

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**JUNE 18, 2024  
AGENDA**

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## 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

Dr. Torie Jackson  
President



# SCHEDULE

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

**Tuesday, June 18, 2024**

11:30 a.m.	Executive Committee	President's Conference Room - Room 1105
12:30 p.m.	Lunch - Dr. Chris Treadway, CTCS Vice Chancellor, Understanding the CTCS Data Dashboard	Francis & Nina Phares Board Room - Room 1300
2:00 p.m.	Academic and Student Services & Administrative Services Committee	Walking Tour
3:15 p.m.	Board Meeting	Francis & Nina Phares Board Room - Room 1300

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of June 18, 2024  
Francis & Nina Phares Board Room & Zoom  
3:15 p.m.

- |   |   |
|---|---|
| 1. Call to Order  | Board Chair, Joe Oliverio   |
| 2. Roll Call  | Lauriel Rader<br>Secretary to the Board                               |
| 3. President’s Report   | Dr. Torie Jackson,<br>President                                       |
| 4. Approval of Minutes  |   |
| • Regular Meeting - April 23, 2024.....   | 5   |
| 5. Committee Reports  |   |
| • Executive Committee   | Joe Oliverio  |
| • Academic and Student Services &<br>Administrative Services Committee                    | Blaine Hess/Savannah<br>Morgan  |
| • Nominating Committee  | JP Hushion  |
| 6. Information Items  |   |
| • Fiscal Update   | Alice Harris, Executive VP<br>Finance & Administration<br>.....15     |
| • Policy Update - Use of Institutional Facilities   | Dr. Torie Jackson,<br>President.....23                                |
| 7. Action Items   |   |
| • Approval of Five-Year Program Reviews<br>2023-2024                                      | Dr. David Lancaster, Vice<br>President for Academic<br>Affairs.....26 |
| • Approval to Terminate the Certificate of Applied<br>Science Pharmacy Technician Program | Dr. David Lancaster, Vice<br>President for Academic<br>Affairs.....28 |
| • Approval of updated Board of Governors<br>Operating Procedures                          | Dr. Torie Jackson,<br>President.....29                                |

8. Possible Executive Session under the authority of WV Code §18B-1B-6, to discuss the Presidential Evaluation.
9. Board Comments/Announcements
10. Next Meeting -  
Proposed Dates for 2024-2025  
August 27, 2024  
October 22, 2024  
January 21, 2025  
March 18, 2025  
April 15, 2025  
June 17, 2025
11. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
April 23, 2024

A regular meeting of the WVU Parkersburg Board of Governors was held on Tuesday, April 23, 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 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, we've had the opportunity to do so much in recent weeks to promote WVU Parkersburg. While you were notified by email, please let me again say that the draft report was sent to us. We reviewed it and then returned it to report any errors of fact. With those corrections made, we now have a copy of the final report. However, it still has to be officially approved by the HLC Institutional Actions Council at their meeting at the end of the month.

Pending that final approval, it is with great pride that I tell you **we met all criteria** for accreditation with no concerns provided. It is a phenomenal report that truly embodies what we do at WVU Parkersburg to provide the best possible student learning environment.

A few comments in the summary of the report include:

"WVUP is a student-and-community focused institution with a strong sense of its mission to provide access to education that enables personal and professional success. The visiting team identified a number of current institutional strengths that position WVUP very well within the current context of higher education. A strong team and leadership have proactively sought opportunity and partnerships throughout the surrounding community that have expanded WVUPs ability to provide

a variety of educational pathways that meet student needs and enhance the economic development of the region. A strong fiscal position has enabled the institution to provide the facilities and technology that support effective teaching and learning across all of its programs. Within this context, a culture of individualized student support and caring is evident that continues to find ways to improve student access to educational opportunity."

The report also ends with this statement:

"In conclusion, WVUP is a healthy institution with a dedicated faculty and staff that is forward leaning. The leadership of the institution appears to be aware of the areas that need improvement and is actively seeking to enhance the quality of its programs and facilities, while simultaneously supporting a positive environment for faculty, staff and students."

Thank you to all who helped to showcase WVU Parkersburg during our visit.

We are blessed to have so many wonderful members of our campus community. Today, I'd like to tell you about a couple of them.

First, let me tell you about Nichole Dellinger.

Nichole is a student in the criminal justice program. She is a student worker in the Center for Student Services. Nichole has been named a 2024 New Century Transfer Scholar and received a \$2,250 scholarship. We celebrated with her at a breakfast during the annual American Association of Community Colleges meeting in Louisville, KY. Dr. Lancaster and Nicole Shutts joined us for the breakfast celebration of students who have pursued through many challenges to be successful in college. These students are part of Phi Theta Kappa, the two-year honorary. More than 2,200 students from over 1,300 colleges were nominated. Only one New Century Transfer Scholar is chosen for each state. This program is sponsored by The Coca-Cola Foundation. Awards are based on academic accomplishments, leadership, and how students extend their intellectual talents beyond the classroom.

Nichole is a dedicated student and has led our Criminal Justice Student Organization through engaging students, hosting events and activities for the group, and operating successful fundraisers. Without her, according to CJ faculty Andrew Walker, we would not have been able to take students to our annual Academy of Criminal Justice Services conference for the past two years (Washington DC and Chicago) or hosted our CJ Educators Conference here at WVUP. Her leadership as the President this year and Vice President last year has seen increased engagement in the CJ student group, and we've been able to help local groups like the Family Crisis Intervention Center and the Children's Home Society. In addition, Nichole served DHHR last summer as an intern, and after visiting the FBI Center in Clarksburg last fall, has a job offer when she graduates this December.

Congratulations, Nichole!

Today, we also want to honor an adjunct faculty member who has spent 14 years in WVUP classrooms. Jessica Trippett is a valued member of our criminal justice program whose job responsibilities are causing her to step away from the classroom for a while.

Jessica's courses mainly focus on her expertise and experience in community corrections and substance use. She is currently teaching Drugs in America, a spring course, and in the fall she typically taught Community Corrections. She's also covered Juvenile Delinquency, CJ Ethics, Intro to CJ, and Criminology. She is always willing to take on a course or assist the program, and is usually the first to submit attendance and grades.

Students love her storytelling style and the practical writings she assigns that give them insight into the field, apply what they've learned, and are often used as quality work examples for job interviews when they graduate.

She has served the WV Supreme Court of Appeals as a juvenile probation officer for the Fourth Judicial Circuit for over 15 years, leads the county juvenile drug court program, and is President of the WV Association of Probation Officers.

Congratulations, Jessica!

Nichole and Jessica illustrate the statement by our peer reviewers for the HLC visit that described this campus as, "actively seeking to enhance the quality of its programs and facilities, while simultaneously supporting a positive environment for faculty, staff and students."

And, this, governors, makes me WVU Parkersburg proud.

#### **4. Approval of Minutes**

Chairman Oliverio stated the minutes from the Regular Board meeting of March 19, 2024, are submitted for review. With no corrections to be made, minutes are approved as submitted.

#### **5. Committee Reports**

- Executive Committee

Chairman Oliverio shared updates from the Executive Committee. We are in the process of updating the Board of Governors Operating Procedures. Please review the procedures and provide feedback by May 15<sup>th</sup>. Commencement is May 11<sup>th</sup> at 1:00 p.m. Please let Ms. Rader know who is attending and if you are bringing a guest. The Give MOV event is on May 7<sup>th</sup>. The WVUP Foundation is part of this

event. Board Members need to complete their annual training hours by June 30<sup>th</sup>. Ms. Rader will send out an email with some additional online training opportunities, for the members still needing additional hours. Summer enrollment - FTE is up 33% and the final is up 22%. Dr. Jackson and her team are reviewing the option of three Vice President positions and discussing some realignments. Congratulations to Jessica Trippett and Nichole Dellinger for their awards. Also, congratulations to Andrew Walker for the dedicated work with the CJ Department.

- Academic and Student Services Committee

Mr. Hess reported the Academic and Student Services Committee met and received an overview on retention, from Dr. Lancaster, Dr. Gump, Leslie Sims, Brad Wilson and Lesli Testa. The group shared information on how they calculate and measure the retention data. They shared information about the tools used to support retention. Some of those tools are the CourseLeaf Catalog, DegreeWorks program, Early Alert System, the Student Success Epicenter and the COLL 101 course. The group also shared retention goals and possibilities for the future.

- Administrative Services Committee

Ms. Morgan reported the Administrative Services Committee met and received an update on the Innovation and Technology Center (ITC) from President Jackson and Ryan Taylor, CEO of Pickering Associates. They shared photos and the following updates that are happening at the ITC; updating the electrical system, replaced the boiler system and roof repair. This summer, doors and windows will be replaced and asbestos will be removed. The goal is to have the facility open in the Fall 2025. Moving to the ITC, will be the CIT faculty and classes, members of the Workforce & Economic Development Division and their makerspace. There will be lease opportunities for a daycare and up to 25 companies to lease space, at the ITC. The lease income will help offset the maintenance costs and upkeep of the facility.

## **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 March 31, 2024. There were no questions from the members.

- Policy Update

Dr. Torie Jackson, President, shared an update on the Board of Governors policy B-2, Academic Freedom, Professional Responsibility, Promotion and Tenure policy. Dr. Jackson reported that 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.

- Policy Update

Dr. Torie Jackson, President, shared an update on the Board of Governors policy B-38, Emeritus Status policy. Dr. Jackson reported that 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.

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.

## **7. Action Items**

- Approval of 2024-2025 Budget

Alice Harris, Executive Vice President of Finance & Administration, presented to the Board the resolution for approval of the 2024-2025 Budget. EVP Harris reported that West Virginia University at Parkersburg (WVUP) is statutorily required to submit operating and capital budgets that have been reviewed and approved by the WVUP Board of Governors to the West Virginia Community and Technical College System. Therefore, the attached FY 25 operating budget for WVUP is presented for approval.

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

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

Ms. Smith seconded the motion. Motion passed.

- Approval of FY 2025 Pay Increase for Full Time Employees

Dr. Torie Jackson, President, presented to the Board the resolution for 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 FY2025 budget bill was signed into law. Dr. Jackson reported that 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 25<sup>th</sup> 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.

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves a \$2,500 pay increase for eligible WVUP employees.

Mr. Irick seconded the motion. Motion passed.

- Approval of updated Board of Governors Policies to reflect a review of the Use of Institutional Facilities Policy

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the updated Board of Governors Policies to reflect a review of the Use of Institutional Facilities policy. Dr. Jackson reported 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 facilities 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 F-16 “Use of Institutional Facilities” to be reflective of current practices.

Mr. Ananth seconded the motion. Motion passed.

- Approval of Honorary Degree

Dr. Torie Jackson, President, presented to the Board the resolution for approval of Honorary Degree. 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.

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

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

Ms. Smith seconded the motion. Motion passed.

- Approval of Honorary Degree

Dr. Torie Jackson, President, presented to the Board the resolution for approval of Honorary Degree. 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.

After review and discussion, Ms. Smith moved to approve the following 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 member, as is the custom of this board.

Ms. Morgan seconded the motion. Motion passed.

- Approval to utilize Unrestricted Reserve Funds for creation of an Outdoor Event Center

Chairman Oliverio announced this agenda item has been removed from the agenda.

## 8. Board Comments/Announcement

Chairman Oliverio shared the following announcements:

- On behalf of the entire Board, congratulations on the HLC report. Congratulations to everyone who worked on the report.
- The WVU at Parkersburg Foundation is hosting a Kentucky Derby Party on May 4<sup>th</sup> at 6 p.m. and A Toast to West Virginia Day celebration on June 22<sup>nd</sup> at the Oakland Estate.
- The WVU at Parkersburg Foundation will offer several events in the Fall. The Frank Deem Golf Tournament in September and a car show.

## 9. Next Meeting

Next meeting will be held June 18, 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

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Joe Oliverio, Chair

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Savannah Morgan, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 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 May 31, 2024.

Meeting Date: June 18, 2024

To: Board of Governors

RE: May 2024 Financial Report

Greetings Board Members,

As of May 31, 2024, we are 92% through the fiscal year. Revenues total 96% of the annual budgeted revenue while expenses total 76% of the annual budgeted expenses.

**Tuition & Fees** –As of May 31, 2024, our FY 2024 tuition collected represents 105% of the annual budgeted tuition revenue. This total does not include approximately \$330,000 of summer tuition deposited the week of June 3rd.

**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 81.5% 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 99% because of an overall increase in the cost of cleaning supplies.

Overall, through May 31st 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**  
 Eleven Months Ended May 31, 2024

	Approved FY 2024 Budget	Projected FY 2024 Budget	5/31/23	5/31/24	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	11,193,778	11,193,778	10,799,686	11,193,778	-	100%
Tuition & Fees, Net	8,984,347	8,984,347	8,147,683	9,475,274	(490,927)	105%
Rental income	8,000	8,000	6,980	22,230	(14,230)	278%
Workforce & Economic Development	250,000	250,000	325,515	387,083	(137,083)	155%
Grant Revenues	3,333,911	5,242,900	4,249,850	3,524,847	1,718,053	67%
Other Revenues	1,222,750	1,522,750	1,324,379	1,595,237	(72,487)	105%
Debt Service	(256,053)	(256,052)	(341,403)	(256,052)	0	100%
Less HERA Assessments	(105,000)	(105,000)	(92,142)	(93,792)	(11,208)	89%
<b>Total Inflows</b>	<b>24,631,733</b>	<b>26,840,723</b>	<b>24,420,549</b>	<b>25,848,605</b>	<b>992,118</b>	<b>96%</b>
<b>Outflows:</b>						
Faculty	4,306,000	4,552,500	4,082,458	3,574,123	978,377	79%
Nonclassified staff	3,355,000	3,750,877	2,676,756	3,276,180	474,697	87%
Classified staff	3,700,000	3,796,970	3,112,123	3,189,729	607,241	84%
Adjunct faculty	867,000	1,024,500	668,239	906,293	118,207	88%
Student workers	469,568	469,568	224,508	270,246	199,322	58%
Payroll taxes	934,980	964,570	820,729	800,901	163,669	83%
Employee insurance	1,506,000	1,580,232	1,104,589	1,438,391	141,841	91%
Retirement plan contributions	735,000	761,207	594,690	614,696	146,511	81%
OPEB	175,000	186,980	125,523	-	186,980	0%
Fringes	222,500	233,990	60,682	39,155	194,835	17%
Advertising and promotion	614,796	774,796	629,668	625,460	149,336	81%
Awards & Scholarships	254,050	258,550	2,400	210,055	48,495	81%
Household supplies	61,812	61,812	46,197	65,703	(3,891)	106%
Computer supplies	894,451	1,100,631	763,355	602,570	498,061	55%
Hospitality & food products	216,498	217,498	133,845	215,296	2,202	99%
Student activities	31,000	31,000	17,776	24,355	6,645	79%
Insurance	183,000	183,000	143,664	182,568	432	100%
Routine maint. contracts	107,620	107,620	105,588	148,464	(40,844)	138%
Office expenses	55,243	57,219	36,430	22,523	34,697	39%
Merchandise for Resale	-	25,000	-	20,451	4,549	82%

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Eleven Months Ended May 31, 2024						
	Approved FY 2024 Budget	Projected FY 2024 Budget	5/31/23	5/31/24	Remaining Unexpended Budget	% of Budgeted Total
Other general expenses	308,082	291,782	158,010	19,629	272,153	7%
Postage & freight	30,000	30,000	23,267	13,705	16,295	46%
Printing & binding	47,200	47,200	39,991	19,003	28,197	40%
Rent expense	202,613	241,693	230,306	100,411	141,282	42%
Education supplies	487,944	626,411	295,868	556,125	70,286	89%
Telephone & cell phones	136,644	136,644	66,275	86,704	49,940	63%
Training	114,930	180,775	61,855	66,113	114,662	37%
Utilities	677,900	677,900	564,161	632,422	45,478	93%
Bank fees	56,000	56,000	45,674	46,903	9,097	84%
Fleet expenses	15,200	15,200	16,142	9,838	5,362	65%
Travel	175,000	197,076	101,166	125,970	71,106	64%
Professional, consultants, contract labor	2,160,777	2,291,377	1,029,827	1,461,610	829,767	64%
Repairs & Maintenance	321,500	330,500	235,297	250,852	79,648	76%
Library books & materials	92,000	92,000	90,074	77,991	14,009	85%
Miscellaneous other expenses	7,555	44,928	222,922	2	44,926	0%
Membership dues	65,845	65,845	49,179	52,831	13,014	80%
Service agreement WVU	250,000	250,000	187,500	250,000	-	100%
Equipment	347,625	723,872	1,484,321	443,196	280,676	61%
Capital projects	1,045,400	1,653,000	998,949	991,845	661,155	60%
Total outflows	25,231,733	28,090,723	21,250,003	21,432,304	6,658,419	76%
Surplus (deficit) from operations	(600,000)	(1,250,000)	3,170,546	4,416,301		
Surplus Utilization Approved	600,000	1,250,000	(1,252,735)	-		
Net surplus (deficit)	-	-	1,917,811	4,416,301	-	-

Benchmark Percentage for Period 92%

**West Virginia University at Parkersburg**  
**Cash Basis Operating Budget Report**  
**Eleven Months Ended May 31, 2024**

	Approved FY 2024 Budget	Projected FY 2024 Budget	5/31/23	5/31/24	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	11,193,778	11,193,778	10,799,686	11,193,778	-	100%
Tuition & Fees, Net	8,984,347	8,984,347	8,147,683	9,475,274	(490,927)	105%
Rental income	8,000	8,000	6,980	22,230	(14,230)	278%
Workforce & Economic Development	250,000	250,000	325,515	387,083	(137,083)	155%
Grant Revenues	-	-	-	2,582	(2,582)	-
Other Revenues	1,222,750	1,522,750	1,324,379	1,595,237	(72,487)	105%
Debt Service	(256,053)	(256,053)	(341,403)	(256,052)	(1)	100%
Less HERA Assessments	(105,000)	(105,000)	(92,142)	(93,792)	(11,208)	89%
<b>Total Inflows</b>	<b>21,297,822</b>	<b>21,597,822</b>	<b>20,170,699</b>	<b>22,326,340</b>	<b>(728,518)</b>	<b>103%</b>
<b>Outflows:</b>						
Faculty	4,211,467	3,936,467	3,889,211	2,869,222	1,067,245	73%
Nonclassified staff	3,143,514	3,418,514	2,513,334	3,025,107	393,407	88%
Classified staff	3,625,704	3,725,704	3,017,466	3,099,540	626,164	83%
Adjunct faculty	693,732	693,732	660,083	739,794	(46,062)	107%
Student workers	425,756	425,756	108,010	248,569	177,187	58%
Payroll taxes	876,117	876,117	772,571	701,094	175,023	80%
Employee insurance	1,466,245	1,466,245	1,064,815	1,285,567	180,678	88%
Retirement plan contributions	699,363	699,363	568,788	543,844	155,520	78%
OPEB	158,712	158,712	121,108	(840)	159,552	-1%
Fringes	212,280	212,280	57,890	37,341	174,939	18%
Advertising and promotion	603,796	603,796	604,818	620,162	(16,366)	103%
Awards & Scholarships	20,000	20,000	2,400	-	20,000	0%
Household supplies	61,812	51,812	44,424	63,787	(11,975)	123%
Computer supplies	879,451	879,451	405,085	484,441	395,010	55%
Hospitality & food products	210,098	210,098	130,666	212,414	(2,316)	101%
Student activities	31,000	31,000	17,776	23,670	7,330	76%
Insurance	183,000	183,000	143,664	182,568	432	100%
Routine maint. contracts	107,620	107,620	63,021	59,155	48,465	55%
Office expenses	52,643	52,643	31,953	21,279	31,364	40%

West Virginia University at Parkersburg Cash Basis Operating Budget Report Eleven Months Ended May 31, 2024						
	Approved FY 2024 Budget	Projected FY 2024 Budget	5/31/23	5/31/24	Remaining Unexpended Budget	% of Budgeted Total
Merchandise for Resale	-	25,000	-	20,451	4,549	82%
Other general expenses	21,426	31,426	16,208	14,613	16,813	47%
Postage & freight	30,000	29,000	21,386	12,727	16,273	44%
Printing & binding	47,200	27,700	39,991	17,303	10,397	62%
Rent expense	202,613	202,613	183,787	74,589	128,024	37%
Education supplies	445,383	445,383	273,577	338,703	106,680	76%
Telephone & cell phones	136,644	136,644	66,275	86,704	49,940	63%
Training	95,430	114,930	39,926	39,565	75,365	34%
Utilities	677,900	677,900	564,161	627,667	50,233	93%
Bank fees	56,000	56,000	45,674	46,903	9,097	84%
Fleet expenses	15,200	15,200	16,142	9,838	5,362	65%
Travel	136,215	136,215	67,554	81,815	54,400	60%
Professional, consultants, contract labor	641,576	841,576	437,659	436,168	405,408	52%
Repairs & Maintenance	321,500	321,500	235,297	248,402	73,098	77%
Library books & materials	92,000	92,000	90,074	77,991	14,009	85%
Miscellaneous other expenses	7,555	8,555	-	2	8,553	0%
Membership dues	65,845	65,845	42,977	48,056	17,789	73%
Service agreement WVU	250,000	250,000	187,500	250,000	-	100%
Equipment	137,625	300,025	98,221	195,387	104,638	65%
Capital projects	855,400	1,343,000	356,663	643,090	699,910	48%
Total outflows	21,897,822	22,872,822	17,000,153	17,486,686	5,386,136	76%
Surplus (deficit) before DOE Settlement	(600,000)	(1,275,000)	3,170,546	4,839,654	-	
Reserves Budgeted for Use	600,000	1,275,000	(1,252,735)	-	-	
Net surplus (deficit)	-	-	1,917,811	4,839,654	-	-

**West Virginia University at Parkersburg**  
**Cash Basis Grant Budget Report**  
**Eleven Months Ended May 31, 2024**

	Approved FY 2024 Budget	Projected FY 2024 Budget	5/31/23	5/31/24	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	-	-	-	-	-	0%
Tuition & Fees, Net	-	-	-	-	-	0%
Child Care	-	-	-	-	-	0%
Rental income	-	-	-	-	-	0%
Workforce & Economic Development	-	-	-	-	-	0%
Grant Revenues	3,333,911	5,242,901	4,249,850	3,522,265	1,720,636	67%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
<b>Total Inflows</b>	<b>3,333,911</b>	<b>5,242,901</b>	<b>4,249,850</b>	<b>3,522,265</b>	<b>1,720,636</b>	<b>67%</b>
<b>Outflows:</b>						
Faculty	94,533	616,033	193,247	704,901	(88,868)	114%
Nonclassified staff	211,486	332,363	163,422	251,073	81,290	76%
Classified staff	74,296	71,266	94,657	90,188	(18,922)	127%
Adjunct faculty	173,268	330,768	8,157	166,499	164,269	50%
Student workers	43,812	43,812	116,497	21,677	22,135	49%
Payroll taxes	58,863	88,453	48,158	99,807	(11,354)	113%
Employee insurance	39,755	113,987	39,774	152,823	(38,836)	134%
Retirement plan contributions	35,637	61,844	25,902	70,852	(9,008)	115%
OPEB	16,288	28,268	4,415	0	28,268	0%
Fringes	10,220	21,710	2,791	1,814	19,896	8%
Advertising and promotion	11,000	171,000	24,850	5,297	165,703	3%
Awards & Scholarships	234,050	238,550	-	210,055	28,495	88%
Household supplies	-	10,000	1,773	1,917	8,083	10%
Computer supplies	15,000	221,180	358,269	118,129	103,051	53%
Hospitality & food products	6,400	7,400	3,180	2,882	4,518	39%
Student activities	-	-	-	685	(685)	0%

**West Virginia University at Parkersburg**  
**Cash Basis Grant Budget Report**  
**Eleven Months Ended May 31, 2024**

	Approved FY 2024 Budget	Projected FY 2024 Budget	5/31/23	5/31/24	Remaining Unexpended Budget	% of Budgeted Total
Routine maint. contracts	-	-	42,568	89,309	(89,309)	0%
Office expenses	2,600	4,576	4,477	1,244	3,332	27%
Merchandise for Resale			-			
Other general expenses	286,656	285,356	141,802	5,015	280,341	2%
Postage & freight	-	1,000	1,881	979	21	0%
Printing & binding	-	19,500	-	1,700	17,800	0%
Rent expense	-	39,080	46,519	25,822	13,258	0%
Education supplies	42,561	181,028	22,291	217,422	(36,394)	120%
Telephone & cell phones	-	-	-	-	-	0%
Training	19,500	65,845	21,929	26,548	39,297	40%
Utilities	-	-	-	4,755	(4,755)	0%
Fleet expenses	-	-	-	-	-	0%
Travel	38,785	60,861	33,612	44,155	16,706	73%
Professional, consultants, contract labor	1,519,201	1,449,801	592,168	1,025,442	424,359	71%
Repairs & Maintenance	-	9,000	-	2,450	6,550	0%
Miscellaneous other expenses	-	36,373	222,922	-	36,373	0%
Membership dues	-	-	6,202	4,775	(4,775)	0%
Equipment	210,000	423,847	1,386,100	247,809	176,038	58%
Capital projects	190,000	310,000	642,286	348,755	(38,755)	113%
Total outflows	3,333,911	5,242,901	4,249,850	3,944,778	1,298,123	75%
Projected surplus (deficit)	-	-	-	(422,513)		

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2024**

**ITEM:** Policy update – Use of Institutional Facilities 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 April 23, 2024 meeting of the WVU Parkersburg Board of Governors.

Board of Governors policy F-16, Use of Institutional Facilities, was 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.

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 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\(d\)](#)

Effective Date. -- April 23, 2024

**Section 2. Policy Introduction.**

- 2.1 Facilities at West Virginia University Parkersburg 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 to the academic, administrative, and student functions 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 this policy, 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 External Groups or Individuals.**

- 3.1. 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.
- 3.2. Use of campus facilities by individuals or organizations not associated with the College



(i.e., external groups or individuals) may be permitted within the following guidelines:

- (a) The College will make facilities and support services 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 external users shall not be potentially physically disruptive of the campus (e.g., all facility users must obey local noise ordinances under any federal, State, or local law, rule, or ordinance);
- (c) All external users are required to sign the College's standard Facility Use Agreement and provide evidence of such insurance protection as may be required to adequately protect the institution;
- (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; *Provided*, That the College may waive charges for indirect costs at the discretion of the 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.

#### **Section 4. Selling of Articles on College or University Campuses.**

- 4.1 All solicitation and selling of products and articles on College property is prohibited except by organizations and groups directly connected with the institution and upon written approval of the President or her or his designee.

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2024**

**ITEM:** Five-Year Program Reviews 2023-2024

**RECOMMENDED RESOLUTION:** Resolved, that the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2023-2024

**STAFF MEMBER:** Dr. David Lancaster  
Vice President for Academic Affairs

**BACKGROUND:**

As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, Policy Regarding Program Review, the Outcomes Assessment Committee, as a standing committee for West Virginia University at Parkersburg has conducted an internal review of 24 programs based on strict criteria. The possible recommendations fall into six categories for the programs under review:

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

The recommendations are as follows:

**CONTINUATION WITHOUT SPECIFIC ACTION:**

**Child Development - Certificate of Applied Science** should be continued at the current level of activity with no specific action. The next five-year review is due in 2028-2029.

**Child Development - Associate of Applied Science** should be continued at the current level of activity with no specific action. The next five-year review is due in 2028-2029.

**Criminal Justice - Associate of Applied Science** should be continued at the current level of activity with no specific action. The next five-year review is due in 2028-2029.

**Multi-Disciplinary Studies – Bachelor of Arts** should be continued at the current level of activity with no specific action. The next five-year review is due in 2028-2029

**IDENTIFICATION OF THE PROGRAM FOR FURTHER DEVELOPMENT:**

**Advanced Manufacturing Technology – Associate of Applied Science** should be identified as a program for further development. The next five-year review is due in 2028-2029.

**Multi-Craft Technology – Associate of Applied Science** should be identified as a program for further development. The next five-year review is due in 2028-2029.

**DISCONTINUATION OF THE PROGRAM:**

**Pharmacy Technician – Certificate of Applied Science** should be identified as a program to be discontinued.

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2024**

**ITEM:** Terminate the Certificate of Applied Science Pharmacy Technician program

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the termination of the CAS Pharmacy Technician program

**STAFF MEMBER:** Dr. David Lancaster  
Vice President for Academic Affairs

**BACKGROUND:**

The CAS in Pharmacy Technician program has been on hiatus and not admitting new students since Fall 2021. At that time, it was determined there were not enough students interested to offer all of the required courses. As a result of this status, the recommendation is to discontinue the program.

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2024**

**ITEM:** Approval of updated Board of Governors  
Operational Guidelines

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves an update to the Board of Governors Operational Guidelines to be reflective of current practices

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

**BACKGROUND:**

The current Board of Governors Operating Procedures was created on June 3, 2009. It is being updated to reflect current practices.

In reviewing this policy, board members also reviewed the procedures of other boards throughout the state. This new guideline provides more depth to the role of the Board of Governors, the role of the President, and board operations. It also provides more guidance on meeting protocols. It keeps the original explanations for Conflicts of Interest, as that area is already very defined in the current guidelines.

Board guidelines are not considered rulemaking and therefore do not require a comment period. Instead, they need an affirmative vote from the members. The procedures will appear on the college website and be part of new board member training.

**WEST VIRGINIA UNIVERSITY PARKERSBURG  
BOARD OF GOVERNORS**

Board of Governors Operational Guidelines

**REFERENCE:** Board of Governors Operational Guidelines Policy; W. Va. Code § 18B-2A-4

**UPDATED:** June 18, 2024

**SECTION 1. GENERAL POLICIES**

- 1.1 Purpose – The Board of Governors of WVU Parkersburg is appointed by the Governor of the State of West Virginia and serves as a representative body of its constituents to set forth policies to govern the college in the best interests of the community as a whole and in accordance with the statutes of West Virginia and applicable Federal laws.
- 1.2 Role of the Board of Governors – The role of the Board of Governors is to:
  - 1.2.1 Establish the Mission, Vision, and Master Plan of the College and set clear written policy direction that is focused on community needs.
  - 1.2.2 Represent the community by knowing and understanding its needs and seeking a variety of perspectives when setting College policy.
  - 1.2.3 Define standards for College operations which set forth high quality programs, ensure wise and prudent expenditure of funds, and fair and equitable treatment of students and employees.
  - 1.2.4 Monitor the performance of the College to insure progress towards defined goals and adherence to policies.
  - 1.2.5 Select, hire and retain the President and define and monitor the President’s performance through periodic evaluations.
  - 1.2.6 Promote the College in the community and advocate for its interests with government officials and in its fund-raising efforts.
  - 1.2.7 Create a positive leadership environment which fosters learning and focuses on outcomes.
  - 1.2.8 Act with integrity, promoting ethical behavior in all College dealings.
  - 1.2.9 Function as a unit, speaking with one voice which recognizes that the power of Board rests with the whole Board, not individual members.
- 1.3 Role of Individual Board Members – The role of the individual board member is to:

- 1.3.1 Know the community and represent its best interests.
  - 1.3.2 Support the College in its mission.
  - 1.3.3 Understand the College and represent it in a positive manner to all constituent groups.
  - 1.3.4 Adhere to Board of Governors policies and Code of Ethics.
  - 1.3.5 Work as a member of the Board.
  - 1.3.6 Adhere to the Board's policy-making role and recognize the President's role as Chief Executive Officer.
  - 1.3.7 Avoid conflicts of interest.
  - 1.3.8 Maintain confidentiality.
  - 1.3.9 Speak for the Board only when delegated to do so by the Board.
  - 1.3.10 Refer complaints and problems regarding the College to the President.
  - 1.3.11 Attend and actively participate in Board meetings and work sessions.
  - 1.3.12 Refuse to participate in any action which is not in accordance with Board policy.
- 1.4 Duties and Responsibilities of the Board of Governors (extracted and summarized from W. Va. Code § 18B-2A-4 are as follows:
- 1.4.1 Determine, control, supervise and manage the financial, business and education polices and affairs of WVU Parkersburg
  - 1.4.2 Develop and amend as necessary the campus Facilities Master Plan for the College.
  - 1.4.3 Develop a 10-year campus development plan in accordance with article W. Va. Code § 18B- 19-4.
  - 1.4.4 Prescribe specific functions for the College to meet the higher education needs of the service area without unnecessary duplication.
  - 1.4.5 Develop a budget for the College that relates directly to its mission, goals, and projections as found in its Strategic Plan and submit it as an appropriation request to the West Virginia Council for Community and Technical College Education (Council).
  - 1.4.6 At least every five years, review all academic programs offered at WVU Parkersburg.
  - 1.4.7 Ensure the sequencing and availability of academic programs and courses offered by the College to ensure program completion in a reasonable time frame and to assure that the needs of non-traditional students are met.

Subject to W. Va. Code 18B-1B-1, approve the teacher education programs offered at the College.

- 1.4.8 Utilize faculty, students and classified staff in institutional-level planning.
- 1.4.9 Administer a system for the management of personnel matters.
- 1.4.10 Administer a system for the hearing of employee grievances and appeals in accordance with the Public Employees Grievance Procedure established at W. Va. Code § 6C-2-1, et seq.
- 1.4.11 Solicit, utilize or expend voluntary support including financial contributions and support services.
- 1.4.12 Appoint a President of the College and conduct written appraisals of the President's performance in accordance with Council rules.
- 1.4.13 Employ all faculty and staff of the College, who shall be supervised by the President but are employees of the Board.
- 1.4.14 Submit to the Council any data or reports requested by the Council within the timeframe stated in the request.
- 1.4.15 Enter into contracts or agreements with other educational institutions or private industry to offer educational services within the College's responsibility district. To this end, the Board may share resources among the various groups in the community.
- 1.4.16 Provide and transfer funds and property to certain corporations pursuant to W. Va. Code 18B-12-10.
- 1.4.17 As prescribed by W. Va. Code § 18B-2A-4, delegate the part of its power and control over the business affairs of the College to the President where it considers the delegation necessary and prudent to enable the College to function in a proper and expeditious manner and to meet the requirements of the College's Strategic Plan.
- 1.4.18 Abide by the existing rules for acceptance of advanced placement credit.
- 1.4.19 Consult, cooperate, and coordinate with the State Treasurer and the State Auditor to operate and maintain a system for the financial management and expenditure of appropriated and non- appropriated revenue by the College.
- 1.4.20 Consult, cooperate, and coordinate with the Council's Chancellor to operate and maintain a plan to administer a consistent method of conducting personnel transactions.
- 1.4.21 Transfer funds from any account appropriated for the College's use to any corresponding line item in a general revenue account at the College as long as the transferred funds are used for the purposes appropriated and transfer funds among appropriated special revenue accounts for capital improvements at the College so long as the transferred funds are used for the purposes appropriated in accordance with W. Va. Code § 18B-19-1, et seq.



- 1.4.22 Acquire necessary legal services. The Board may, but is not required to, call upon the Attorney General for legal assistance and representation as provided by law.
- 1.4.23 Contract and pay for disability insurance for a class or classes of employees at the College. Contract and pay for any supplemental employee benefit at the governing Board's discretion

Not restrict or regulate the carrying of a concealed pistol or revolver by a person who holds a current and valid license to carry a concealed deadly weapon except as expressly authorized in W. Va. Code 18B-4-5b.

## **SECTION 2. BOARD ORGANIZATION**

- 2.1 Organization and Authority – Effective the first day of July 2001, the Board of Governors of WVU Parkersburg are appointed by the Governor of the State of West Virginia and confirmed by the State Senate to determine, control, supervise, and manage the financial, business, and education policies and affairs of the College and to govern in the best interests of the college in accordance with the law of West Virginia.
- 2.2 Membership of the Board of Governors – The membership of the Board of Governors consists of 12 persons including the following:
  - 2.2.1 A full-time member of the faculty with the rank of instructor or above, duly elected by the faculty;
  - 2.2.2 A member of the student body in good academic standing, enrolled for college credit and duly elected by the student body;
  - 2.2.3 A member from the institutional classified and non-classified employees duly elected by the classified and non-classified employees; and
  - 2.2.4 Nine lay members appointed by the Governor of the State of West Virginia with the advice and consent of the Senate, with no more than five members from the same political party. At least five members shall be residents of the State of West Virginia.
- 2.3 Terms of Office
  - 2.3.1 Faculty Member – The faculty member serves a term of two years beginning on July 1 and ending on June 30 of the second year and may succeed themselves for three terms, not to exceed a total of eight consecutive years.
  - 2.3.2 Student Member – The student member serves a term of one year beginning on July 1 and ending on June 30 of each year.
  - 2.3.3 Classified Employee – The classified or non-classified employee member serves a term of two years beginning on July 1 and ending on June 30 of the second year and may succeed themselves for three terms, not to exceed a total of eight consecutive years.

- 2.3.4 Lay Members – The lay members of the Board serve terms of four years each and are eligible to succeed themselves for no more than one additional four-year term. Lay members who are appointed to fill unexpired terms are eligible to succeed themselves for two full terms after completing an unexpired term. A Lay member who is appointed to fill the term of a Board member who has held the seat in excess of two completed terms will serve the remainder of the hold over term and be eligible for one additional four-year term. All lay members of the Board have staggered terms.
- 2.4 Oath of Office – Prior to becoming a member of the Board of Governors, the member is required to take the Oath of Office prescribed by Article IV, Section 5 of the Constitution of West Virginia and file the certificate with the Secretary of State.
- 2.5 Board Vacancies – The appropriate appointing or electing authority shall fill a vacancy in an unexpired term of a Board member within 30 days of the occurrence of the vacancy in the same manner as the original appointment or election. Other than in the case of a written resignation submitted to the Board, each member shall remain in office until a successor has been established by the required process.
- 2.6 Ineligibility for Board Membership (extracted and summarized from W. Va. Code § 18B-2A-1)
  - 2.6.1 A person is ineligible for appointment who is an officer, employee or member of any other board of governors within this State; an employee of any institution of higher education; an officer or member of any political party executive committee; the holder of any other public office, other than an elected county office, or public employment, other than employment by the county board of education, under the government of this State or any of its political subdivisions; an employee of any affiliated research corporation created pursuant to W. Va. Code § 18B-12-1, et seq.; an employee of any affiliated foundation organized and operated in support of one or more State institutions of higher education; or a member of the Council or the Higher Education Policy Commission. A board appointee may be an employee or board member of an out-of-state institution of higher education. This subsection does not prevent the representative from the faculty, classified or non-classified employees or students from being members of the governing boards.
  - 2.6.2 A member of the Board of Governors, appointed by the Governor, may only be removed from membership on the Board in the manner prescribed by law for reasons of official misconduct, incompetence, neglect of duty, or gross immorality.

### **SECTION 3. BOARD OPERATIONS**

#### **3.1 Board Principles**

- 3.1.1 The Board’s governance style is intended to encourage diversity of viewpoints and collective, rather than individual, decision making. Prior to setting policy, the Board will insure that it has received input from a variety of sources to insure representation of constituents and staff and sound decision-making principles.
- 3.1.2 The Board’s focus will be on providing strategic leadership and representing the

community it serves rather than administrative detail.

3.2 Code of Ethics – The WVU Parkersburg Board of Governors is subject to the West Virginia Governmental Ethics Act, W. Va. Code § 6B-1-1, et seq. In addition, the Board’s Code of Ethics is as follows:

3.2.1 To demonstrate that the Board recognizes the public trust attendant in its position; that its decisions and actions are made free from undue influence, favoritism, or threat; and that it will comport itself in such a way that the public can have confidence in its integrity and impartiality.

3.2.2 To devote time, thought, and study to its duties to insure effective service.

3.2.3 To work cooperatively with fellow Board members in spite of differences of opinion.

3.2.4 To base decision-making on all available facts and to vote honestly, unswayed by personal bias of any kind, and to uphold the majority decision of the Board.

3.2.5 To act in all College-related contacts, including employees, media and citizens, in a way that reflects the fact that there is no individual authority outside of the meetings of the Board.

3.2.6 To refrain from using the Board position to benefit personally or for the personal benefit of any other individual.

3.2.7 To comply with the West Virginia Ethics Act in all areas including without limitation confidentiality, private gain, prohibited representation, gifts, use of College resources including subordinates, contracts, and procurement.

3.2.8 Conflicts of Interest

Members of the Board shall perform their responsibilities in a manner which avoids conflicts of interest, or the appearance of such conflicts or of impropriety. Board members shall not use the authority, title, influence, or prestige of their positions, or any confidential information gained as a result of their membership, to solicit business for themselves or others or otherwise obtain any private financial, social, or political benefit which in any manner would be inconsistent with the interest and mission of the college. The standards set out in this policy are intended to supplement, not replace, applicable law, and must be applied using the good judgment of every Board member.

While the college benefits from a Board whose members come with broad and varied experience and successful involvement in business, industry, education, the professions and government, such a membership also brings broad exposure to interests and influences which may directly or indirectly affect their obligations to the college. It is further possible that, from time to time, the college’s best interests, objectively determined, may be served by entering into an appropriate business transaction with a member of the Board of Governors, or an entity in which the member has an interest. Recognizing that the potential for such conflicts of interest cannot be entirely avoided, it is the purpose of this section to set forth appropriate standards for identifying, managing

and, where possible, resolving such conflicts with a member (the interested member) in a manner which protects the college's public mission and integrity.

Accordingly, each Board member shall comply with the West Virginia Ethics Act and shall execute an annual conflict of interest statement and provide a copy thereof to the Secretary of the Board. In addition, each member of the Board has an ongoing obligation to disclose at the earliest practicable time all conflicts and potential conflicts and appearances of impropriety, and any such actual or potential conflicts must be addressed pursuant to applicable law and the procedures set forth herein. An interested member shall fully disclose in writing any such conflict or potential conflict, including all pertinent facts, to the Chairman; or, in the case of the Chairman, to the General Counsel for the Council for Community and Technical College Education and Higher Education Policy Commission promptly after becoming aware of such a conflict or potential conflict.

Whenever a Board member is in doubt as to whether a conflict might exist, he or she is encouraged to consult with the Chairman, who may, in his or her discretion, confer in turn with the General Counsel for the Council and Commission. Any information so presented shall, to the extent permitted by law, be held in confidence except when it is determined that a conflict does in fact exist or that it will be in the best interest of the college to disclose the information in executive session to the Board or a committee of the Board. Such disclosure will be made only after informing the Board member concerned.

In the event of a conflict or potential conflict, the interested member shall neither participate in nor be present during any discussion by the Board regarding the matter in conflict; provided, however, that the Board may elect in its discretion to seek information or clarification from the interested member. The interested member shall abstain from all votes on any such matter and the disclosure of such a conflict and the member's recusal shall be recorded in the minutes of the affected meeting.

### 3.3 Committee Formation and Operating Procedures

- 3.3.1 Standing Committees: The Board will normally function as a committee of the whole, but may have the following standing committees: Executive Committee, Audit Review Committee, Administrative Services Committee, and the Academic and Student Services Committee. All committees of the Board shall be appointed by the Chairperson of the Board, who shall also designate members of each committee to serve as its chair.
- 3.3.2 The standing committees exist to provide Board members additional exposure to the programs and initiatives of the college by engaging in information sessions presented by faculty/staff prior to a regularly scheduled Board meeting.
- 3.3.3 Special Committees: Additional committees, such as a Nominating Committee, may be established from time to time and for such period as required to complete their purpose. Members and Chairs of such committees shall be appointed by the Board Chairperson.
- 3.3.4 Executive Committee: Shall consist of the Chairperson, Vice Chairperson, Secretary, Past Chairperson, and Chairpersons of the Academic and Student Services Committee, the Administrative Services Committee, and the Audit Committee. The Board Chairperson

will serve as the Chairperson of the Executive Committee.

- 3.3.5 The duties of the Executive Committee shall include acting on behalf of the Board when so directed by the Board.
  - 3.3.6 When Board action is required between scheduled meetings of the Board, and a special meeting of the Board is not practicable, the Chairperson may convene the Executive Committee to act on the Board's behalf, subject, as appropriate, to vote by the full board at the next regular meeting.
  - 3.3.7 All members of the Board shall be notified of any meeting of the Executive Committee and shall be entitled to participate in the discussion. Quorum for this purpose shall consist of a majority of the members of the Executive Committee and approval requires a majority vote of the Executive Committee members present.
  - 3.3.8 No Committee may speak on behalf of the Board of Governors unless specifically authorized to do so.
  - 3.3.9 If necessary, Board members may call upon the Chancellor of the West Virginia Council for Community and Technical College Education for advice or assistance in executing its duties and responsibilities.
- 3.4 Officers of the Board – The Chairperson, Vice Chairperson, and Secretary shall be elected from the lay Board membership in June of each year at the Board's annual organizational meeting. Each term shall be for one year. A member may not serve as Chairperson for more than four consecutive years.

Resignation – Any officer may resign at any time by giving written notice to the Chairperson and the President of the College.

Removal – Any officer may be removed by the Board at any time by majority vote of the members of the Board.

Vacancies – In the event of the vacancy in the office of Chairperson, the Vice Chairperson shall succeed to the office of Chairperson for the rest of that fiscal year and shall remain eligible to serve as chairperson in the following fiscal years (maximum of 28 consecutive months). In the event of a vacancy in the offices of Vice Chairperson or Secretary, the members shall elect the new officer at the next meeting following the occurrence of the vacancy. No limitation shall apply as to the consecutive years of service as Vice Chairperson or Secretary.

Duties of the Chairperson – The duties of the Chairperson are as follows:

- 3.4.1 To preside at all Board meetings and Executive Committee meetings in an efficient and effective manner and set the general tone for the meeting through effective leadership.
- 3.4.2 To insure the Board and individual Board members follow the Board's own rules and policies and those established by law.
- 3.4.3 To promote deliberation at Board sessions that is open and thorough, but also

efficient, timely, orderly, and to the point.

- 3.4.4 To insure that all Board members are properly informed of current and pending Board and College issues.
- 3.4.5 To perform the same duty of voting on matters as other Board members.
- 3.4.6 To speak on behalf of the Board of Governors as its designated representative.
- 3.4.7 To appoint the members of all committees, subject to approval by the Board.
- 3.4.8 To serve as an ex officio member, without vote, on all committees unless appointed as a regular voting member of the committee.
- 3.4.9 To call emergency meetings as necessary in accordance with the Open Governmental Proceedings Act, W. Va. Code § 6-9A-1, et seq.
- 3.4.10 To call for and participate in the Board's evaluation of the President on an annual basis.
- 3.4.11 To call for and participate in the self-evaluation of the Board of Governors on an annual basis.
- 3.4.12 To sign, on behalf of the Board or the College, and documents or instruments that the Board has authorized to be executed.
- 3.4.13 To sign all official Board minutes.
- 3.4.14 To perform all duties incident to the office of Chair, including setting meeting agendas, and such other duties as may be required by action of the Board.

Duties of the Vice Chairperson – The duties of the Vice Chairperson are to preside at Board meetings in the absence or incapacity of the Chairperson, and to perform such other duties as may be assigned by the Chairperson.

Duties of the Secretary – the duties of the Secretary are as follows;

- 3.4.1.a To provide for the keeping of the minutes of all Board meetings and to assure that such minutes are filed with the records of the College, and made available to the members of the Board, officers of the College and the public consistent with State law.
- 3.4.1.b To sign all official Board minutes.
- 3.4.1.c To give or cause to be given appropriate notices in accordance with these operating procedures or as required by law.
- 3.4.1.d To distribute the agenda for all Board meetings.
- 3.4.1.e To perform all duties incident to the office of the Secretary and such other

duties as may be assigned by the Chairperson.

3.4.1.f May designate to a staff Board liaison any or all of those duties associated with the taking or distributions of minutes, the providing of notices, or other similar administrative duties.

- 3.5 New Board Member Orientation – The Board will assist each new Board member to understand the Board of Governors’ role and responsibilities. The Board will develop and periodically review selected materials to be provided to new Board members to facilitate this process. The Board Chairperson and the President will invite new Board members to meet with them to acclimate the new members to their roles and responsibilities. The Council will also provide training for new Board members in accordance with W. Va. Code § 18B-1D-9.
- 3.6 Board of Governors Compensation and Expense Reimbursement – Members of the Board of Governors serve without compensation, but are reimbursed for reasonable and necessary expenses actually incurred in the performance of their official duties. Expenses are reimbursed through College funds allocated for this purpose upon presentation of an itemized statement. The president of the College shall make available resources of the College for conducting the business of the Board of Governors.

#### **SECTION 4. MEETING PROTOCOL**

- 4.1 General – The Board of Governors is subject to the *Open Governmental Proceedings Act*, W. Va. Code § 6-9A-1, et seq. The purpose of this section is to establish the protocol by which the College will make publicly available the date, time, place, and agenda of all regularly scheduled meetings and the date, time, place, and purpose of all special or emergency meetings of the Board of Governors. It is also the purpose of this section to establish rules for attendance and presentation at any meeting where there is not room enough for all members of the public who wish to attend. This protocol also establishes procedures related to the conduct of all meetings.
- 4.2 Scope – This protocol applies to all meetings of the Board of Governors, whether regular or special or, to the extent possible, emergency.
- 4.3 Definitions
- 4.3.1 Regular Meeting – a meeting of the Board of Governors at which it conducts the regular business of the College. The Board of Governors shall meet in regular session not less than six times in each fiscal year. The schedule of meetings will be determined by the Chairperson in consultation with the Board at its final regular meeting of each fiscal year.

The Board Chairperson and the President shall meet prior to the commencement of each regular Board meeting for the purpose of establishing an agenda. However, any member of the Board of Governors may present to any meeting of the Board an item for information or discussion whether or not the same is on the agenda of the meeting, but no final action shall be taken on an item that is not consistent with the agenda or purpose of the meeting.

- 4.3.2 Special Meeting – a meeting of the Board of Governors other than a regular or emergency meeting. The Chairperson or seven members of the Board may call a special meeting of the Board of Governors. The agendas of all special meetings shall state the purpose of the meeting.
- 4.3.3 Emergency Meeting – any meeting called by the Board of Governors for the purpose of addressing an unexpected event that requires immediate attention because it poses an imminent threat to public health or safety; an imminent threat of damage to public or private property; or an imminent material financial loss or other imminent substantial harm to the College, its employees, or the members of the public that it serves. The agendas of all emergency meetings shall state the purpose of the meeting and the facts and circumstances of the emergency.

#### 4.4 Pre-Meeting Procedures

- 4.4.1 Notice of Regular Meetings – The College shall post and maintain notices of all regular meetings on its web page that is accessible to the public at least five working days in advance of a scheduled regular meeting. Each notice shall state the date, time, and place of the meeting and include an agenda of the meeting. If the Board cancels or postpones a regular meeting, its designee shall post a notice of the cancellation or postponement on the College’s website as soon as feasible prior to the meeting’s scheduled date and time.
- 4.4.2 Notice of Special Meetings – The College shall post and maintain notices of all special meetings on its web page that is accessible to the public at least three working days in advance of a scheduled special meeting. Each notice shall state the date, time, place and purpose of the meeting. If the Board cancels or postpones a special meeting, its designee shall post a notice of the cancellation or postponement on the College’s website as soon as feasible prior to the meeting’s scheduled date and time.
- 4.4.3 Notice of Emergency Meetings – The College shall post and maintain notices of all emergency meetings on its web page that is accessible to the public as soon as practicable prior to the meeting. The notice shall state the date, time, place, and purpose of the meeting and the facts and circumstances of the emergency. If the Board cancels or postpones an emergency meeting, its designee shall post a notice of the cancellation or postponement on the College’s website as soon as feasible prior to the meeting’s scheduled date and time.
- 4.4.4 In accordance with the *Open Governmental Proceedings Act*, W. Va. Code § 6-9A-1, et seq., the President’s designee shall electronically file all meeting notices with the Secretary of State’s Office for publication on the Secretary of State’s website. Each notice shall state the date, time, place and purpose of the meeting and be filed in accordance with the timeframes established in the Act.

#### 4.5 Meeting Procedures

- 4.5.1 Location – Meetings will ordinarily be held on the campus of WVU Parkersburg, but may be held at such other places as the Board may determine.
- 4.5.2 Compliance with the Open Governmental Proceedings Act – The Chairperson of the Board and each member of the Board shall be familiar with the provision of the Open



Governmental Proceeding Act and shall comply with the Act in relation to the conduct of its meetings, including all motions to convene in an executive session. Executive sessions shall not be recorded by mechanical means, however, Board minutes shall identify the statutory authorization for each executive session and shall record the persons in attendance. No person not a member of the Board shall be in attendance at an executive session except at the direction of the members.

- 4.5.3 Presentations – Persons who desire to have an item placed on the Board’s regular or special meeting agenda may submit a request in writing to the Chairperson or to the President of the College. After consultation with the President, the Chairperson may either place the requested item on an upcoming agenda or reject it, notifying the person of the reasons for the decision. The Chairperson may also refer the item to a committee of the Board. Such a request may include a request to address the Board in relation to the proposed agenda item and shall be made in sufficient time to be considered prior to the issuance of the agenda.
- 4.5.4 Reconvening Meeting When Space is Limited – If space is limited in the meeting room, those with business before the Board and the members of the press shall have priority over those who are visitors. In the event the place where a meeting is initially convened has inadequate space to accommodate members of the public who desire to attend, the Chairperson of the Board may adjourn the meeting and reconvene the meeting at an alternate location on a date and at a time announced at the time of adjournment. The President’s designee shall provide notice of the reconvened meeting in accordance with the *Open Governmental Proceedings Act* and Section 4.4 of this Policy.
- 4.5.5 Telephone/Electronic Attendance – Members of the Board of Governors may attend and participate at any meeting by means of telephone or videoconference. Telephone or electronic equipment that is used to allow such attendance and participation shall be configured to allow those present, including members of the public, hear the members who are attending and participating by telephone or electronic means. When the Board uses videoconferencing technology for a meeting, it shall take all practicable steps to insure that Board members and the public can see the meeting, in addition to hearing it.
- 4.5.6 Availability of Meeting Materials – All documents or materials utilized by the Board during its meetings shall be available to the public at the meeting where such documents or materials are considered to the extent such documents or materials are not exempt from public disclosure by the State’s Freedom of Information Act or other law governing confidentiality or privacy.
- 4.5.7 Parliamentary Procedure – The Board of Governors shall observe *Robert’s Rules of Order, New Revised*, as a guide for conducting its business.
- 4.5.8 Voting – Board members may vote verbally or by a show of hands. The presiding officer shall announce the outcome of all votes, and the recording secretary shall record the vote accordingly. Any member may request a roll-call vote immediately following the presiding officer’s announcement of the outcome of a vote. No member may vote by proxy.
- 4.5.9 Quorum – When fully appointed, seven of the 12 members of the Governing Board constitute a quorum. If 11 members are appointed, 6 members shall constitute a quorum, etc. A majority of those members present and eligible to vote are required to vote in the

affirmative for the passage of all motions. If a majority of those members present and eligible do not vote in the affirmative on a motion, then the motion fails. Telephonic or other electronic means of attending the meeting shall qualify toward the quorum.

- 4.5.10 Minutes – The College shall maintain official Board of Governors meeting minutes in a permanent location and safe condition. The Board Chairperson and the Secretary shall sign all official minutes. The Board’s designee shall provide copies of Board minutes to all Board members. The College shall also maintain the Board’s official minutes on its website and make them available to the public upon written request in accordance with the West Virginia *Freedom of Information Act*, W. Va. Code § 29B-1-1, et seq.

## **SECTION 5. PRESIDENTIAL RELATIONS**

- 5.1 General – The President is the chief executive officer of the College and the official advisor to and executive agent of the Board and its Executive Committee. The President operates and manages the business affairs of the College pursuant to delegation of that authority from the Board in accordance with W. Va. Code § 18B-2A-4(t) and Section 5.2 of this policy. The role of the Board is to provide clear direction to the President with regard to the financial, business, and educational policies and affairs of the College. The role of the President is to carry out the Board’s direction and administer the day-to-day operations of the College, and to bring to the Board’s attention such matters as are appropriate to keep the Board fully informed in meeting its policy making responsibilities. Unless otherwise determined by the Board, the President shall attend all meetings of the Board and the executive or other assigned committees, except that the President shall not vote on any Board matter.
- 5.2 Board Delegation of Administrative Authority – The Board may delegate to the President part of its power and control over the College’s business affairs when the Board considers the delegation necessary and prudent to enable the College to function in a proper and expeditious manner and to meet the requirement of the College’s Strategic Plan. If the Board elects to delegate any of its power and control over the College’s business affairs to the President, the Board shall enter in the minutes of the meeting at which the decision was made a list of the powers and duties so delegated and notify the Council of the same. The Board, in its sole discretion, or the Council may rescind any delegation of power and control at any time, in whole or in part, without notice to the President: *Provided*, That the Board shall notify the President immediately upon such rescission.
- 5.3 Presidential Evaluation – The Board of Governors shall conduct an annual written evaluation of the President in accordance with W. Va. Code § 18B-1B-6 and the Council’s rule entitled *Employing and Evaluating Presidents*, 135 C.S.R. 5, and using the following criteria:
- 5.3.1 The President’s job description.
  - 5.3.2 The President’s goals and objectives, established each year in consultation with the Board.
  - 5.3.3 Progress toward the College’s Strategic Plan.
  - 5.3.4 Adherence to Board policies.
- 5.4 Presidential Search Process – The Board of Governors is responsible to hire and appoint a President of WVU Parkersburg in compliance with W. Va. Code § 18B- 1B-6.

## **SECTION 6. Amendments**

These operating procedures may be amended or repealed at any meeting of the Board by an affirmative vote of a majority of the Board, provided that copies of such amendments or notices of repeal are submitted in writing to each member at least ten days in advance of such meeting.

The Board recognizes that certain of these procedures are intended to accurately reflect current applicable State law and that whenever any change in State law occurs, whether by change in statute or judicial interpretation, such change shall take precedence over and be deemed to be an amendment to the conflicting procedures.

## **REFERENCES**

- 6.1 West Virginia Code §§ 6-9-A-1, et seq.; 18B-2A-1; 18B-2A-4; 18B-1B-6 and 29B-1-1, et seq.
- 6.2 The Ethics Act. *A Code of Conduct for Public Servants*. West Virginia Ethics Commission.