

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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OCTOBER 22, 2024  
AGENDA

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## Members

Joe Oliverio, Board Chair  
Blaine Hess, Vice Chair  
Savannah Morgan, Secretary  
Stephanie McCoy  
Ami Shaver  
Vasanth Ananth

David Bowles  
Jared Decker  
Scott Seese  
Andrew Walker  
Cody Irick  
Isabella Hileman

Dr. Torie Jackson  
President



# SCHEDULE

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

**Tuesday, October 22, 2024**

11:30 a.m.	Executive Committee	President's Conference Room - Room 1105
12:30 p.m.	Lunch - Javier Santelices, owner of Pancho Picante, Hot & Spicy: Pancho Picante owner Shares WVU Parkersburg Story	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	Proud Conference Room - Room 1207
3:15 p.m.	Board Meeting	Francis & Nina Phares Board Room - Room 1300

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
 Meeting of October 22, 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
3.	President’s Report	Dr. Torie Jackson, President
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	• Academic and Student Services Committee	Blaine Hess
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• Approval of Board of Governors Policy updating the policy for management of facility master plans and capital projects (Policy E-52)	Dr. Torie Jackson, President .....41
• Approval of Two New Programs: BAS Integrated Marketing Communication AAS Integrated Marketing Communication	Dr. David Lancaster, Executive Vice President for Academic Affairs.....44
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10. Adjournment	

MINUTES  
WEST VIRGINIA UNIVERSITY PARKERSBURG  
BOARD OF GOVERNORS  
August 27, 2024

A regular meeting of the WVU Parkersburg Board of Governors was held on Tuesday, August 27, 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, Stephanie McCoy, Vasanth Ananth, David Bowles, Jared Decker, Scott Seese, Andrew Walker, Cody Irick and Isabella Hileman. 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. Swearing in of new Board Members**

The Honorable Timothy Sweeney, 3<sup>rd</sup> Circuit Court Judge, conducted the swearing in of new Board members, David Bowles, Jared Decker, Scott Seese and Isabella Hileman.

**3. Roll Call**

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

**4. President's Report**

President Jackson delivered the following report:

Governors, we are thrilled to welcome four new governors to the board. It is an exciting time for WVU Parkersburg. As reports from others will share today, our enrollment is a number for which we are quite proud. We've had a great summer and have started the fall semester with much promise for future growth.

We graduated 369 students in the spring, but still have an increase of 410 new students for Fall 2024. Our greatest growth, though, was in continuing students with a 14 percent growth in that group - which goes along with our increased enrollment from last year.

In addition to new students, we have experienced several staff realignments this summer. The goal of these changes is to provide for a better student experience.

I'd like to take a moment to recognize three leaders who have been a vital part of our campus for the last 8 years who also helped us achieve more student success. To former governors Donna Smith, JP Hushion and Jason Landers, we, as a college, publicly show our gratitude. We will formally recognize these governors at the May commencement.

Recently, I've had the time to reflect on some life advice. Realizing that no one gets to where they are by sheer determination, but instead with a support system, I had the opportunity to share some of my personal supports over the years. My dad always told me that people had the same amount of hours in each day and it was up to them on how they used them. Would they spend their time making the world a better place knowing they are only here for a short time or would they live their lives focusing on themselves?

I believe that at WVU Parkersburg we know that we have an opportunity to spend our time investing in education and in our community and in making this a better place to live, learn and work. I also believe we have the support system to allow us to be successful.

As we consider this team and our successes, I think it would be fitting to recognize former Executive Vice President of Finance and Administration Alice Harris.

Alice Harris has served WVU Parkersburg for many years - always to the best of her abilities and always putting the institution's interests first and foremost. Let's be real, when she started a decade ago, she put constraints on college spending ... in a good way. I even recall an early meeting where she was in the theater and did a presentation with a witch's hat to bring humor to the fact that she was reminding us to spend wisely and to save for the future. Our financial stability shows a campus that followed her advice and is ready for future growth.

Three years ago, Alice began teaching accounting classes at WVUP - taking her decades of knowledge as a CPA and sharing it with the students. She says that teaching makes her heart happy. She explains that teaching represents a positive way for her to share her considerable experience and knowledge with our students.

We have discussed her retirement job of teaching for quite some time, with an expectation that it would occur in a couple of years. This summer, with the sudden illness of her beloved Nancy and her unexpected passing, Alice decided to expedite that timeline.

Alice officially accepted an offer by Dr. Lancaster and myself to become a full-time Associate Professor of Accounting at WVU Parkersburg, which began August 12th, so she has resigned as the Chief Financial Officer, a position she held for the past 10 years.

Alice shared: “During that time I have given my all to help ensure that the college’s financial and administrative processes are based on best accounting practices. I am proud of the work I’ve done in support of the college and its students. More importantly, I am proud of my coworkers in business services, information technology services, Ricky’s Café, Riverhawk Books and Supplies, and the financial aid office who are among the finest individuals I have had the honor to work with during my 43-year career. The college is in outstanding fiscal condition and its control systems are second to none due to the efforts of every single person who works in WVUP’s business services. My professional goal has always been to leave a place better than I found it. I believe with all my heart, I have fulfilled that goal at WVU Parkersburg.”

Again, please help me in welcoming Alice into her new role as she enters into a new phase of service at WVUP. We are delighted to have her in the classroom. Most importantly, we are delighted that she remains a part of our team.

I would like Alice to have an opportunity to share some comments with you.

(Alice shared sincere gratitude with the board.)

Two of Alice’s previous teammates are now stepping into new roles. Jeannine Hetrick-Ratliffe and Brad Wilson.

Jeannine Hetrick-Ratliffe will oversee Financial Aid, the Riverhawk Books and Supplies store, Ricky’s Cafe, and our Information Technology department. She continues to supervise the Business Office staff.

Brad Wilson already agreed to serve in the role of Institutional Research, in addition to Chief Financial Officer.

We also welcome them into their new roles.

We all only have a limited time to make our impact. When I consider what this college is doing for our community, when I consider our financial condition, and when I see the efforts of our team - these, governors, are reasons why I am WVU Parkersburg proud.

## **5. Approval of Minutes**

Chairman Oliverio stated the minutes from the Regular Board meeting of June 18, 2024, are submitted for review. With no corrections to be made, minutes are approved as submitted.

## **6. Committee Reports**

- Executive Committee

Chairman Oliverio announced that he represented the Board on August 12<sup>th</sup> at the State of the College address and at the Theater Grand Opening, with the dedication of the new inclusive seating. Ryan Taylor gave an update on the facilities at the ITC. Chairman Oliverio shared exciting news about the institutional enrollment headcount, FTE is up 107% which is growth of 176, and this doesn't include the student numbers from the Caperton Center. We are pleased to have the three new Board Members, including a new Student Representative, to join us on the Board. We also added Vasanth Ananth to the Executive Committee moving forward.

- Academic and Student Services Committee & Administrative Services Committee

Mr. Blaine Hess reported that Dr. David Lancaster gave a presentation on the two faces of AI: Artificial Intelligences and Academic Integrity. He shared that throughout the years education has always reacted to, utilized and had to adapt to changing technologies. Now, this is no different with AI, Artificial Intelligence. The college spent time researching and coming up with ways to manage the responsible use of AI and how to use it as a tool. The college implemented a comprehensive Answer Book Policy: VII-17 Student Academic Integrity Policy. This policy was worked on and reviewed by Dr. Jackson, EVPAA, Division Deans, faculty and staff participants. Dr. Lancaster shared that we are working with faculty members to ensure their course syllabus covers integrity, at the class level and to encourage faculty to define and enforce academic integrity.

Ms. Savannah Morgan reported that Dr. David Lancaster presented on the changes to College 101. He shared the history of College 101 throughout the years. This course changed formats from 16 weeks, to 8 weeks, to the current format of 3½ hours over four days. They offer sessions during the day, evening and online, to accommodate all students. He discussed the various sessions offered during the updated College 101 course.

## 7. Information Items

- Fiscal Update

Mr. Bradley Wilson, Director of Financial Analysis & Institutional Research, CFO, provided a detailed report on the budget summary as of month ending July 31, 2024. There were no questions from the members.

## 8. Action Items

- Recension of Board of Governors Policy D-10 Student Rights & Responsibilities due to a Duplicate/Similar Policy

Dr. Torie Jackson, President, presented to the Board the resolution to approve the recension of Board of Governors Policy due to a duplicate/similar policy. Dr. Jackson reported the current Policy D-10 for "Student Academic Rights" is dated



in 2002, which was reflective of West Virginia University practices at the time. WVU Parkersburg became an independent institution again in 2008.

On September 19, 2023, the WVU Parkersburg Board of Governors approved an update to Policy D-47, "Student Academic Rights and Responsibilities." These updates referenced any necessary changes to rights, responsibilities, and the processes used for penalties, hearings, and appeals for anyone who violates those responsibilities. Examples of violating those policies include cheating and plagiarism.

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves recension of Board of Governors policy D-10 "Student Academic Rights"

Mr. Ananth seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating the language of the A-56 WV Freedom of Information Act Response

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the language of the Freedom of Information Act response. Dr. Jackson reported the current Policy A-56 for "West Virginia Freedom of Information Act" provides definition and policy to help the institution respond to a FOIA request.

Updates to Policy A-56 include additional language to define terms such as "custodian" and "public body," as well as the process for public accessibility of documents and the college's response to such requests. This policy also references more detailed instructions as noted in the WVU Parkersburg Answer Book Policy VII-8 "Procedure Regarding Freedom of Information Act Requests."

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approve an update to the Board of Governors policy A-56 "West Virginia Freedom of Information Act"

Ms. McCoy seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating B-55 Employee & Family Tuition Waiver Program

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the employee and family tuition waiver program. Dr. Jackson reported the current Policy B-55 for “Employee and Family Tuition and Fee Waiver Policy” became effective originally in 2010. It allowed for benefits-eligible employees of WVU Parkersburg to apply for tuition fee waivers for themselves and qualified spouses or dependents.

Updates to Policy B-55 includes language changes to verify that the program is a “last dollar in program,” so that employees to apply for other financial aid first. In addition, this policy adds in step children to the employee family, and also allows employees or their children or spouses to be approved to take transient courses at WVU Parkersburg if they are degree-seeking at another institution. Furthermore, the definition of “making academic progress” is clarified to meet federal and state guidelines, and to be in alignment with Answer Book Policy VI-10A “Standards of Satisfactory Academic Progress for Financial Aid Recipients.”

After review and discussion, Mr. Ananth 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-55 “Employee and Family Tuition Fee Waiver Program”

Mr. Hess seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating E-42 Procurement & Purchasing  
Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating procurement and purchasing procedures. Dr. Jackson reported the current Policy E-42 for “Procurement and Purchasing” is dated in 2006, which was reflective of West Virginia University practices at the time. WVU Parkersburg became an independent institution again in 2008.

Updates to Policy E-42 continue to ensure uniformity in procurement and purchasing processes, adherence to sound business practices; reduction of costs of materials, equipment, and services; and compliance with the West Virginia Governmental Ethics Act. In addition, this policy makes a reference to following all state policies, as well as the procurement handbook of the West Virginia Higher Education Policy Commission and the purchasing rule of the West Virginia Council for Community and Technical College Education. This policy is a reference to the WVU Parkersburg Answer Book policies, which outline the procedure for purchasing. Those three policies – VII-09 “Purchase Card Procedures,” VII-10 “Purchasing Procedures,” and VII-10A “Receiving Procedures” – were all updated in September 2023.

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 E-42 “Procurement and Purchasing”

Ms. McCoy seconded the motion. Motion passed.

- Approval of AAS-BA Associate Degree & BAS-BA Marketing/Management Bachelor Degree Programs Tuition Rate Requests for 100% Online Programs

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the AAS Business Administration Associate Degree and BAS Business Administration - Management/Marketing Bachelor Degree program tuition rate request for 100% online programs. Dr. Jackson reported, on September 12, 2017, the WVUP Board of Governors approved the assessment of in-state tuition rates to baccalaureate, associate, and certificate degree programs that are taught 100% online (BSN, Supervisory Management, and Early Childhood Development) as a way to encourage students outside our service area to enroll in those on-line programs.

WVUP recently added the AAS Business Administration Associate Degree and the BAS Business Administration - Marketing/Management Bachelor Degree to its 100% online offerings. Therefore, we are requesting permission to charge all students enrolled in the AAS and BAS programs at the in-state tuition rate. In order to be admitted into the BAS Business Administration - Marketing/Management Bachelor degree 100% online program a student must have completed the associate degree program at an accredited institution. This resolution would provide consistency for the charging of in-state tuition rates for all current WVUP degrees that are offered as 100% online programs and aids the program in recruiting students.

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves in-state tuition rates for all students who are enrolled in the WVUP AAS Business Administration Associate Degree and BAS Business Administration – Management/Marketing Bachelor Degree Program programs that are delivered 100% online.

Mr. Seese seconded the motion. Motion passed.

- Approval to Utilize Budget Surplus Funds for Creation of an Outdoor Event Center & Supplement to Governor's Office allocated Deferred Maintenance projects

Mr. Bradley Wilson, Director of Financial Analysis & Institutional Research, CFO, presented to the Board the resolution for approval to utilize budget surplus funds for creation of an Outdoor Event Center and supplement to Governor's Office allocated Deferred Maintenance projects. Mr. Wilson reported 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, five 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 had 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. This new structure has the potential to generate income and civic engagement as it could also be utilized for community and private events.

At the Board meeting on June 21, 2023, the Board authorized President Jackson to submit applications for a Higher Education Deferred Maintenance grant, in which funds were subsequently awarded to the institution to fund several projects deemed of high priority. Estimated costs of the projects were provided with the applications and funds awarded based on those figures. The passage of time, increases in supplies and labor costs, and further facility investigation have increased the current cost projections of these projects. At this time, the Governor's Office has not reallocated funds based on the revised budgets. To prevent any of these projects from being removed from the action list or downgraded, we may need to provide funds to offset this variance. Mr. Wilson provided a breakdown of projects and costs.

Although the Board has granted access to unrestricted reserves in the past, we have never had to utilize those reserves due to surpluses occurring in the operating budget of the institution. Growing enrollments, grant awards, and fiscal responsibility have been key to prevent their usage. The current trends in

enrollment have sustained and, in fact, have increased above the raised levels of last year.

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the utilization of budget surplus funds and, if necessary, college unrestricted reserves up to an amount not to exceed \$1,847,700 to fund the creation of an Outdoor Event Center and provide additional funds for Governor's Office allocated Deferred Maintenance projects.

Mr. Hess seconded the motion. Motion passed.

- Approval to utilize Unrestricted Reserve Funds for renovations at the Innovation and Technology Center

Dr. Torie Jackson, President, presented to the Board the resolution for approval to utilize unrestricted reserve funds for renovations at the Innovation and Technology Center. Dr. Jackson reported the Innovation and Technology Center being renovated will house WVU Parkersburg's programs in Computer Science and Computer Information Technology, as well as the Workforce and Economic Development Division.

The WVU at Parkersburg Foundation received a \$10 million gift to begin this project. The first \$4.6 million was used to purchase the property. The purchase was finalized in November 2023. Renovations began shortly thereafter. A complete analysis of the expenses to date and projected expenses will be provided to the Board of Governors prior to the meeting date. Due to rising costs of construction projects, this project cannot be completed within the constraints of the \$10 million donor gift, in addition to the \$1.25 million for windows and doors, and \$700,000 for roofs. To be able to complete the project and still open a portion of two floors by August 2025, we request \$5 million from the college to the Foundation to assist in these renovations. This project will be able to sustain itself upon opening by lease income and student enrollment.

Reserve balances as of June 30, 2024, based on draft financial statements are more than adequate to support these expenditures and still have a more than adequate reserve.

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the utilization of college unrestricted reserves of \$5 million to assist in renovations of the Innovation and Technology Center

Mr. Hess seconded the motion. Motion passed.

**9. Board Comments/Announcement**

Chairman Oliverio shared condolences and support for Alice Harris and Dr. Torie Jackson on the recent passing of their loved ones.

Mr. Walker shared the following announcement:

- The WVU Parkersburg Foundation is hosting the Frank Deem Memorial Golf Tournament, which is Saturday, September 7, 2024.

**10. Next Meeting**

Chairman Oliverio shared the next meeting will be held October 22, 2024.

**11. 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 October 22, 2024**

**ITEM:** Fiscal Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Bradley Wilson, Director of Financial Analysis  
& Institutional Research, CFO

**BACKGROUND:**

Bradley Wilson will report on the state of the college's finances and the budget for month ending September 30, 2024.

Meeting Date: October 22, 2024

To: Board of Governors

RE: September 2024 Budget Report

Greetings Board Members,

As of September 30th, we are 25% through the budget year. Revenues total 34% of the annual budgeted revenue with expenses coming in at 20% of the annual budgeted expenses.

The expenditures of the college are structured to support the five pillars of the WVUP strategic plan as follows:

- **Enrollment management** – WVUP allocates sufficient financial resources to support a highly qualified team of individuals to recruit, enroll, and ensure the success of our students. We also ensure that sufficient resources are allocated for supplies, travel & training, and the other costs necessary to recruit, enroll, advise, and retain students. For example, WVUP currently employs two separate retention specialists and a student success coach to identify and aid our students.
- **Community Relations & Engagement** – WVUP allocates sufficient funds to support the marketing, branding, and public relations efforts necessary to ensure the public is aware of the outstanding programs and services offered by WVUP. For example, we have expensed over \$16,762 for billboard advertising so far this year to remind the community that we are ready to meet their educational needs.
- **Educational program quality** – WVUP expends its resources to recruit and support talented and competent faculty and their efforts to create quality academic courses and assess their effectiveness. Equipment upgrades, like those completed in Nursing and in progress at JCC, allow students to utilize current and cutting-edge equipment to be career-ready after graduation. In addition, nearly all of the computers in the WVUP labs have been replaced within the last few years to maintain the availability of fully operational units to students.
- **Workplace Culture** – Our expenses include a pay increase for all full-time faculty and staff which helps them to deal with inflationary challenges. In order to maintain financial transparency, the budget process is completed with open meetings with each academic division and department that anyone can attend. The feedback on these has been overwhelmingly positive, and allows all stakeholders to have a voice in the budgetary process.

**Tuition & Fees** – Billed tuition and fees for Fall 2024 are up \$625,314 over the Fall 2023 term. Not surprisingly, collections of tuition and fees are up by \$301,232 over what they were last year at this time.

**State Appropriations** – WVUP collects its state appropriations 30% in the first quarter, 30% in the second quarter, 20% in the third quarter, and 20% in the fourth quarter. The accelerated cash flow helps ensure that we have sufficient funds to pay payroll costs at WVUP as 100% of the appropriation is used for payroll support. Amounts are higher in FY 2025 to reflect the supplement provided for this fiscal year to cover the Governor's pay increase and PEIA costs.

**Grant Revenue** – The majority of non-state appropriated revenues comes from grants. WVUP has several grants that support growth in our nursing program and the JCC ATC expansion. As the year progresses, we expect monthly grant expenditures to increase as we



implement and expend grant proceeds from the incumbent worker training grant, the EDA JCC equipment grants, and the USDA-based Memorial Health System nursing grant. There is approximately \$644,964 due in outstanding invoices from grantors.

**Personnel costs** – Personnel costs (salaries, taxes, and benefits) are currently at 23% and have recovered from the July overage.

**Hospitality & Food Products** – The food products line is at 28% due to significant increases in traffic and sales at Ricky’s Café. The cafeteria sales are up over 6% total so far this year.

**Utilities** – Due to the record high temperatures experienced in the first quarter, utility costs are slightly elevated at 27%.

**Library Books & Materials** – Many of our fiscal year subscriptions are payable in the first quarter causing the expended percentage to be higher at 38%. The renewals for EBSCO and LexisNexis make up 80% of the year-to-date expenditures in this line.

**Membership Dues** – Many of our fiscal year institutional memberships are payable early in the year causing the expended percentage to be higher at 34%. Dues for accreditation for the Education, Business, and Nursing programs make up over 64% of the incurred expenses.

**Capital Projects** – The renovations of the Jackson County Center and Bookstore/Financial Aid Office are causing the elevated outflows at 44%. Payments for those projects make up 84% of this line.

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

Bradley Wilson, CFO

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report One Month Ended September 30, 2024						
	Approved FY 2025 Budget	Projected FY 2025 Budget	9/30/23	9/30/24	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	11,561,838	11,561,838	3,358,133	3,942,105	7,619,733	34%
Tuition & Fees, Net	9,647,000	9,647,000	4,102,129	4,403,361	5,243,639	46%
Rental income	32,580	32,580	6,730	11,055	21,525	34%
Workforce & Economic Development	315,000	315,000	129,878	32,421	282,579	10%
Grant Revenues	5,631,205	5,966,204	1,113,372	902,716	5,063,488	15%
Other Revenues	1,495,860	1,495,860	621,800	671,758	824,102	45%
Debt Service	-	-	(85,351)	-	-	0%
Less HERA Assessments	(105,000)	(105,000)	(23,448)	(27,810)	(77,190)	26%
<b>Total Inflows</b>	<b>28,578,483</b>	<b>28,913,482</b>	<b>9,223,243</b>	<b>9,935,606</b>	<b>18,977,876</b>	<b>34%</b>
<b>Outflows:</b>						
Faculty	4,710,000	4,960,000	778,299	916,795	4,043,205	18%
Nonclassified staff	4,060,578	4,060,578	936,552	1,006,053	3,054,525	25%
Classified staff	3,707,550	3,707,550	953,733	1,092,460	2,615,090	29%
Adjunct faculty	900,000	940,000	174,841	169,204	770,796	18%
Student workers	425,755	425,755	64,547	60,402	365,353	14%
Payroll taxes	1,023,430	1,023,430	180,812	194,844	828,586	19%
Employee insurance	1,500,000	1,525,000	330,328	363,487	1,161,513	24%
Retirement plan contributions	802,135	802,135	133,683	151,893	650,242	19%
OPEB	179,593	179,593	-	13,986	165,607	8%
Fringes	240,289	240,289	13,692	18,351	221,938	8%
Advertising and promotion	669,083	669,083	132,615	138,752	530,331	21%
Awards & Scholarships	331,882	331,882	-	14,015	317,867	4%
Household supplies	92,770	92,770	22,573	13,436	79,334	14%
Computer supplies	895,000	895,000	112,378	142,829	752,171	16%
Hospitality & food products	242,000	262,000	64,692	72,628	189,372	28%
Student activities	25,845	25,845	5,815	935	24,910	4%
Insurance	187,500	187,500	45,642	43,533	143,967	23%
Routine maint. contracts	117,435	117,435	34,165	9,280	108,155	8%
Office expenses	55,500	55,500	5,577	9,322	46,178	17%
Merchandise for Resale	75,000	75,000	-	15,601	59,399	21%
Other general expenses	36,500	36,500	20,848	3,852	32,648	11%
Postage & freight	35,800	35,800	890	1,997	33,803	6%
Printing & binding	50,000	50,000	8,164	3,994	46,006	8%
Rent expense	227,988	227,988	40,093	28,396	199,592	12%
Education supplies	724,432	724,432	191,920	107,828	616,604	15%
Telephone & cell phones	114,927	114,927	23,413	12,383	102,544	11%
Training	130,615	130,615	13,310	28,536	102,079	22%
Utilities	698,850	698,850	182,707	189,926	508,924	27%
Bank fees	65,000	65,000	4,701	15,276	49,724	24%
Fleet expenses	15,700	15,700	1,959	1,549	14,151	10%
Travel	217,335	217,335	25,754	33,756	183,579	16%
Professional, consultants, contract labor	2,476,028	2,476,028	491,716	449,262	2,026,766	18%
Repairs & Maintenance	316,050	316,050	66,713	45,858	270,192	15%
Library books & materials	92,000	92,000	29,680	35,256	56,744	38%
Miscellaneous other expenses	94,613	94,612	14,075	-	94,612	0%
Membership dues	66,790	66,790	25,482	22,563	44,227	34%
Service agreement WVU	250,000	250,000	-	62,500	187,500	25%
Equipment	1,930,010	1,930,010	190,195	16,346	1,913,664	1%
Capital projects	794,500	794,500	69,767	348,682	445,818	44%
<b>Total outflows</b>	<b>28,578,483</b>	<b>28,913,482</b>	<b>5,391,330</b>	<b>5,855,768</b>	<b>23,057,714</b>	<b>20%</b>
Surplus (deficit) from operations	-	-	3,831,913	4,079,839		
Surplus Utilization Approved	300,000	7,147,700	-	-		
Net surplus (deficit)	300,000	7,147,700	3,831,913	4,079,839	-	-

Benchmark Percentage for Period

25%

West Virginia University at Parkersburg Cash Basis Operating Budget Report One Month Ended September 30, 2024						
	Approved FY 2025 Budget	Projected FY 2025 Budget	9/30/23	9/30/24	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	11,561,838	11,561,838	3,358,133	3,942,105	7,619,733	34%
Tuition & Fees, Net	9,647,000	9,647,000	4,102,129	4,403,361	5,243,639	46%
Rental income	32,580	32,580	6,730	11,055	21,525	34%
Workforce & Economic Development	315,000	315,000	129,878	32,421	282,579	10%
Grant Revenues	-	-	-	-	-	-
Other Revenues	1,495,860	1,495,860	621,800	671,758	824,102	45%
Debt Service	-	-	(85,351)	-	-	N/A
Less HERA Assessments	(105,000)	(105,000)	(23,448)	(27,810)	(77,190)	26%
<b>Total Inflows</b>	<b>22,947,278</b>	<b>22,947,278</b>	<b>8,109,871</b>	<b>9,032,890</b>	<b>13,914,388</b>	<b>39%</b>
<b>Outflows:</b>						
Faculty	4,196,632	4,196,632	666,163	763,249	3,433,383	18%
Nonclassified staff	3,598,929	3,598,929	801,960	884,823	2,714,106	25%
Classified staff	3,707,550	3,707,550	916,624	1,081,121	2,626,429	29%
Adjunct faculty	882,497	882,497	132,055	158,219	724,278	18%
Student workers	425,755	425,755	60,145	55,704	370,051	13%
Payroll taxes	941,833	941,833	159,351	176,753	765,080	19%
Employee insurance	1,392,111	1,392,111	298,743	330,279	1,061,832	24%
Retirement plan contributions	744,652	744,652	120,534	137,175	607,477	18%
OPEB	167,521	167,521	(840)	12,856	154,665	8%
Fringes	223,521	223,521	12,128	16,617	206,905	7%
Advertising and promotion	611,261	611,261	131,167	137,829	473,432	23%
Awards & Scholarships	15,000	15,000	-	50	14,950	0%
Household supplies	70,170	70,170	20,668	13,436	56,734	19%
Computer supplies	895,000	895,000	237,143	141,829	753,171	16%
Hospitality & food products	235,000	235,000	63,410	66,090	168,910	28%
Student activities	25,845	25,845	5,815	935	24,910	4%
Insurance	187,500	187,500	45,642	43,533	143,967	23%
Routine maint. contracts	117,435	117,435	34,165	9,280	108,155	8%
Office expenses	54,000	54,000	5,508	8,831	45,169	16%
Merchandise for Resale	75,000	75,000	-	15,601	59,399	21%
Other general expenses	26,000	26,000	6,898	2,450	23,550	9%
Postage & freight	35,800	35,800	(5)	1,997	33,803	6%
Printing & binding	50,000	50,000	8,164	3,994	46,006	8%
Rent expense	175,908	175,908	20,335	15,396	160,512	9%
Education supplies	465,757	465,757	115,051	79,147	386,610	17%
Telephone & cell phones	114,927	114,927	23,413	12,383	102,544	11%
Training	111,115	111,115	6,687	23,299	87,816	21%
Utilities	696,450	696,450	182,707	186,987	509,463	27%
Bank fees	65,000	65,000	4,701	15,276	49,724	24%
Fleet expenses	15,700	15,700	1,959	1,549	14,151	10%
Travel	170,010	170,010	14,910	24,168	145,842	14%
Professional, consultants, contract labor	745,634	745,634	113,874	213,782	531,852	29%
Repairs & Maintenance	316,050	316,050	64,263	45,858	270,192	15%
Library books & materials	92,000	92,000	29,680	35,256	56,744	38%
Miscellaneous other expenses	7,600	7,600	14,215	-	7,600	0%
Membership dues	66,790	66,790	25,482	22,563	44,227	34%
Service agreement WVU	250,000	250,000	-	62,500	187,500	25%
Equipment	180,825	180,825	30,025	2,138	178,687	1%
Capital projects	794,500	794,500	64,117	348,694	445,806	44%
<b>Total outflows</b>	<b>22,947,278</b>	<b>22,947,278</b>	<b>4,436,856</b>	<b>5,151,650</b>	<b>17,795,628</b>	<b>22%</b>
Surplus (deficit) before DOE Settlement	-	-	3,673,016	3,881,241	-	
Reserves Budgeted for Use	300,000	7,147,700	-	-	-	
Net surplus (deficit)	300,000	7,147,700	3,673,016	3,881,241	-	-

**West Virginia University at Parkersburg  
Cash Basis Grant Budget Report  
One Month Ended September 30, 2024**

	Approved FY 2025 Budget	Projected FY 2025 Budget	9/30/23	9/30/24	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	5,631,205	5,966,205	1,113,372	902,716	5,063,489	15%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
<b>Total Inflows</b>	<b>5,631,205</b>	<b>5,966,205</b>	<b>1,113,372</b>	<b>902,716</b>	<b>5,063,489</b>	<b>15%</b>
<b>Outflows:</b>						
Faculty	513,368	763,368	112,136	153,546	609,822	20%
Nonclassified staff	461,649	461,649	134,592	121,230	340,419	26%
Classified staff	-	-	37,109	11,339	(11,339)	N/A
Adjunct faculty	17,503	57,503	42,786	10,985	46,518	19%
Student workers	-	-	4,401	4,699	(4,699)	N/A
Payroll taxes	81,597	81,597	21,460	18,091	63,506	22%
Employee insurance	107,889	132,889	31,585	33,208	99,681	25%
Retirement plan contributions	57,483	57,483	13,150	14,718	42,765	26%
OPEB	12,072	12,072	840	1,129	10,943	9%
Fringes	16,768	16,768	1,564	1,735	15,033	10%
Advertising and promotion	57,822	57,822	1,448	923	56,899	2%
Awards & Scholarships	316,882	316,882	-	13,965	302,917	4%
Household supplies	22,600	22,600	1,906	-	22,600	10%
Computer supplies	-	-	(124,765)	1,000	(1,000)	N/A
Hospitality & food products	7,000	27,000	1,282	6,537	20,463	24%
Student activities	-	-	-	-	-	0%
Routine maint. contracts	-	-	-	-	-	0%
Office expenses	1,500	1,500	69	491	1,009	33%
Merchandise for Resale	-	-	-	-	-	
Other general expenses	10,500	10,500	13,950	1,403	9,097	13%
Postage & freight	-	-	895	-	-	0%
Printing & binding	-	-	-	-	-	0%
Rent expense	52,080	52,080	19,758	13,000	39,080	0%
Education supplies	258,675	258,675	76,868	28,681	229,994	11%
Telephone & cell phones	-	-	-	-	-	0%
Training	19,500	19,500	6,623	5,236	14,264	27%
Utilities	2,400	2,400	-	2,938	(538)	0%
Fleet expenses	-	-	-	-	-	0%
Travel	47,325	47,325	10,844	9,588	37,737	20%
Professional, consultants, contract labor	1,730,394	1,730,394	377,842	235,480	1,494,914	14%
Repairs & Maintenance	-	-	2,450	-	-	0%
Miscellaneous other expenses	87,013	87,013	(140)	-	87,013	0%
Membership dues	-	-	-	-	-	0%
Equipment	1,749,185	1,749,185	160,171	14,208	1,734,977	1%
Capital projects	-	-	5,650	(12)	12	N/A
<b>Total outflows</b>	<b>5,631,205</b>	<b>5,966,205</b>	<b>954,474</b>	<b>704,118</b>	<b>5,262,087</b>	<b>12%</b>
<b>Projected surplus (deficit)</b>	<b>-</b>	<b>-</b>	<b>158,898</b>	<b>198,598</b>		

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 22, 2024**

**ITEM:** Policy Recension D-10 “Student Academic Rights”

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the August 27, 2024, meeting of the WVU Parkersburg Board of Governors.

On September 19, 2023, the WVU Parkersburg Board of Governors approved an update to Policy D-47, “Student Academic Rights and Responsibilities.” These updates referenced any necessary changes to rights, responsibilities, and the processes used for penalties, hearings, and appeals for anyone who violates those responsibilities. Examples of violating those policies include cheating and plagiarism. The Policy D-10 for “Student Academic Rights” is now considered to be rescinded.

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

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 22, 2024**

**ITEM:** Policy update A-56 “West Virginia Freedom of Information Act”

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the August 27, 2024, meeting of the WVU Parkersburg Board of Governors.

Updates to Policy A-56 “West Virginia Freedom of Information Act” include additional language to define terms such as “custodian” and “public body,” as well as the process for public accessibility of documents and the college’s response to such requests. This policy also references more detailed instructions as noted in the WVU Parkersburg Answer Book Policy VII-8 “Procedure Regarding Freedom of Information Act Requests.”

This 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 A-56**  
**WEST VIRGINIA FREEDOM OF INFORMATION ACT**

**Section 1. General**

- 1.1 Purpose. - To establish a West Virginia University Parkersburg Board of Governors policy regarding requests made for public records pursuant to --the West Virginia Freedom of Information Act, W. Va. Code § 29B-1-1, et seq. (WVFOIA).
- 1.2 Authority. - [W.Va. Code § 18B-1-6](#); [W.Va. Code § 29B-1 et seq.](#)
- 1.3 Scope. - This policy applies to all employees of West Virginia University Parkersburg who at any time may receive WVFOIA requests or who have access to responsive materials.
- 1.4 Effective Date. – October 22, 2024 (Replaces version dated May 25, 2011)

**Section 2. Definitions**

- 2.1 Public Record. – A public record is any writing containing information relating to the conduct of the public's business, prepared or received by a public body. (W.Va. Code § 29B-1-2(4))
- 2.2 Writing. – A writing is defined as any book, paper, map, photograph, card, tape, recording or other documentary materials regardless of physical form or characteristics. (W.Va. Code § 29B-1-2(5))
- 2.3 Exemptions. – Those records which the institution could withhold pursuant to W. Va. Code § 29B-1-4(a).
- 2.4 Custodian. – The appointed official charged with administering a public body. For West Virginia University Parkersburg, the “custodian” is the institution’s President (or designee) (W. Va. Code § 29B-1-2(1)).
- 2.5 Public Body. – Every State officer, agency, department, division, bureau, board, commission, council, or agency thereof and any other body which is created by State authority or which is primarily funded by State authority. West Virginia University Parkersburg is a “public body” subject to WVFOIA. (W. Va. Code § 29B-1-2(4))

**Section 3. Policy**

- 3.1 The West Virginia Freedom of Information Act is a state law that allows any person to inspect, view or copy any public record. As a public body, West Virginia University Parkersburg will respond to all requests for public records made pursuant to WVFOIA in accordance with its obligations under the law.
- 3.2 WVU Parkersburg may establish fees reasonably calculated to reimburse it for its actual cost in making reproductions of records requested pursuant to WVFOIA. However, WVU Parkersburg will not charge a search or retrieval fee or otherwise seek reimbursement based on a man-hour basis as part of costs associated with making reproduction of records. A schedule of such fees shall be published on the WVU Parkersburg web page in the college’s [procedures](#) for implementing this policy.

- 3.3 Some records in the possession of a public body are statutorily exempt from disclosure under WVFOIA. However, WVU Parkersburg recognizes that there is a presumption of public accessibility to all public records and that it has a duty to construe such exemptions narrowly so as to carry out the purpose of the Act.

#### **Section 4. Responsibility for Application/Development of Procedures**

- 4.1 Responsibility for application of this policy, as well as the development of specific [procedures](#), rests with the President of the institution.



**West Virginia University at Parkersburg Board of Governors  
Meeting of October 22, 2024**

**ITEM:** Policy update B-55 “Employee and Family Tuition Fee Waiver Program”

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the August 27, 2024, meeting of the WVU Parkersburg Board of Governors.

Updates to Policy B-55 “Employee and Family Tuition and Fee Waiver Policy” includes language changes to verify that the program is a “last dollar in program,” so that employees to apply for other financial aid first. In addition, this policy adds in step children to the employee family, and also allows employees or their children or spouses to be approved to take transient courses at WVU Parkersburg if they are degree-seeking at another institution. Furthermore, the definition of “making academic progress” is clarified to meet federal and state guidelines, and to be in alignment with Answer Book Policy VI-10A “Standards of Satisfactory Academic Progress for Financial Aid Recipients.”

This 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 B-55  
EMPLOYEE AND FAMILY TUITION AND FEE WAIVER PROGRAM**

**Section 1. General**

- 1.1 This policy establishes an Employee and Family Tuition and Fee Waiver Program for West Virginia University Parkersburg
- 1.2 Authority. – [W. Va. Code § 18B-10-5](#)
- 1.3 Effective Date. – October 22, 2024  
Replaces version dated July 21, 2021;  
Originally adopted February 18, 2010 (to be effective with Fall, 2010 semester)

**Section 2. Purpose**

- 2.1 To provide a tuition and academic fee waiver benefit for the benefits-eligible employees of West Virginia University Parkersburg and their qualified spouses or dependents.

**Section 3. Tuition and Academic Fees**

- 3.1 All qualifying employees who apply on time and are making academic progress as defined in Subsection 4.4 may be granted a waiver equal to 100% of the cost of their tuition and academic fee charges. Employees must seek permission of their direct supervisor to qualify for the benefit.
- 3.2 All qualifying spouses and dependents who apply on time and are making academic progress as defined in Subsection 4.4 may be granted a waiver equal to 100% of the cost of their tuition and academic fee charges.
- 3.3 Applications for a tuition and academic fee waiver must be submitted once per academic year and will be awarded on a semester basis.
- 3.4 The Employee and Family Tuition and Fee Waiver Program is a last dollar in program, meaning that all other forms of financial aid must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition and fees, when taken into aggregate with other forms of financial aid.
- 3.5 Degree-seeking employees and all qualifying dependents must complete a Free Application for Federal Student Aid (FAFSA) each year in addition to the waiver application.

**Section 4. Qualifications**

- 4.1 To qualify for the benefit, a student must be one of the following:

- 4.1.1. A benefits-eligible employee of the college. Employee waiver recipients may be degree-seeking or non-matriculated (not regularly admitted to a degree program). Degree-seeking employees must complete the FAFSA each year in order to receive the waiver. Non-matriculated students do not qualify for financial aid, so the FAFSA is not required for non-matriculated employee students;
  - 4.1.2. The current spouse of a benefits-eligible\_employee. In order to qualify for the waiver program, a qualifying spouse must be a degree-seeking student at WVU Parkersburg or taking courses at WVU Parkersburg as an approved transient student who is degree-seeking at another institution; or
  - 4.1.3. A biological, step-, or legally adopted child of a benefits-eligible employee who is 24 years of age or younger and a legal dependent of the employee. In order to qualify for the waiver program, qualifying dependent children must be either degree-seeking students at WVU Parkersburg, approved transient students who are degree-seeking at another institution, or high school students participating in WVU Parkersburg's dual enrollment program.
- 4.2 Applicants to the program must apply for the benefit once per academic year. The deadlines for application will be determined and publicized by the Financial Aid Office.
- 4.3 Classes taken during the fall, spring, and summer semesters will be eligible for the program. For degree-seeking students, only those classes that are required for the student's program of study will be covered by the waiver program.
- 4.4 For purposes of this policy, "making academic progress" means that the student:
- 4.4.1. Has a cumulative grade point average of 2.00 or higher. The GPA may be their institutional grade point average or their financial aid grade point average, whichever is higher;
  - 4.4.2. Has a cumulative completion rate (passed credit hours divided by attempted credit hours) of 66.5% or higher; and
  - 4.4.3. Is on pace to complete their academic program within the maximum timeframe defined in Answer Book Policy VI-10A Standards of Satisfactory Academic Progress for Financial Aid Recipients.

## **Section 5. Budget**

- 5.1 The budget for the tuition and academic fee waiver benefit program will be derived from the regular tuition and academic fee waiver allotment as defined by W. Va. Code § 18B-10-5 and the President.
- 5.2 The college reserves the right to limit the use of funds for the program at the discretion of the President in consultation with the Board of Governors.
- 5.3 The program may be suspended by the WVU Parkersburg Board of Governors with a six-month notice to the college community.

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 22, 2024**

**ITEM:** Policy update E-42 “Procurement and Purchasing”

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the August 27, 2024, meeting of the WVU Parkersburg Board of Governors.

Updates to Policy E-42 “Procurement and Purchasing” continue to ensure uniformity in procurement and purchasing processes, adherence to sound business practices; reduction of costs of materials, equipment, and services; and compliance with the West Virginia Governmental Ethics Act. In addition, this policy makes a reference to following all state policies, as well as the procurement handbook of the West Virginia Higher Education Policy Commission and the purchasing rule of the West Virginia Council for Community and Technical College Education. This policy is a reference to the WVU Parkersburg Answer Book policies, which outline the procedure for purchasing. Those three policies – VII-09 “Purchase Card Procedures,” VII-10 “Purchasing Procedures,” and VII-10A “Receiving Procedures” – were all updated in September 2023.

This 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 E-42  
PROCUREMENT AND PURCHASING**

**Section 1      General**

- 1.1. Scope: Policy regarding procurement and purchasing activities at West Virginia University Parkersburg
- 1.2. Authority: [W. Va. Code § 18B-5-4, et seq.](#) and [135 C.S.R. 30.](#)
- 1.3. Effective Date: October 22, 2024 (Replaces version dated June 2, 2006)

**Section 2      Policy**

- 2.1. The President of West Virginia University Parkersburg or his/her designee is authorized and directed to adopt, amend, modify, repeal, and/or substitute procedures regarding procurement and purchasing activities at West Virginia University Parkersburg, all in accordance with applicable law.
- 2.2. The procedures referenced in Section 2.1 above may include adaptation of some or all of the State of West Virginia's procurement and purchasing policies; Provided, that West Virginia University Parkersburg will follow the procurement handbook of the West Virginia Higher Education Policy Commission, which is applicable to all public institutions of higher education, the purchasing rule of the West Virginia Council for Community and Technical College Education, or the procedures outlined by West Virginia University Parkersburg's established policies pursuant to W.Va. Code § 18B-5-4.
- 2.3. The procedures referenced in Section 2.1 above shall ensure:
  - Uniformity in procurement and purchasing processes
  - Adherence to sound business practices
  - Reduction of costs of materials, equipment and services and
  - Compliance with the West Virginia Governmental Ethics Act.
- 2.4. The President or his/her designee may adopt, amend, modify, and/or repeal West Virginia University Parkersburg's purchasing and procurement procedures so long as such action maintains the institution's compliance with the Commission's Purchasing Procedures Manual, the State Auditor's P-Card Procedures Manual, and all applicable laws.

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 22, 2024**

**ITEM:** Approval of Board of Governors  
Policy updating the process for keeping records regarding prior felony or sexual offenses of students

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve an update to the Board of Governors policy D-53 “Campus Participation of Students with Felony and Sexual Offense Records”

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

**BACKGROUND:**

The current Policy D-53 for “Campus Participation of Students with Felony and Sexual Offense Records” regulates the participation of students with felony and sexual offense convictions in academic and extracurricular activities and provides faculty and staff with a procedure for reviewing the appropriateness of student participation in academic activities without violating student privacy. This policy was last updated in 2006.

Updates to Policy D-53 include an update of state code references, enhances the explanation of the effect of an applicant’s criminal record based on the nature of the offense(s) and any potential risk posed to the institution by the admission of the applicant, and clarifies language for record keeping and record access. It also removes the requirement for the college to have a link to the sex offender registry on the website, which is not a state code requirement.

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

**POLICY D-53**

**CAMPUS PARTICIPATION OF STUDENTS WITH FELONY AND SEXUAL OFFENSE RECORDS**

Section 1. General.

- 1.1. Scope – This Rule regulates the participation of students with felony and sexual offense convictions in academic and extracurricular activities and provides faculty and staff with a procedure for reviewing the appropriateness of student participation in academic activities without violating student privacy.
- 1.2. Authority – Family Educational Rights and Privacy Act; ~~WV State Code §15-12-2(d); CCTCE Title 135, Series C.S.R. 23, Basic Guidelines and Standards for Admissions at Community and Technical Colleges~~
- 1.3. Effective Date – ~~April 17, 2009~~ October 22, 2024
- 1.4. (Replaces version dated April 17, 2009)

Section 2. Purpose

- 2.1. It is the purpose of the Board of Governors to establish and regulate the Student Code of Conduct.
- 2.2. Convicted felons and registered sex offenders are not barred from enrollment at ~~West Virginia University at WVU~~ Parkersburg, but the effect of an applicant's criminal record will depend on the nature of the offense(s) and the potential risk posed to the institution by the admission of the applicant.
- 2.3. Limitations on participation in extracurricular activities or class assignments must be reasonable and directly related to areas of potential risk. This policy ~~will exist~~ to protect the campus community and to comply with the West Virginia Code. The College will not tolerate use of such information as compliance with the policy may generate to harass a student convicted of a felony or a registered sex offender ~~will not be tolerated.~~

Section 3 Self-Reporting of Felony Convictions

- 3.1. Application – All prospective students must complete a section on all applications that asks if the prospective student has ever been convicted of a felony.
- 3.2. Students who answer in the affirmative ~~will be required to~~ shall submit a letter of explanation to the Office of the Registrar prior to being accepted and prior to being allowed to register for class. ~~Upon receipt of the letter of explanation, if the student meets all other admission requirements~~ The Registrar shall make an acceptance decision ~~will be made by the Registrar~~ based on, inter alia, the nature of the offense and the potential risk posed to the institution by the admission of the applicant.

- 3.3. All registered sex offenders are required to self report their status to the [West Virginia University at WVU Parkersburg Police Department](#) upon enrollment. If designated as a registered sex offender after enrollment, the [student must self-reporting must occur](#) within ~~one~~ [three](#) working days of the designation. Failure to self-report may result in disciplinary action up to and including expulsion.

#### Section 4 Record Keeping

- 4.1. ~~Campus Police shall retain all letters of explanation will be kept under a double lock protocol in two locations consisting, at minimum, of a locked container within a locked office in a sealed envelope secure file with Campus Police and add a note will be added in the student record portal of date received.~~  
~~The Office of the Registrar will keep the original Letters of Explanation in a separate filing location from all academic and financial records.~~
  - 4.1.1. ~~The only Student Services personnel that will have access to the Letters of Explanation will be the Registrar and the Dean of Students Executive Vice President for Academic Affairs (EVPAA), on a purposeful, need to know basis.~~
  - 4.1.2. ~~Certified copies of the Letters of Explanation will be given to the campus police lead officer who will be the only other institutional officer allowed direct access to the Letters of Explanation files.~~

#### Section 5 Records Access

- 5.1. No employee of [West Virginia University at WVU Parkersburg](#), other than the President, [Dean of Students EVPAA](#), Registrar, or Campus Police [Lead Officer](#) ~~will be are~~ allowed ~~to see~~ [access to](#) the [letters of explanation files](#).
- 5.2. After initial notification [by the EVPAA or the Campus Police Lead Officer](#), ~~letters of explanation may not be accessed without a clear and immediate need to know~~ [as determined by the President](#).

#### Section 6 Activity Participant Vetting Process

- 6.1. Faculty, staff, or administrators may request to have their activity participant list vetted by the Campus Police to screen for potential incompatibility between the proposed activity (academic or extracurricular) and a felony conviction [or registration on the sex offender registry](#) of one of the proposed participants.
- 6.2. ~~If~~ Faculty, staff, or administrators ~~wish to use this process,~~ [requesting such review shall provide](#) a list of participants ~~will be given~~ to the [Campus Police Lead Officer](#) at least one week before the event.
- 6.3. The [Campus Police Lead Officer](#) will, in a secure setting, review the list against the [letters of explanation files](#) to determine if the nature of any felony conviction [or registration on the sex offender registry](#) precludes participation in an institutional activity.
- 6.4. The [Campus Police Lead Officer will supply the](#) requesting ~~employee~~ (faculty, staff or administrator)



~~will be supplied~~ with a list of those students whose felony record or registration on the sex offender registry is incompatible with the scheduled activity.

6.4.1. Upon review of the ~~Dean of Students~~ EVPA, students so identified will not be allowed to participate in the ~~extracurricular~~ activity.

6.4.2. If the activity in question is a required academic activity, the College will not allow students so identified ~~should not be allowed~~ to participate and ~~should be~~ will provided such students with an alternate means of assessment.

6.5. A student aggrieved by a determination of incompatibility can ~~be~~ appealed to the Office of the President. The President's decision is final.

6.6. Under no circumstances will the nature of the felony conviction be made known to anyone but the President, EVPA Dean of Students, Registrar, or and Campus Police Lead Officer.

## Section 7 Student Employees

7.1. Student employees of West Virginia University at WVU Parkersburg ~~should~~ shall not be placed in any position that would be incompatible with a specific felony conviction or registration on the sex offender registry. Supervisors or those with hiring authority may use the Activity Participant Vetting Process (Section 6, see above) to determine eligibility.

## Section 8 Sex Offenders

8.1. Any person who is required to register as a sex offender in West Virginia shall provide notice of such registration to the Campus Police Lead Officer ~~as required under WV State Code §15-12-2(d)~~ within three business days of such registration.

8.2. Registered ~~convicted~~ sex offenders are prohibited from working in or being upon the premises without authority of any area of the College that is designated to provide service/care to children. This prohibition includes, but is not limited to, pre-school or childcare facilities, high school or elementary school events, family style community events, or performance events that involve minors. The College may also prohibit registered sex offenders from attending or participating in other locations and/or events may be added at the discretion of WVU at Parkersburg Administration if, in the President's sole discretion, such attendance or participation would create an unreasonable risk to the institution.

8.3. Supervisors of registered sex offenders ~~should~~ must not assign the student employee to an area from which they are prohibited ~~if other employees are available~~ but shall instead assign another employee to complete the assignment. ~~If the assignment of the sex offender is essential, their immediate supervisor must escort them for the entire time that they are working in the prohibited location.~~

~~8.4. Registered Sex Offenders are prohibited from working in and participating in events associated with the Children's Room or campus productions or events that include or are directed at minors. This includes off campus events funded or produced by West Virginia~~

**University at Parkersburg.**

~~8.5.8.4.~~ Individuals Students on the sex offender registry must notify their instructor(s) as soon as possible if an assignment or activity is given that they cannot complete and the affected instructor will offer an alternative assignment will be offered.

~~8.6.8.5.~~ The state registry database is made available to alert possible victims of potential danger, not to punish or embarrass offenders. Use of such information to harass a sex offender will not be tolerated.

~~8.7.8.6.~~ A hyper text link to the sex offender registry of the West Virginia State Police will be placed on the web site of the West Virginia University at WVU Parkersburg Campus Police.

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 22, 2024**

**ITEM:** Approval of Board of Governors  
Policy updating the policy for bookstores and textbooks to also add open educational resources

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve an update to the Board of Governors policy E-48 “Bookstores, Textbooks, and Open Educational Resources”

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

**BACKGROUND:**

The current Policy E-48 for “Bookstores, Textbooks, and Open Educational Resources” does not have the words Open Educational Resources (OER) in its title. The purpose of the policy is to ensure appropriate, high quality, and affordable Educational Materials are selected for courses by the college. This policy was last updated in 2006.

Updates to Policy E-48 include the addition of OER, including availability, costs savings and affordability, support for faculty and staff, and sustainability and innovation. The addition of OER as an option reduces the financial burden on students and fosters an innovative learning environment. This update also defines “Educational Materials” as including textbooks, articles, videos, open educational resources, and other resources.” In addition, this update also reflects the college as the manager of the bookstore. The edits also include the removal of section 4, which is copied from code and is unnecessary as the code is referenced and may be updated more frequently than policy. Also in following with state policy, this update changes the name of the “Textbook Affordability Committee” to the “Educational Resources Affordability Committee” as is reflected in state code. The BOG will have an annual update on Educational Resource Affordability in a committee meeting from the Executive Director of Finance and Administration, who oversees the bookstore. Additionally, the required provisions are reflective of current practices.

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

**POLICY E-48**

**BOOKSTORES, ~~AND~~ TEXTBOOKS, ~~AND~~ OPEN EDUCATIONAL RESOURCES**

**Section 1. General**

- 1.1. Scope: Policy regarding Bookstores, ~~and~~ Textbooks and Open Educational Resources (OER) at West Virginia University ~~at~~ Parkersburg.
- 1.2. Authority: W. Va. Code § 18B-1-6 and § 18B-10-14; and the federal Higher Education Opportunity Act, codified at 20 U.S.C. § 1015b. W.Va. Code § 18B-10-14 and CCTC Title 135: Procedural Rule: Series 51.
- 1.3. Effective Date: October 22, 2010–October 22, 2024 (Replaces version dated October 22, 2010) (Supersedes version titled, “Bookstores,” dated November 2, 2007) This Rule supersedes and replaces; Higher Education Policy Commission (“HEPC”) Series 51 (W. Va. Code R. §§ 133-51-1 to -7), which was effective May 27, 2010; and any other rule of HEPC which relates to the subject matter contained within this Rule. This Rule also amends and replaces Board of Governors Policy 48: Textbook Affordability, which was effective on February 4, 2011, and any other internal University policy or procedure which relates to the subject matter contained within this Rule.

**Section 2. Purpose**

—The purpose of this policy is

- 1.1 — ~~a. To ensure that appropriate, high quality, and affordable Educational Materials are selected for courses offered by the University College. Accordingly, this Rule outlines the guiding principles for the selection, adoption, use, sale, and delivery of Educational Materials. Educational materials include textbooks, articles, videos, open educational resources, and other resources. To fully and adequately address the mandates in W. Va. Code § 18B-10-14 regarding the operation of bookstores and the actions of employees of the institution in the selection and adoption of textbooks and course materials:~~
  - ~~b. To effectuate the mandates regarding textbooks and supplementary course materials set out by Congress in the Higher Education Opportunity Act (HEOA) enacted on August 14, 2008, and any successor to that Act.~~
  - ~~c. To address the recommendations of the Statewide Task Force on Textbook Affordability contained in the final report of that Task Force jointly adopted by the Higher Education Policy Commission and the Council for Community and Technical College Education (Council).~~

**Section 3. Establishment of Bookstore(s)**

- 3.1 The President of West Virginia University ~~at~~ Parkersburg or his/her designee will establish a procedure for the establishment and operation of a bookstore to sell books, stationary, and other school and office supplies generally carried in college bookstores. The College will manage its bookstores ~~will be managed~~ in compliance with West Virginia Code § 18B-10-14 ~~and CCTC Title 135: Procedural Rule: Series 51~~ 135 C.S.R. 51, Bookstores and Textbooks.

**Section 4. West Virginia Code Procedural Requirements**

- 4.1 ~~This policy addresses the statutory mandates of W. Va. Code § 18B-10-14 in order to minimize the costs to students for textbooks and course materials:~~

~~4.1.1 — To the maximum extent practicable, the bookstore will repurchase used books from students at the end of each semester, based on the new textbook price and demand.~~

~~4.1.2 — No employee of the governing board may receive any payment, loan, subscription, advance, deposit or money, service benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course materials. However, an employee may receive royalties or other compensation from such sales that include the employee's own writing or work. An employee may also receive free sample copies, instructor's copies and instructional material but may not resell those items and retain the proceeds.~~

~~4.1.3 — No employee of the governing board may require for any course a textbook that includes his or her own writing or work if the textbook incorporates either detachable worksheets or workbook-style pages intended to be written in or removed from the textbook. This does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar material which is published independently from the textbook.~~

~~4.1.4 — To the maximum extent practicable, the textbook selection procedure will~~

~~4.1.4.1. Ensure that basic textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted, or select basic textbooks where earlier editions are easily and appropriately utilized in the courses, or utilize e-books.~~

~~4.1.4.2. Establish firm deadlines for faculty to be assigned to courses and textbooks and course materials to be selected prior to each semester.~~

~~4.1.4.3. Institute a default selection of certain textbooks, continue the use of the previous textbook, or have a chair or dean select the textbook when deadlines are not met. Any such default selection must be strictly enforced and faculty not be allowed to change the selection.~~

~~4.1.4.4. Ensure that used textbooks, if available, can be located and purchased by the time of enrollment each semester.~~

~~4.1.4.5. Utilize the same title(s), excluding any supplements to the textbooks, for courses with multiple sections.~~

~~4.1.5. — A listing of all selected textbooks and materials selected and assigned prior to each semester will be prominently posted immediately after such selection process is completed and the textbook and course materials designated for order by the bookstore:~~

~~4.1.5.1. In a central location on campus communicated to the student body~~

~~4.1.5.2. In the campus bookstore;~~

~~4.1.5.3. On the institution's website; and~~

~~4.1.5.4. With the International Standard Book Number (ISBN), edition number and any other relevant information regarding each textbook or supplemental course materials.~~

~~4.1.6. By November 1 of each year, the President's designee in consultation with the Bookstore Manager will report to the Chancellor of the Council, for the prior fiscal year, the deadlines established for faculty to be assigned~~

~~to courses; the deadlines for textbooks and course materials to be selected; the percentages of those deadlines met; and the dates the listing of assigned textbooks and course materials were posted pursuant to the requirements of Section 4.1.5.~~

~~4.1.7. All revenue the institution receives from a private entity for bookstore operation will be utilized for non-athletic scholarships at the institution.~~

## **Section 54. Federal Procedural Requirements**

**54.1.** This policy addresses the federal mandates regarding textbooks contained in the Higher Education Opportunity Act of 2008 ([Public Law 110-315](#)):

**54.1.1.** Textbook publishers soliciting any employee of the governing board to select textbooks or supplemental course material will provide that employee, in writing:

[4.1.1.1.](#) The price of the textbook and supplemental course materials;

[4.1.1.2.](#) The copyright dates of the three previous editions, if any;

[4.1.1.3.](#) A description of substantial content revisions from the previous editions;

[4.1.1.4.](#) Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;

[4.1.1.5.](#) The price of textbooks unbundled from supplemental material; and

[4.1.1.6.](#) The same information, to the extent practicable, for custom textbooks.

**54.1.2.** No employee of the governing board will select or assign a textbook or supplemental course materials if the publisher has not supplied the information, in writing, required by Section 5.1.1 of this rule.

**54.1.3.** The institution will provide on its electronic course schedule and through a link to its bookstore's website, prior to course enrollment each semester for all required or recommended textbooks and supplemental material:

[4.1.3.1.](#) The ISBN number and retail price or, if the ISBN number is not available, then the author, title, publisher and copyright date.

[4.1.3.2.](#) If such disclosure is not practicable, then the designation "To Be Determined."

[4.1.3.3.](#) A reference will be made on any written course schedule to the information available on the electronic course schedule accessible through the institutional website and the internet address for the electronic course schedule.

**54.1.4.** The institution will include on its website or through a link to its bookstore's website and electronic course schedule any of its policies or provisions for:

[4.1.4.1](#) Rental of textbooks;

[4.1.4.2.](#) The purchase of used textbooks;

4.1.4.3. Textbook repurchase or buy backs; and

4.1.4.4. Alternative content delivery programs.

~~5.1.5. The institution will update its policies to comply with any future federal mandates.~~

### **Section 65: Textbook-Educational Materials Affordability Committee.**

~~65.1.~~ The President will establish an permanent Textbook-Educational Materials Affordability Committee consisting of faculty, students, administrators, and bookstore representatives which will meet periodically, but at least annually, to advise the faculty senate, student government, administration, and institutional Board of Governors on affordability issues and initiatives, textbook selection guidelines and strategies, and educational opportunities.

~~6.2. The West Virginia University at Parkersburg Board of Governors will meet annually with the Textbook Affordability Committee to receive any recommendations or reports it may have generated and copies of any such recommendations and reports will be transmitted to the Chancellor of the Council.~~

### **Section ~~76.~~ Required Provisions.**

~~76.1.~~ This policy establishes the following guidelines for faculty in the selection of textbooks and supplementary course materials that ensure the College selects appropriate, high quality course materials ~~are selected but give while also giving~~ students timely access to the most affordable materials. To the maximum extent practicable,

~~a. Faculty will consider more than one textbook publisher and compare prices for textbooks and course materials;~~

~~b. 6.1.1.~~ Faculty are strongly urged to select textbooks in which at least 50 percent of the content will be used in the course unless the students can use the same textbook ~~will be utilized by the student~~ in other courses;

~~c. 6.1.2.~~ Faculty are strongly urged to select textbooks that have low cost alternative editions available;

~~d. 6.1.4.~~ Faculty are strongly urged to select textbooks they believe will not be revised by the publisher in the near future;

~~e. 6.1.5.~~ Faculty are encouraged to consider utilizing consortiums which make available open source textbooks or OER course materials to faculty and students free or at low cost;

~~f. The President's designee will implement a training program for all faculty, at the time of hire and periodically thereafter, on textbook selection and strategies that guarantee high quality course materials at the most affordable cost.~~

~~7.2. To the maximum extent practicable, the bookstore will provide a textbook rental program.~~

~~7.3. To the maximum extent practicable, the institution College will:~~

~~a. Place a copy of required textbooks on reserve in the campus library or other accessible area(s); and~~

~~b. Periodically update its rules this policy to address emerging technologies or new strategies which address textbook affordability.~~

### **Section 7. Open Educational Resources (OER) Policy.**

7.1 WVU Parkersburg supports the use of **Open Educational Resources (OER)** as part of our commitment to reducing the cost of educational materials for students and promoting access to high-quality, openly licensed content. OER materials, including textbooks, articles, videos, and other resources, are available at no cost or a significantly reduced cost to students.

7.1.1 **Availability of OER Materials:**

Faculty members are encouraged to adopt OER materials for their courses. When OER resources are used, the faculty member will assist in making digital or print versions available to students.

7.1.2 **Cost Savings and Affordability:**

The use of OER allows students to access course materials at little or no cost. Faculty work with division deans if they choose to identify and source OERs, ensuring students have affordable options for their required course materials.

7.1.3 **Support for Faculty and Students:**

Faculty members ensure OERs are accessible in chosen formats. Additionally, faculty provide students with guidance on accessing and utilizing OERs to enhance their learning experience. The institution will provide support through funding (when available), training, and technical assistance to help faculty identify, adopt, and develop OER.

7.1.4 **Sustainability and Innovation:**

By promoting OER, the college encourages sustainable educational practices, reducing the financial burden on students and fostering an innovative learning environment.



**West Virginia University at Parkersburg Board of Governors  
Meeting of October 22, 2024**

**ITEM:** Approval of Board of Governors  
Policy updating the policy for management of  
facility master plans and capital projects

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at  
Parkersburg Board of Governors approve an  
update to the Board of Governors policy E-52  
“Capital Spending”

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

**BACKGROUND:**

The current Policy E-52 for “Capital Spending” is established to present guidelines, delegate authority, and assign responsibility for the governance of the capital planning and management activities of WVU Parkersburg. This policy also governs the acquisition of facilities, real property, and capital equipment by purchase, lease or lease-purchase. This policy was last updated in 2009.

Updates to Policy E-52 includes the change of a required 10-year facility master plan to a Campus Development plan. The WV Legislature repealed the 10-year facility master plan requirement in 2019 and replaced it with the updated Campus Development plan. These plans are then approved by the BOG and forwarded to the West Virginia Community and Technical College System Council. WVU Parkersburg will be doing an updated Campus Development plan in Spring 2025.

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

West Virginia University at Parkersburg Board of Governors

**POLICY E-52  
CAPITAL SPENDING**

**Section 1. General**

~~1.21.1~~ Scope: This policy governs the management of WVU at Parkersburg's Facilities Master Plans, ~~Five Year~~ Campus Development Plans and capital projects in excess of \$250,000.

~~1.31.2~~ Authority: ~~W. Va. Code §§18B-1-6 and §18B-19-17 18B-19-4, WV Code §18B-1-6, 18B-1B-4, and 18B-10-8, WV Council for Community & Technical College Education Title 135, Series C.S.R. 12, Capital Project Management~~

~~1.41.3~~ Effective Date: ~~April 17, 2009~~ October 22, 2024  
(Replaces version dated April 17, 2009)  
~~April 17, 2009. This rule shall terminate and have no further force or effect on April 16, 2028.~~

**Section 2. Purpose**

2.1 The purpose of this policy is to establish guidelines, delegate appropriate authority, and assign responsibility for the governance of capital planning and management activities under the authority of the West Virginia University at WVU Parkersburg Board of Governors. This policy shall also govern the acquisition of facilities, real property, and capital equipment by purchase, lease or lease-purchase.

**Section 3. Governing Board's Assignment of Responsibility and Process for Review and Approval of Capital Projects.**

3.1 It shall be the responsibility of the President or ~~his (her)~~ the President's designee to propose to the Governing Board for review and approval all of the following:

~~•3.1.1. Ten-year facilities master plans~~

~~•3.1.2. Five-year Campus development plans and reports.~~

~~•3.1.3. Capital projects expected to exceed a total of \$250,000.~~

~~•3.1.4. Capital purchase, lease or lease-purchase agreements in excess of \$250,000.~~

~~•3.1.5. Acquisition or disposal of real property.~~

3.2 Such projects as cited in section 3.1 above shall be submitted to the Board of Governors through its committee on Administrative Services.

3.3 Capital projects including capital leases expected to exceed one million dollars require Council approval.

3.4 ~~In the event of~~ If multiple capital projects exceeding \$250,000, the projects should be recommended by the Executive Director of Maintenance & Facilities Management to the President -in proposed order of priority jointly agreed upon by the Executive Director of Maintenance & Facilities Management and the President.

- 3.5 ~~Prior to submission to the Council, Facilities Master Plans should be reviewed by the Governing Board to insure that the plans are designed to support the mission and current programs of the college and are realistically consistent with anticipated funding.~~
- 3.6 Prior to submission to the Council, five year the Board of Governors shall review proposed Campus Development Plans should be reviewed by the Governing Board to insure that the plans are designed to support the mission and current programs of the College and are realistically consistent with changing conditions and anticipated funding. The Board of Governors must approve such plans before submission to the Council.
- 3.7 The Board of Governors shall review individual capital projects exceeding \$250,000 should be reviewed by the Governing Board for funding availability and consistency with the objectives of the current Campus five-year Development Plan or such other justification as may be warranted. This review will occur during the Board of Governors Administrative Services Committee meetings.
- 3.8 ~~The Governing Board and the institution shall not approve or promote projects involving private sector businesses, which would have the effect of reducing property taxes on existing properties or avoiding, in whole or in part, the full amount of taxes which would be due on newly developed or future properties. Once the Board of Governors has approved the same of any institutional property, the College shall follow the process outlined in W. Va. Code § 18B-19-10 and any requirements of the Governor's Office in effectuating such sale.~~

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 22, 2024**

**ITEM:** Approval of two new programs:  
BAS Integrated Marketing Communication  
AAS Integrated Marketing Communication

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the following programs:  
Bachelor of Applied Science in Integrated Marketing Communication,  
Associate of Applied Science in Integrated Marketing Communication

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

**BACKGROUND:**

Due to changes in industry standards and low program enrollment in Communication and Media Studies programs, it has become necessary to restructure. Offering an AAS and a BAS Integrated Marketing Communication (IMC) degree option is supported by community partners. IMC provides a well-rounded skill set that will allow students multiple opportunities upon completion. Courses are realigned to meet industry changes in technology, news reporting, and social media standards.

The attached programs of study have been approved by the College-wide Curriculum Committee, the Executive Vice President for Academic Affairs, and the President.

## Integrated Marketing Communication

Semester 1	
ENGL 101	(3)
Quantitative Reasoning elective	(3)
IMC 101 - Fundamentals of Integrated Marketing Communication	(3)
IMC 110 - Basic Media Writing	(3)
Human Communication and Interaction elective (prefer COMM 105, COMM 111 or COMM 112)	(3)
	15
Semester 2	
Scientific Inquiry elective	(4)
GBUS 101 Introduction to Business	(3)
GBUS 202 – Business Communication (PreReq COMM 105, COMM 111, COMM 112, or SPCH 111)	(3)
IMC 215 - Media Writing	(3)
IMC 220 – Photography	(3)
	16
Semester 3	
IMC 117 - Introduction to Social Media	(3)
IMC 218 - News Reporting	(3)
IMC 225 - Media Design	(3)
Aesthetics, Creativity and Appreciation elective	(3)
GBUS 117 Financial Business Application	(3)
	15
Semester 4	
IMC 235 - Fundamentals of Video Production	(3)
IMC 217 - Advanced Social Media Management	(3)
People and their Worlds elective (prefer ECON 201)	(3)
IMC 239 - Video/Podcast Writing	(3)
IMC 240 - Multimedia Reporting	(3)
	15

Semester 5	
IMC 360 - Digital Imaging	(3)
IMC 370 - Marketing Design	(3)
MKTG 230 - Principles of Marketing	(3)
MGMT 220 – Principles of Management	(3)
ENGL 102	(3)
	15
Semester 6	
People and their Worlds elective (Prefer ECON 202)	(3)
Quantitative Reasoning elective (MATH 211)	(3)
IMC 437 – Branded Content	(3)
IMC 359 - Broadcast Technical Production	(3)
IMC 317- Social Media Campaign	(3)
	15
Semester 7	
GBUS 310 Business Law 1	(3)
IMC 425 - Advanced Video Production	(3)
IMC 428 - Media Ethics and Law	(3)
Scientific Inquiry elective	(3)
MKTG 341 Advertising <b>FALL only class – Prereq MKTG 230, MKTG 311 or MKTG 330</b>	(3)
	15
Semester 8	
Aesthetics, Creativity and Appreciation elective	(3)
IMC 327 - Event Planning	(3)
IMC 410 - Graphic Design	(3)
IMC 439 - Campaign Management	(3)
IMC 440 - IMC Internship	(3)
	15