to carry over unexpended reserve funds approved for various projects before 6/30/2024 totaling \$300,000 to the FY 2025 budget. Requests to utilize these reserve funds were approved in prior fiscal years but remain unexpended because we were able to utilize the current year's net income to meet our obligations rather than dipping into reserves. Approval of the carryover to FY 2025 will ensure that the college will have sufficient funding to meet its strategic objectives as we continue to revamp our Jackson County operation and improve our physical plant.

Appropriation Revenue – Appropriation revenue increases are due to a Legislative approved appropriation increase of \$368,060. Although not specifically required, the WVUP administration is proposing to utilize the increases to provide a \$2,500 per full-time employee hired before the March 9, 2024, approval of the FY 2025 State Budget Bill. The employee pay increase helps align compensation with the new hiring scale approved by the BOG in March 2024.

Grants Revenue – WVUP is submitting FY 25 budgets for thirty (30) active federal, state, and private grants totaling \$5,631,205. The expected increase in FY 25 includes a pending \$1.6 million JCC – ATC equipment grant, an advance grant to start a new Radiology Tech degree program, and a WVCTCS matching grant for equipment purchases.

Tuition Revenues – The tuition and fee revenues are based on projected actual FY 2024 tuition collections. Because of concerns caused by the FAFSA changes and the difficulty encountered by students, we felt it was more conservative to hold the tuition and fees level with the current year's expected collections.

Other Revenues – Other revenue increases are due to increases in auxiliary revenues collected from Ricky's Café (increased by \$60,000 over the prior year-to-date) and the new Riverhawk Book & Supply Store conservatively estimated at \$100,000 of additional revenues.

Debt Service – The long-term lease to WVU for energy improvements was paid in full in January 2024. The savings from this line item are used to help support additional employee equity adjustments necessary that are above the increase in appropriations.

Faculty Salaries – Faculty salaries increased due to legislatively funded pay raises and Fall 2023 approved adjustments to the faculty pay scale and the addition of three new faculty members for the JCC Applied Technology Center and one for the Radiology Tech program.

Classified Staff – The FY 25 budget reflects increases resulting from legislatively funded pay raises and equity adjustments to bring staff to their appropriate level in the updated staff pay scale which was approved at the March 2024 BOG meeting.

Nonclassified Staff – The FY 25 budget reflects increases resulting from legislatively funded pay raises and equity adjustments to bring staff to their appropriate level in the updated staff pay scale which was approved at the March 2024 BOG meeting but also reflects the reclassification of 4 employees from non-exempt to exempt.

Payroll taxes, benefits, and employee insurance – Payroll taxes and benefits changed in proportion to faculty and staff salary changes.

Advertising and Promotion – The increase in advertising and marketing is due to the impact of grant funding and will allow for targeted marketing campaigns and additional saturation to improve the effectiveness of the campaign.

Awards & Scholarships – The increase in awards and scholarships relates to an increase in enrollment by students participating in the DOL Strengthening Community Colleges nursing grant and includes monthly participation stipends and textbook support.

Hospitality & Food – This category includes increasing the cost of food to reflect more sales associated with the operation of Ricky's Café.

Household supplies, Routine Maintenance Contracts, and Utilities – Increases in these categories are the result of general inflationary price increases experienced in the current year.

Materials and Supplies Purchased for Resale – This line item represents the estimated cost of merchandise purchased for resale in the Riverhawk Book & Supply Store.

Utilities – Utility expenses have been adjusted to reflect anticipated price hikes but are somewhat offset by the continued energy improvements made to lighting, HVAC systems, and roofing.

Travel – The majority of the increase in travel is due to an increase in the number of admissions counselors in support of the approved strategic enrollment plan and grant-funded training for technical faculty in the area of Advanced Manufacturing

Professional, consultants, contract labor – This category is a catch-all for all non-employee-related payments to consultants and temporary employees. This category also includes salary reimbursements paid to Learn N Earn participating companies. The increases relate directly to new grant programs and an increase in the amount budgeted for ongoing federal grant writing support.

Equipment – The increase in equipment costs relates to the cost of new equipment for the JCC – Applied Technology Center pending the approval of a federal grant.

Capital Projects – The capital projects budget includes an additional \$500,000 to complete the list of deferred maintenance projects submitted to the Governor’s office. The initial list was funded at \$2.9 million then later reduced to \$2.4 million by the Governor’s office. These projects include a new roof and siding at the Caperton Center, siding and windows at the Jackson County Center, new boilers in the Main Building, and window replacement in the Main Building.

As always, if you have questions, I will do my best to provide you with answers.

Alice M. Harris, CPA

Executive Vice President of Finance & Administration

West Virginia University at Parkersburg
Board Approved Budget Report
Year Ended June 30, 2025

	FY 25 Preliminary Operating Budget	FY 25 Grant Budget	FY 25 Total Preliminary Budget	FY 24 Budget
Inflows:				
State Appropriations (Per Gov Budget Req)	11,561,838	-	11,561,838	11,193,778
Tuition & Fees, Net No Increase	9,647,000	-	9,647,000	8,984,347
Rental income	32,580	-	32,580	8,000
Workforce Program Fees	315,000	-	315,000	250,000
Grant Revenues	-	5,631,205	5,631,205	3,333,911
Other Revenues	1,495,860	-	1,495,860	1,222,750
Debt Service	-	-	-	(256,053)
Less HERA Assessments	(105,000)	-	(105,000)	(105,000)
Total Inflows	22,947,278	5,631,205	28,578,483	24,631,733
Outflows:				
Faculty	4,196,632	513,368	4,710,000	4,231,000
Nonclassified staff	3,598,929	461,649	4,060,578	3,430,000
Classified staff	3,707,550	-	3,707,550	3,700,000
Adjunct faculty	882,497	17,503	900,000	867,000
Student workers	425,755	-	425,755	469,568
Payroll taxes	941,833	81,597	1,023,430	934,980
Employee insurance	1,392,111	107,889	1,500,000	1,506,000
Retirement plan contributions	744,652	57,483	802,135	735,000
OPEB	167,521	12,072	179,593	175,000
Fringes	223,521	16,768	240,289	222,500
Advertising and promotion	611,261	57,822	669,083	614,796
Awards & Scholarships	15,000	316,882	331,882	254,050
Household supplies	70,170	22,600	92,770	61,812
Computer supplies	895,000	-	895,000	894,451
Hospitality & food products	235,000	7,000	242,000	216,498
Student activities	25,845	-	25,845	31,000
Insurance	187,500	-	187,500	183,000
Routine maint. contracts	117,435	-	117,435	107,620
Office expenses	54,000	1,500	55,500	55,243
Other general expenses	26,000	10,500	36,500	308,082
Materials & Supplies Purchased for Resale (Bookstore)	75,000	-	75,000	-
Postage & freight	35,800	-	35,800	30,000
Printing & binding	50,000	-	50,000	47,200
Rent expense (equipment)	175,908	52,080	227,988	202,613
Education supplies	465,757	258,675	724,432	449,944
Telephone & cell phones	114,927	-	114,927	136,644
Training	111,115	19,500	130,615	114,930
Utilities	696,450	2,400	698,850	677,900
Bank fees	65,000	-	65,000	56,000
Fleet expenses	15,700	-	15,700	15,200
Travel	170,010	47,325	217,335	175,000
Professional, consultants, contract labor	745,634	1,730,394	2,476,028	2,160,777
Repairs & Maintenance	316,050	-	316,050	321,500
Library books & materials	92,000	-	92,000	92,000
Miscellaneous other expenses	7,600	87,013	94,613	7,555
Membership dues	66,790	-	66,790	65,845
Service agreement WVU	250,000	-	250,000	250,000

West Virginia University at Parkersburg
Board Approved Budget Report
Year Ended June 30, 2025

	FY 25 Preliminary Operating Budget	FY 25 Grant Budget	FY 25 Total Preliminary Budget	FY 24 Budget
Equipment	180,825	1,749,185	1,930,010	347,625
Capital projects	794,500	-	794,500	783,400
Total outflows	22,947,278	5,631,205	28,578,483	24,931,733
Cash outflows over inflows	-	-	-	(300,000)
Contingency from Reserve Fund	300,000		300,000	300,000
Unfunded Balance Operating Budget	300,000	-	300,000	-

**West Virginia University at Parkersburg Board of Governors
Meeting of April 23, 2024**

ITEM: Approval of a \$2,500 annual pay increase effective for the pay period beginning July 1, 2024, for all WVUP-eligible full-time employees. Eligible full-time employees are those who were employed by WVUP on March 19, 2024, when the FY 2025 budget bill was signed into law.

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a \$2,500 pay increase for eligible WVUP employees as described below.

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

During the recently completed West Virginia legislative session, legislators discussed a state employee pay increase. The legislative-approved appropriation increase provided WVU Parkersburg with a total cost of \$368,060. Although not specifically required, the WVUP administration is proposing to utilize the increases to provide a \$2,500 per full-time employee hired before the March 9, 2024, the date of approval of the FY 2025 State Budget Bill. The employee pay increase helps align compensation with the new hiring scale approved by the BOG in March 2024.

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

Faculty – All full-time regular faculty who have a minimum of nine months of credited service with WVU Parkersburg as of June 30, 2024, and are returning for the Fall 2024 term will be granted a \$2,500 pay increase beginning with their FY 25 contract date. Temporary faculty and those with less than nine months of credited service as of June 30, 2024, will not be eligible for this pay increase. The estimated cost of this pay increase will be \$166,160.

Nonclassified Staff – All eligible nonclassified regular staff employed at WVU Parkersburg on March 9, 2024, will receive a \$2,500 pay increase to be paid in equal amounts during FY 2025's 26 biweekly pay periods. The estimated cost of this pay increase will be \$138,000.

Classified Staff – All eligible classified regular staff employed at WVU Parkersburg on March 9, 2024, will receive a pay increase in the amount of \$1.28 per hour to be paid in equal amounts during FY 2025's 26 biweekly pay periods. The estimated cost of this pay increase is \$241,600

The total cost of these raises equals \$545,760 which can be covered by the \$368,060 increase in appropriations, plus the funds freed up by the payoff of the long-term lease agreement \$256,053. ($368,060 + 256,053 = 624,113$) The additional dollars will be used to fund the staff salary increases approved at the last BOG meeting with a new starting salary pay and increases for employees to the minimum or the 25th percentile depending on years of service.

Budget Justification

Simply put, the increase as proposed is able to be supported by the institution. This is at a time when a new staff evaluation process is being benchmarked to look at possibilities of performance-based salary increases in the future. Again, the employee pay increase helps align compensation with the new hiring scale approved by the BOG in March 2024. The cost of this increase is built into the FY25 proposed budget that the BOG will approve at this same meeting.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 23, 2024**

ITEM: Approval of updated Board of Governors Policies to reflect a review of the Use of Institutional Facilities policy

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors policy F-16 “Use of Institutional Facilities” to be reflective of current practices

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Board of Governors policy F-16, Use of Institutional Facilities, is a policy that was effective in September 2003 and transferred from the WVU Board of Governors. 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.

In addition, this policy clarifies the way WVU Parkersburg utilizes its facilities with internal and external groups. It also strikes the section for use of campus by nontraditional programs as that was specific to WVU and was intended for camps.

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 PARKERSBURG
BOARD OF GOVERNORS POLICY 16

USE OF INSTITUTIONAL FACILITIES
West Virginia University and Regional Campuses Parkersburg

West Virginia University Parkersburg Board of Governors

POLICY F-16
USE OF INSTITUTIONAL FACILITIES

Section 1. General.

- 1.1. Scope. -- This rule governs use of institutional facilities by persons or groups both associated with the College and not associated with the College.
- 1.2. Authority. -- W. Va. Code §§18B-1-6 and 18B-19-15(d)
- ~~1.3.~~ Effective Date. – ~~September 5, 2003-~~ April 23, 2024

Section 2. Policy Introduction.

- 2.1 Facilities ~~of institutions under the governance of the at~~ West Virginia University Parkersburg Board of Governors are intended for use in the conduct of its educational programs. As such, the College shall give first priority for the use of its facilities ~~will be given~~ to the academic, administrative, and student functions ~~at each of the~~ institution.
- 2.2 In its many aspects of service to the public, the Board of Governors also recognizes the need for and permits the use of College facilities which may provide benefits otherwise not available in the community. Consideration of requests from campus and off-campus groups will be guided by the following this policy, ~~statements which does not apply to~~ noncredit instructional offerings.
- 2.3 West Virginia University Parkersburg declares its commitment to providing equal access to College facilities regardless of political philosophy, race, religion, color, national origin, ancestry, sex, age, blindness, or disability.

Section 3. Use by ~~Off-Campus~~ External Groups or Individuals ~~(Nonstate Employee).~~

- 3.1. ~~It is the policy of the Board of Governors to~~ The College may permit the use of facilities by the general community in a manner which does not compete with the ongoing programs of the colleges and universities of the State. ~~The community use of a college or university facility must have an educational or cultural purpose and must have a campus sponsor. The facilities that will be made available to noncampus groups will tend to be of a nature which is unique in the community.~~

3.2. Use of campus facilities by ~~noncampus external~~ individuals or organizations not associated with the College (i.e., external groups or individuals) will be permitted within the following guidelines:

- (a) The College will make facilities and support services ~~will be made~~ available only to the extent that their proposed use is not in conflict with the regular programs of the institution;
- (b) The nature of the activities of the ~~noncampus external~~ users shall not be potentially physically disruptive of the campus. ~~For instance, (e.g., all facility users must obey local noise ordinances must be obeyed). While this policy may not be construed to preclude use of facilities based on political philosophy, race, religion, or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be or illegal under the Constitution or laws of the State of West Virginia or the United States under any federal, State, or local law, rule, or ordinance;~~
- (c) All external users are required to sign the College's standard rental/lease Facility Use Agreement accompanied by and provide evidence of such insurance protection as may be required to adequately protect the institution ~~shall be executed by the campus sponsor and also be signed by a responsible officer of the noncampus external organization desiring to use a campus facility;~~
- (d) All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature; ~~except Provided,~~ That the College may waive charges for indirect costs ~~may be waived~~ at the discretion of the ~~institution President or his/her designee~~ for nonprofit organizations and/or public bodies of the State of West Virginia, such as county school systems, etc. All charges must be reasonable, charged equally to all similar groups, and be published in advance. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. ~~All surplus revenue derived from the conduct of an event will accrue to the benefit of the institution, except for public or nonprofit groups for which this provision may be waived. An exception to The President or his or her designee may waive the surplus revenue provision may be granted for certain programs offered during the summer months where the activity generates significant revenues to the housing and dining accounts of the institutions College.~~

~~Section 4. Use by Campus Groups for Nontraditional Programs (State Employee).~~

~~4.1. To encourage the various colleges and universities to extend their offerings, it shall be the Board's policy to The College may permit use of its facilities to be made available for use by recognized campus units to conduct educational or cultural programs, including youth camps, for which fees are charged and from which staff members may be paid beyond their regular annual salary. The following guidelines will apply for to these activities:~~

- ~~(a) — Faculty and staff members who conduct nontraditional programs may be compensated on the basis of the number of attendees, hours worked, or percentage of net revenue. The conditions for such payments are that: (a₁) extra compensation for the activity be paid from funds other than State appropriations allocated by the Board of Governors; and (b₂) the amount of combined nontraditional and consulting activity for which the faculty or staff member receives additional compensation is received is consistent with institutional policy and, where 12-month employees are involved, annual leave is taken. Institutional officials will be responsible for Faculty and staff members shall not participate in such programs without receiving the prior written approval of employees participating in programs covered by this policy and for their supervisors. Such employees shall also maintain accurate records of annual leave and/or consulting time;~~
- ~~(b) — The College's [Division of Finance and Facilities, or whatever title you guys use] shall manage all revenues and expenditures shall be handled by the business office of the institution or the business office of the campus unit involved. All revenues from these programs shall be deposited into the appropriate State special revenue account. The College may deduct from such revenues charges for special services provided by the institution may be deducted from revenues; however, the institution may require that the facility user make a deposit be made in advance for such services;~~
- ~~(c) — A formal agreement shall be developed and signed by an authorized representative of the group or unit responsible for the program and the President of the institution or his designee. Said agreement shall establish the responsibilities of the institution and the sponsor, including detailed financial obligations to the institution from revenues. All agreements must ensure that the institution will receive reimbursement for all identifiable direct and indirect costs To adequately protect the College, campus groups or individuals who wish to rent a College facility shall complete the standard Facility Use Agreement, return it to [TITLE OR OFFICE], and pay the requisite Facility User Fee;~~
- ~~(d) — All nontraditional programs and the names or titles to be used for such programs must be approved by the President or his or her designee and sponsored by the institution; The name to be used for the program is left to the discretion of the institution; and~~
- ~~(e) — All personnel receiving compensation for involvement in the programs must be paid on a regular state payroll or a standard 48 or 48-A service agreement, as prescribed by the original contract agreement;~~
- ~~(f e) — All publicity must indicate that checks for payment of fees are to be made payable to the institution and not to an individual or outside organization;~~
- ~~(g) — Adequate insurance must be underwritten by the sponsors of the program.~~

Section 54. Selling of Articles on College or University Campuses.

- 4.1 All solicitation and selling of products and articles upon College property ~~under the jurisdiction of the West Virginia University Board of Governors~~ is prohibited except by organizations and groups directly connected with the institutions and upon written approval of the ~~respective~~ President or her or his designee.

~~Section 6. General.~~

- ~~6.1.—The institutional president shall designate the administrator(s) of this policy. A standard rental/lease agreement approved by the Board of Governors or its representative shall be used by each institution, along with any other forms needed to execute this policy.~~
- ~~6.2.—It is not the intent of this policy to cover noncredit instruction offerings~~

**West Virginia University at Parkersburg Board of Governors
Meeting of April 23, 2024**

ITEM: Approval of Honorary Degree

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

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

With support from the Faculty Senate, Vice President of Academic Affairs Dr. David Lancaster and President Dr. Torie Jackson recommend Lee Rector for a WVU Parkersburg Honorary Degree.

Lee has been one of our institution's community champions and helped us develop a cosmetology program for WVU Parkersburg. He actually helped his lifetime dream of having a first-class cosmetology program in Parkersburg come to fruition. He has helped WVUP obtain a building and, while renovating, brought in top notch cosmetology school owners to help with the design and layout of our building. Lee brings a wealth of experience and passion to the program.

Lee is not only the owner and general manager of the Blennerhassett Hotel and Spa, he is a strong advocate of WVU Parkersburg, the community, and the arts. He brings a strong leadership presence with a wealth of knowledge. He is a successful business owner. Lee has been a business consultant, instructor, mentor/instructor not only in Parkersburg but in New York and Columbus Ohio. He has also been on-air consultant for a local television station.

Lee attended Marshall University concentrating in Marketing. He is a graduate from the Atelier Esthetique Institute of Esthetics in New York City, NY, graduate of Maurice Stien's Cinema Secrets Make-up Artistry School in Burbank, CA, and continues his education by certifying bi-annually with Merle Norman Cosmetics, advanced training in spa and skin care lines including Peter Thomas Roth, Repachage, Aveda, Bio2, and Amy head. As a first-class esthetician himself, Lee is giving of his time by serving on the WVU Parkersburg cosmetology advisory board and is always available when needed for guidance.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 23, 2024**

ITEM: Approval of Honorary Degree

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

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

With support from the WVU Parkersburg Board of Governors Executive Committee, President Dr. Torie Jackson recommends former governor Steve Hardman for a WVU Parkersburg Honorary Degree.

Steve Hardman, who served as a former chair of the WVUP Board of Governors, is an attorney and partner with Bowles Rice. He concentrates his practice in the areas of commercial, corporate, and real estate law. He was named West Virginia's Real Estate Law "Lawyer of the Year" by Best Lawyers for 2022. Steve has served as counsel to numerous banks and businesses, and has been involved in significant commercial and real estate transactions in the Parkersburg area and throughout West Virginia. He also has significant experience in civil litigation, particularly product liability. Additionally, Steve has more than 30 years of oil and gas title experience.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 23, 2024**

ITEM: Approval to utilize Unrestricted Reserve Funds for creation of an Outdoor Event 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 \$1,470,000 to fund the creation of an Outdoor Event Center

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The college began hosting outdoor commencement ceremonies in May 2021. By having outdoor graduation opportunities during the largest commencement of the year, we can allow students to invite more guests. During a spring commencement, 5 tickets are usually given to reach graduate for family and friends to attend – but only when hosted outdoors. With an inside ceremony, the space is limited in the College Activities Center, so the candidates for graduation only get two to three tickets. We don't believe that is sufficient.

The issues that arise with an outdoor commencement result in utilizing a parking lot, bringing in a stage, and renting a large tent to attempt to cover the location in the event of hot sun or light rain. During the May 2024 commencement, we will have to put nearly 50 holes in the parking lot for the tent.

To have a long-term solution for outdoor events, we propose a 60'x160' metal roofed gable structure that is certified for West Virginia wind and snow loads. We plan to build in the back side and create a stage. Three sides will be open. For the structure, labor, stage, concrete base, electrical and engineering, the project is expected to cost \$1,470,000.

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