

WVU PARKERSBURG BOARD OF GOVERNORS

**JANUARY 20, 2026
AGENDA**

Members

Blaine Hess, Chair
Savannah Morgan, Vice Chair
Vasanth Ananth, Secretary
Stephanie McCoy
Ami Shaver
David Bowles

Jared Decker
Scott Seese
Andrew Walker
Cody Irick
Trista Scarberry

Dr. Torie Jackson
President



SCHEDULE

WVU Parkersburg Board of Governors

Tuesday, January 20, 2026

11:30 a.m.	Executive Committee	ITC Conference Room
12:30 p.m.	Lunch - Dave Boggs, Executive Vice President, Pickering Associates & Dr. Torie Jackson, WVUP President, Examining the Fiduciary Responsibilities of Campus Development	ITC Chapel
2:00 p.m.	Academic and Student Services & Administrative Services Committees	ITC Chapel
3:15 p.m.	Board Meeting	ITC Chapel

WVU PARKERSBURG BOARD OF GOVERNORS
Meeting of January 20, 2026
ITC Chapel
3:15 p.m.

1. Call to Order	Blaine Hess, Chair	
2. Roll Call	Lauriel Rader Secretary to the Board	
3. President's Report	Dr. Torie Jackson, President	
4. Approval of Minutes		
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5. Committee Reports		
• Executive Committee	Blaine Hess	
• Academic and Student Services & Administrative Services Committees	David Bowles/Savannah Morgan	
6. Information Items		
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• Acknowledgement of Tuition & Fee Waivers for Fiscal Year 2025	Dr. Torie Jackson, President.....	28
7. Action Items		
• Approval of Board of Governors Policy updating the policy for Meal Breaks (Policy B-50)	Dr. Torie Jackson, President.....	29
• Approval of Board of Governors Policy updating the policy for Academic Credit, Micro-Credential Pathways & Continuing Education Units	Dr. Torie Jackson, President.....	33

(Policy C-09)

- Approval of Board of Governors Policy updating the Policy for Tobacco & Smoke-Free Campus (Policy F-60)

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- Approval of Four New Programs:
BASBA Accounting
BASBA CPA Track
BASBA Financial Management
AAS Emergency Medical Services

Dr. David Lancaster,
Executive Vice President
for Academic Affairs....40

8. Board Comments/Announcements

9. Next Meeting -
Tuesday, March 17, 2026

10. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY PARKERSBURG
BOARD OF GOVERNORS
October 14, 2025

A regular meeting of the WVU Parkersburg Board of Governors was held on Tuesday, October 14, 2025, in the Francis & Nina Phares Board Room of WVU Parkersburg and via Zoom video conferencing, beginning at 3:15 p.m. Board members present were: Blaine Hess, Savannah Morgan, Vasanth Ananth, Stephanie McCoy, Ami Shaver, Jared Decker, Scott Seese, Andrew Walker & Trista Scarberry. Others present included Dr. Torie Jackson and Lauriel Rader.

Guests present included administrators, faculty and staff.

1. Call to Order

Mr. Hess, Chairman 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:

Greetings, Governors,

Today, I'd like to share with you a recent opportunity. A team from WVU Parkersburg attended the national conference of the National Association of Community Colleges for Entrepreneurship (NAACE).

At the conference, we were recognized as one of the top 5 entrepreneurial colleges in the nation. We are going to continue to work to be the number one college, but we will be accepting of a top 5 finish.

As a college, we also walked away with the full amount requested of \$45,000 in support of its Forging Futures welding initiative through the NACCE and the Ratcliffe Foundation's Pitch for the Skilled Trades competition.

The Forging Futures project will bring mobile, industry-certified welding training directly into correctional facilities in the Mid-Ohio Valley. Using state-of-the-art mobile welding units, the program delivers hands-on, American Welding Society-aligned instruction to incarcerated individuals, providing them with marketable skills and credentials that prepare them for high-demand jobs in the skilled trades upon release.

This project represents what community colleges do best, which is bringing education to those who need it most. With this funding, we can create pathways from incarceration to employment, transforming both lives and communities through opportunity and education.

The program will provide wraparound services that not only teach a trade, but also provide soft skills and basic literacy and math credentials as needed. The program plans to reduce recidivism while solving a workforce shortage.

“Forging Futures is about restoring dignity through skill. We believe education is the most powerful form of rehabilitation, and this project gives students a tangible way to rebuild their futures. When we hand someone a welding torch, we’re not just teaching them a trade, we’re handing them hope, stability, and the chance to belong again,” said Vice-President of Institutional Advancement Olivia Reeder.

The participants included myself, Olivia, and C.O. and Charles F. Erickson Distinguished Faculty Chair in Entrepreneurship Andrew Rochus. To compete in the live pitches, the team had to complete an application detailing the program and its potential funding as well as participate in live-online semi-finals.

Forging Futures embodies WVU Parkersburg’s mission to deliver innovative, accessible education that strengthens West Virginia’s workforce, reduces recidivism, and expands opportunity through skill, compassion, and second chances.

Additionally at the conference, I had the opportunity NAACE’s Lifetime Achievement Award to a leader whose impact can be felt in classrooms, labs, and shop floors across America, Mr. Nick Pinchuk, Chairman and CEO of Snap-on.

At WVU Parkersburg, we believe deeply in the dignity of work and the promise of skilled careers. Our students are future welders, advanced manufacturing technicians, chemical operators, engineers, computer science professionals, healthcare professionals, and more. They come to us to build real skills and real lives. They choose pathways that power the Mid-Ohio Valley and the entire state of West Virginia. We invest in high-quality labs, industry-recognized credentials, and employer partnerships because we know that when talent meets opportunity, communities thrive.

That commitment is why it felt especially meaningful to be asked to recognize that Mr. Pinchuk’s leadership, which has elevated skilled trades from a talking point to a national priority. Under his guidance, Snap-on has been more than a world-class manufacturer; it has been a force for workforce excellence, championing rigorous standards, investing in educator training, and collaborating with community colleges to ensure students graduate with mastery, confidence, and, most of all, pride. This CEO has long been a clear, consistent voice for the dignity and necessity of hands-on expertise. He reminds us that our economy doesn’t move forward by accident; it advances because skilled people design, build, maintain, and repair the systems that

make modern life possible. In an age of rapid technological change, he's shown that craftsmanship and innovation are not opposites. They are partners. Precision matters. Safety matters. Quality matters. And people matter most.

Similarly, at WVU Parkersburg, we see the fruits of that philosophy every day. When a student earns a credential that leads to a career. When our programs align with employer expectations, our graduates walk into interviews ready to contribute on day one. That alignment between education and industry, between learning and doing, is exactly what we champion.

What we do at WVUP extends far beyond a single company. Through partnerships with employers, support for instructor development, and advocacy on the national stage, we at WVUP can work alongside those like Mr. Pinchuk to restore respect for technical education and the skilled trades. We can measure success not only by enrollment, but by employment, advancement, and the pride of a job done right.

Our students are strivers and problem-solvers. They're ready to work, ready to learn, and ready to lead. When education is aligned with industry, our graduates don't just fill jobs; they build futures, support families, and strengthen our communities. When we respect mastery, we expand opportunity, and when we expand opportunity, we uplift entire communities.

At WVU Parkersburg, we know that, together, we can achieve more.

4. Approval of Minutes

Chairman Hess stated the minutes from the Regular Board meeting of August 19, 2025, are submitted for review. With no corrections to be made, minutes are approved as submitted.

5. Committee Reports

- Executive Committee

Chairman Hess shared updates from the Executive Committee. He announced that we've reached another hallmark in terms of enrollment, with a head count this Fall of 3,015 students, a new high-water mark for us and a 9% increase for nine consecutive semesters. Behind this success is extensive recruitment, marketing, and the quality of our programs. Chairman Hess announced, several members will participate in the upcoming board summit in Charleston on October 29th and 30th. Board Members were asked to please mark their calendar for Saturday, December 13th, for graduation. Lauriel will send communications to confirm attendance and attire for the ceremony.

- Academic and Student Services Committee

Ms. Stephanie McCoy reported that the Academic and Student Services Committee received updates about the Arts & Sciences Division from Dean Mary Hetrick-Ratliffe. The Arts & Science Division supports all college degree pathways and consists of 23 faculty and three staff members. They toured the biology

department's advanced anatomy table with interactive case studies and the collaborative English space. In the computer lab, math instructor Angie Morgan's enthusiasm for teaching and her efforts to connect with students were especially memorable; she has students share about themselves, celebrates birthdays, and encourages peer tutoring, fostering a supportive learning environment. We also visited the music and art department to see self-portrait collages and a capstone project highlighting gender expectations.

- Administrative Services Committee

Ms. Savannah Morgan reported that the Administrative Services Committee received an update about the new proposed CRM System from Paula Tewksbury, Operational Excellence Consultant. The Board members learned about the implementation of the new CRM system, which will streamline college workflows from recruitment to enrollment, integrate various tasks across departments, and help prevent up to 97% of fraudulent applications, saving staff significant time.

6. 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 September 30, 2025. There were no questions from the members.

- Policy Update to the Board of Governors Policy C-07 "Grade Point Averages"

Dr. Torie Jackson, President, shared an update on the Board of Governors policy C-07 Grade Point Averages. Dr. Jackson reported that no substantive comments were received. Policy is considered approved 30 days from the August 19, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy C-07 for "Grade Point Averages" establishes the guidelines for GPA in regards to graduation, as well as D and F repeat provisions, as well as discretionary academic forgiveness provisions. This policy was last updated in 2002.

Changes to Policy C-07 are minor in that it updates naming and adds in applicable laws.

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

- Policy Update to the Board of Governors Policy E-04 "Travel"

Dr. Torie Jackson, President, shared an update on the Board of Governors policy E-04 Travel. Dr. Jackson reported that no substantive comments were received. Policy is considered approved 30 days from the August 19, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy E-04 for “Travel” establishes the guidelines for appropriate travel as an employee of the institution. This policy was last updated in 2018.

Changes to Policy E-04 are minor in that it updates naming and adds in applicable laws.

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

- Policy Update to the Board of Governors Policy E-57 “Appropriate Use of Computer Resources”

Dr. Torie Jackson, President, shared an update on the Board of Governors policy D-57 Appropriate Use of Computer Resources. Dr. Jackson reported that no substantive comments were received. Policy is considered approved 30 days from the August 19, 2025, meeting of the WVU Parkersburg Board of Governors.

The current Policy E-57 for “Appropriate Use of Computer Resources” establishes the guidelines for appropriate use of computer resources. This policy was last updated in 2014.

Changes to Policy E-57 are minor in that it updates naming and adds in applicable federal laws. We also have added the Innovation and Technology Center as a site. The more specific guidelines for this generalized policy are found in the WVU Parkersburg Answer Book in #VII-1. It also is being updated, with its previous revision dating 2017. One of the primary changes to it is the addition of using encrypted emails for some private information transfers.

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 Board of Governors Policy updating the Policy for Part Time Classified Employees (Policy B-13)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for Part Time Classified Employees. Dr. Jackson reported the current Policy B-13 for “Part Time Classified Employees” indicates the definitions of part time employees and the acquisition of those employees. This policy was last updated in 2003.

Updates to Policy B-13 modernize the authority references by removing outdated WV Code and aligning the policy with current HR statues. The reporting section is revised to ensure compliance with WVCTCS reporting requirements. In addition, definitions were updated, including the definition of “Classified Employee.” The new updates also strengthen language about vendor compliance and hiring justification to bring it into compliance with current practices.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Part Time Classified Employees” policy. If no substantial comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

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

Resolved, that the WVU Parkersburg Board of Governors approve an update to the Board of Governors Policy B-13 “Part Time Classified Employees”

Ms. McCoy seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating the Policy for Accreditation and Degree Standards (Policy C-35)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for Accreditation and Degree Standards. Dr. Jackson reported the current Policy C-35 for “Accreditation and Degree Standards” specifies accreditation expectations for the Board of Governors and the minimum standards for conferring degrees. This policy was last updated in 2006.

Updates to Policy C-35 reflect current accreditation terminology, clarify program accreditation expectations, expand degree standards beyond GPA, align academic titles with current practice, enhance eligibility explanation, and establish a Board review cycle. Collectively, these revisions strengthen institutional accountability, ensure compliance with state and accreditation requirements, and provide clearer guidance for students, faculty, and administration.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Accreditation and Degree Standards” policy. If no substantial comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

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

Resolved, that the WVU Parkersburg Board of Governors approve an update to the Board of Governors C-35 “Accreditation and Degree Standards”

Ms. Shaver seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating the Policy for Reduced Tuition and Fee Program (Policy E-14)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for Reduced Tuition and Fee Program for Residents at Least 65 Years of Age. Dr. Jackson reported the current Policy E-14 “Reduced Tuition and Fee Program for Residents at Least 65 Years of Age” establishes a reduced tuition and fee program for residents of West Virginia who are at least sixty-five years of age allowing them to take courses or classes at WVU Parkersburg on a space available basis. This policy was last updated in 2003.

Updates to Policy E-14 are very minor and reflect only a clarification on the classification of a student as credit or non-credit seeking. However, as we reviewed this policy, we determined that the accompanying procedures for this process will also be updated. The changes don’t alter the core program (seniors age 65+ can take courses at reduced tuition on a space-available basis). Instead, the new process will clarify terms, tighten financial and registration details, and ensure proper reporting and compliance.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Reduced Tuition and Fee Program for Residents at Least 65 Years of Age” policy. If no substantial comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

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

Resolved, that the WVU Parkersburg Board of Governors approve an update to the Board of Governors policy E-14 “Reduced Tuition and Fee Program for Residents at Least 65 Years of Age”

Ms. McCoy seconded the motion. Motion passed.

- Approval of One New Program: Certificate of Applied Science in Paraprofessional

Dr. David Lancaster, Executive Vice President for Academic Affairs, presented to the Board the resolution for approval of one new program: Certificate of Applied Science in Paraprofessional. Dr. Lancaster reported that the West Virginia Department of Education (WVDE) has long provided course modules for individuals pursuing the Early Childhood Classroom Assistant Teacher (ECCAT) credential. In June 2025, WVDE invited the state’s Community and Technical

Colleges (CTCs) to create a pathway that would allow ECCATs to advance toward full teacher certification.

In response, the Education Department collaborated with faculty and stakeholders to design a comprehensive, step-by-step pathway. This progression begins with earning the ECCAT credential in a single semester, followed by eligibility for the Paraprofessional credential after one year, an Associate of Applied Science (AAS) in Elementary Education after two years, and ultimately a Bachelor of Arts (BA) in Elementary Education after four years.

The state has approved this concept, confirming that the proposed courses meet all required standards. To ensure students are eligible for financial aid while pursuing this pathway, we have also developed a Certificate of Applied Science (CAS) in Paraprofessional.

This structured pathway not only expands opportunities for aspiring educators but also supports the state's Student Success Act, which mandates assistant teachers in all K–3 classrooms.

The attached program of study has been approved by the College-wide Curriculum Committee, the Executive Vice President for Academic Affairs, and the President. After review and discussion, Ms. McCoy moved to approve the following resolution:

Resolved, that the WVU Parkersburg Board of Governors approves the following programs: Certificate of Applied Science in Paraprofessional

Ms. Morgan seconded the motion. Motion passed.

- Approval of Online Degree Program Tuition Rates

Dr. David Lancaster, Executive Vice President for Academic Affairs, presented to the Board the resolution for approval of online degree program tuition rates. Dr. Lancaster reported that WVU Parkersburg currently offers in-state tuition rates to all students enrolled in degree programs that are delivered 100% online. This policy provides affordable access to higher education for students regardless of residency, while supporting WVU Parkersburg's mission to expand educational opportunities through accessible delivery models.

We are requesting that the WVU Parkersburg Board of Governors endorses the ongoing support of charging in-state tuition for all newly approved programs delivered 100% online. The Executive Vice President for Academic Affairs, with the approval of the President of WVU Parkersburg, shall determine whether a program qualifies as a 100% online program for the purpose of applying in-state tuition rates.

Below is the current list of Online Degree Tuition Rate programs:

Business Administration (AAS)
Business Administration (BAS)
Child Development
General Education (AA)
Occupational Development
RN-BSN
Skilled Trades
Supervisory Management
Surgical Technology
Technical Studies

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

Resolved, that the WVU Parkersburg Board of Governors endorses the ongoing support of in-state tuition rates for all students who are enrolled in programs that are delivered 100%online.

Mr. Seese seconded the motion. Motion passed.

8. Board Comments/Announcement

Chairman Hess and Mr. Andrew Walker shared the following announcements:

- The December Commencement will be on Saturday, December 13, 2025. Lauriel will send an email to Board Members with additional information.
- Announcement from the WVU at Parkersburg Foundation, on December 6th and 7th, the Oakland Estate will be part of the Holly Trail. There will also be an Open House at the Oakland Estate on December 14th.

9. Next Meeting

Chairman Hess shared the next meeting will be held Tuesday, January 20, 2026.

10. Adjournment

With no further business to be discussed, Chairman Hess adjourned the regular meeting of the Board of Governors.

Respectfully submitted,

Lauriel Rader
Secretary to the Board of Governors

Blaine Hess, Chair

Savannah Morgan, Vice Chair

**WVU Parkersburg Board of Governors
Meeting of January 20, 2026**

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 the month ending December 31, 2025.

Meeting Date: January 20, 2026

To: Board of Governors

RE: December 2025 Budget Report

Greetings Board Members,

As of December 31st, we are 50% through the budget year. Revenues total 53% of the annual budgeted revenue with expenses coming in at 55% of the annual budgeted expenses. The increase in expenses is due primarily to the \$7 million gift to the WVUP Foundation. Without it, expenses are at 38% of the annual budget.

Tuition & Fees – Billed tuition and fees for the Fall 2025 term were up \$242,175 over the Fall 2024 term. Not surprisingly, collections of tuition and fees are up over what they were last year at this time, as well.

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.

Grant Revenue – The majority of non-state appropriated revenues comes from grants. WVUP has several grants that support growth in our nursing and agribusiness programs. Several of these grants are paid on a reimbursement basis. As of 12/31/25, there is approximately \$1,580,437 in outstanding receivables related to reimbursement grants.

Personnel costs – Total personnel costs are currently at 47% due to employee vacancies and strategic evaluation of vacant positions. I highlight this metric as it makes up 65% of the annual budget.

Computer Supplies & Services – The payment of annual subscriptions in the first quarter has elevated the computer supplies and services category to 68% of the annual budget. These items include Blackboard, wvOASIS, Banner, and LightCast. WVUP has also purchased an annual license for Element 451, an all-encompassing customer relationship management system to streamline operations and improve student communications and experiences.

Rent Expense – The addition of four copier machines at the Innovation Technology Center and some large equipment rentals at the farm have increased this line to 52% of the annual budget.

Fleet Expenses – Unanticipated vehicle repair costs have inflated fleet expenses to 103% of the annual budget. Although this specific budget is high, it makes up only 0.05% of the annual budget.

Miscellaneous Other Expenses – Miscellaneous other expenses are high at 99% due to the \$7 million transfer to the WVU Parkersburg Foundation to aid in the renovation of the Innovation and Technology Center. Without this entry, the expenses in this category fall at 0.03% of the current budget.

Membership Dues – Many of our fiscal year institutional memberships are payable during the first half of the year causing the expended percentage to be higher at 61%. Dues for institutional accreditation, Surgical Technology accreditation, Community Colleges of Appalachia, American

Association of Community Colleges, and several Nursing organizational dues make up most of the incurred expenses.

Equipment – Equipment expenses are elevated to 52% due to several grants WVUP received. The most significant portion of the expenses included two fork trucks (\$102,400), industrial equipment for the Mechanical Engineering program (\$161,989), and commercial grade equipment for the Riverhawk farm (\$44,146). These were all purchased with awarded grant funding.

Overall, the first half of FY 2026's results reflect a solid financial performance during the fiscal year.

Bradley Wilson, CFO

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Month Ended December 31, 2025						
	Approved FY 2026 Budget	Projected FY 2026 Budget	12/31/2024	12/31/2025	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,721,531	11,721,531	6,937,102	7,089,838	4,631,693	60%
Tuition & Fees, Net	10,538,879	10,549,427	5,007,062	5,821,559	4,727,868	55%
Rental income	32,700	32,700	15,730	3,100	29,600	9%
Workforce & Economic Development	325,000	325,000	159,164	110,395	214,605	34%
Grant Revenues	5,527,306	6,037,290	1,980,483	2,141,716	3,895,574	35%
Other Revenues	1,574,113	2,074,113	1,029,643	1,236,685	837,428	60%
Debt Service	-	-	-	-	-	N/A
Less HERA Assessments	(115,000)	(125,548)	(55,620)	(62,774)	(62,774)	50%
Total Inflows	29,604,529	30,614,513	15,073,565	16,340,519	14,273,994	53%
Outflows:						
Faculty	4,483,830	4,483,830	2,097,148	2,373,041	2,110,789	53%
Nonclassified staff	4,058,994	4,058,994	1,823,214	1,929,503	2,129,491	48%
Classified staff	4,477,896	4,477,896	2,000,352	2,229,883	2,248,013	50%
Adjunct faculty	990,504	990,504	449,811	507,452	483,052	51%
Student workers	439,530	439,530	135,159	165,828	273,702	38%
Payroll taxes	1,064,479	1,064,479	464,075	476,430	588,049	45%
Employee insurance	2,430,401	2,430,401	846,184	941,412	1,488,989	39%
Retirement plan contributions	849,226	849,226	360,256	368,207	481,019	43%
OPEB	195,720	195,720	33,468	11,244	184,476	6%
Fringes	254,615	254,615	36,176	37,038	217,577	15%
Advertising and promotion	661,623	661,623	265,406	309,918	351,705	47%
Awards & Scholarships	294,442	294,442	97,562	70,748	223,694	24%
Household supplies	87,535	87,535	23,646	40,992	46,543	47%
Computer supplies	921,185	921,185	258,293	630,159	291,026	68%
Hospitality & food products	277,845	277,845	131,115	130,372	147,473	47%
Student activities	30,550	30,550	13,464	8,133	22,417	27%
Insurance	174,434	174,434	87,066	87,216	87,218	50%
Routine maint. contracts	183,335	183,335	12,544	11,663	171,672	6%
Office expenses	53,350	53,350	18,242	21,616	31,734	41%
Merchandise for Resale	75,000	575,000	52,265	269,006	305,994	47%
Other general expenses	26,090	26,090	4,743	12,865	13,225	49%
Postage & freight	30,850	30,850	8,012	12,184	18,666	39%
Printing & binding	80,000	80,000	18,402	9,330	70,670	12%
Rent expense	160,058	160,058	55,015	83,005	77,054	52%
Education supplies	1,095,515	1,095,515	341,093	447,039	648,476	41%
Telephone & cell phones	110,051	110,051	30,287	42,323	67,728	38%
Training	153,225	153,225	42,341	44,925	108,300	29%
Utilities	941,700	941,700	359,532	349,846	591,854	37%
Bank fees	65,000	65,000	17,662	25,293	39,707	39%
Fleet expenses	16,000	16,000	4,439	16,407	(407)	103%
Travel	255,027	255,027	85,269	103,306	151,721	41%
Professional, consultants, contract labor	2,531,204	2,531,204	1,079,206	941,288	1,589,916	37%
Repairs & Maintenance	342,400	342,400	72,035	104,774	237,626	31%
Library books & materials	92,000	92,000	39,275	43,176	48,824	47%
Miscellaneous other expenses	56,880	7,056,880	184	7,001,453	55,427	99%
Membership dues	69,980	69,980	35,143	42,636	27,344	61%
Service agreement WVU	250,000	250,000	125,000	125,000	125,000	50%
Equipment	804,155	1,042,229	260,704	541,263	500,966	52%
Capital projects	519,900	2,291,810	703,131	1,105,953	1,185,857	48%
Total outflows	29,604,529	39,114,513	12,486,918	21,671,927	17,442,586	55%
Surplus (deficit) from operations	-	(8,500,000)	2,586,646	(5,331,408)		
Surplus Utilization Approved	1,847,700	8,847,700	-			
Net surplus (deficit)	1,847,700	347,700	2,586,646	(5,331,408)	-	-

Benchmark Percentage for Period 50%

West Virginia University at Parkersburg Cash Basis Operating Budget Report Month Ended December 31, 2025						
	Approved FY 2026 Budget	Projected FY 2026 Budget	12/31/2024	12/31/2025	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,721,531	11,721,531	6,937,102	7,089,838	4,631,693	60%
Tuition & Fees, Net	10,538,879	10,549,427	4,805,130	5,399,520	5,149,907	51%
Rental income	32,700	32,700	15,730	3,100	29,600	9%
Workforce & Economic Development	325,000	325,000	159,164	110,395	214,605	34%
Grant Revenues	-	-	-	-	-	N/A
Other Revenues	1,574,113	2,074,113	1,029,643	1,236,685	837,428	60%
Debt Service	-	-	-	-	-	N/A
Less HERA Assessments	(115,000)	(125,548)	(55,620)	(62,774)	(62,774)	50%
Total Inflows	24,077,223	24,577,223	12,891,150	13,776,764	10,800,459	56%
Outflows:						
Faculty	3,491,383	3,491,383	1,727,623	1,884,198	1,607,185	54%
Nonclassified staff	3,626,126	3,626,126	1,579,837	1,742,941	1,883,185	48%
Classified staff	4,401,044	4,401,044	1,965,683	2,161,426	2,239,618	49%
Adjunct faculty	845,910	845,910	402,727	427,100	418,810	50%
Student workers	425,530	425,530	128,639	156,810	268,720	37%
Payroll taxes	943,381	943,381	415,935	426,954	516,427	45%
Employee insurance	2,166,804	2,166,804	759,291	850,813	1,315,991	39%
Retirement plan contributions	743,204	743,204	322,024	326,025	417,179	44%
OPEB	175,098	175,098	30,338	10,108	164,990	6%
Fringes	225,124	225,124	32,234	32,816	192,308	15%
Advertising and promotion	613,863	613,863	258,664	289,517	324,346	47%
Awards & Scholarships	-	-	50	(375)	375	N/A
Household supplies	87,535	87,535	23,355	40,495	47,040	46%
Computer supplies	888,715	888,715	224,762	561,233	327,482	63%
Hospitality & food products	270,745	270,745	121,321	122,705	148,040	45%
Student activities	28,650	28,650	13,321	6,178	22,472	22%
Insurance	174,434	174,434	87,066	87,216	87,218	50%
Routine maint. contracts	133,335	133,335	12,544	9,664	123,671	7%
Office expenses	52,350	52,350	17,602	20,841	31,509	40%
Merchandise for Resale	75,000	575,000	52,265	269,006	305,994	47%
Other general expenses	26,090	26,090	3,340	6,759	19,331	26%
Postage & freight	30,850	30,850	8,012	12,184	18,666	39%
Printing & binding	45,000	45,000	18,402	9,330	35,670	21%
Rent expense	160,058	160,058	29,015	82,999	77,059	52%
Education supplies	567,075	567,075	168,222	240,887	326,188	42%
Telephone & cell phones	110,051	110,051	30,287	42,323	67,728	38%
Training	128,225	128,225	35,021	36,266	91,959	28%
Utilities	941,700	941,700	354,542	349,846	591,854	37%
Bank fees	65,000	65,000	17,662	25,293	39,707	39%
Fleet expenses	16,000	16,000	4,439	16,407	(407)	103%
Travel	178,558	178,558	63,022	65,508	113,050	37%
Professional, consultants, contract labor	881,535	881,535	323,118	175,424	706,111	20%
Repairs & Maintenance	342,400	342,400	72,035	104,774	237,626	31%
Library books & materials	92,000	92,000	39,275	43,176	48,824	47%
Miscellaneous other expenses	56,880	7,056,880	184	7,000,000	56,880	99%
Membership dues	69,980	69,980	35,143	37,861	32,119	54%
Service agreement WVU	250,000	250,000	125,000	125,000	125,000	50%
Equipment	227,690	227,690	31,509	179,604	48,086	79%
Capital projects	519,900	2,019,900	703,143	856,763	1,163,137	42%
Total outflows	24,077,223	33,077,223	10,236,651	18,836,072	14,241,151	57%
Surplus (deficit) from operations	-	(8,500,000)	2,654,499	(5,059,308)		
Reserves Budgeted for Use	1,847,700	8,847,700	-	-		
Net surplus (deficit)	1,847,700	347,700	2,654,499	(5,059,308)	-	-

West Virginia University at Parkersburg Cash Basis Grant Budget Report Month Ended December 31, 2025						
	Approved FY 2026 Budget	Projected FY 2026 Budget	12/31/2024	12/31/2025	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	-	-	-	-	-	0%
Tuition & Fees, Net	-	-	201,932	422,039	(422,039)	0%
Rental income	-	-	-	-	-	0%
Workforce & Economic Development	-	-	-	-	-	0%
Grant Revenues	5,527,306	6,037,290	1,980,483	2,141,716	3,895,574	35%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
Total Inflows	5,527,306	6,037,290	2,182,414	2,563,755	3,473,535	42%
Outflows:						
Faculty	992,447	992,447	369,525	488,843	503,604	49%
Nonclassified staff	432,868	432,868	243,377	186,561	246,307	43%
Classified staff	76,852	76,852	34,669	68,457	8,395	89%
Adjunct faculty	144,594	144,594	47,084	80,352	64,242	56%
Student workers	14,000	14,000	6,520	9,018	4,982	64%
Payroll taxes	121,098	121,098	48,140	49,476	71,622	41%
Employee insurance	263,597	263,597	86,893	90,599	172,998	34%
Retirement plan contributions	106,022	106,022	38,232	42,182	63,840	40%
OPEB	20,622	20,622	3,130	1,137	19,485	6%
Fringes	29,491	29,491	3,942	4,223	25,268	14%
Advertising and promotion	47,760	47,760	6,742	20,401	27,359	43%
Awards & Scholarships	294,442	294,442	97,512	71,123	223,319	24%
Household supplies	-	-	291	497	(497)	N/A
Computer supplies	32,470	32,470	33,531	68,926	(36,456)	212%
Hospitality & food products	7,100	7,100	9,794	7,667	(567)	108%
Student activities	1,900	1,900	143	1,955	(55)	103%
Insurance	-	-	-	-	-	N/A
Routine maint. contracts	50,000	50,000	-	1,999	48,001	4%
Office expenses	1,000	1,000	640	774	226	77%
Merchandise for Resale	-	-	-	-	-	N/A
Other general expenses	-	-	1,403	6,106	(6,106)	N/A
Postage & freight	-	-	-	-	-	N/A
Printing & binding	35,000	35,000	-	-	35,000	0%
Rent expense	-	-	26,000	6	(6)	N/A
Education supplies	528,440	528,440	172,871	206,152	322,288	39%
Telephone & cell phones	-	-	-	-	-	N/A
Training	25,000	25,000	7,320	8,660	16,341	35%
Utilities	-	-	4,990	-	-	N/A
Bank fees	-	-	-	-	-	N/A
Fleet expenses	-	-	-	-	-	N/A
Travel	76,469	76,469	22,247	37,798	38,671	49%
Professional, consultants, contract labor	1,649,669	1,649,669	756,088	765,864	883,805	46%
Repairs & Maintenance	-	-	-	-	-	N/A
Library books & materials	-	-	-	-	-	N/A
Miscellaneous other expenses	-	-	-	1,453	(1,453)	N/A
Membership dues	-	-	-	4,775	(4,775)	N/A
Service agreement WVU	-	-	-	-	-	N/A
Equipment	576,465	814,539	229,195	361,660	452,879	44%
Capital projects	-	271,910	(12)	249,190	22,720	N/A
Total outflows	5,527,306	6,037,290	2,250,267	2,835,855	3,201,435	47%
Projected surplus (deficit)	-	-	(67,853)	(272,100)		

**WVU Parkersburg Board of Governors
Meeting of January 20, 2026**

ITEM: Policy Update to Board of Governors Policy B-13 "Part Time Classified Employees"

RECOMMENDED RESOLUTION: Information only

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

No substantive comments were received. Policy is considered approved 30 days from the October 14, 2025, meeting of the WVU Parkersburg Board of Governors.

Policy B-13 for "Part Time Classified Employees" indicates the definitions of part time employees and the acquisition of those employees. This policy was last updated in 2003.

Updates to Policy B-13 modernize the authority references by removing outdated WV Code and aligning the policy with current HR statutes. The reporting section is revised to ensure compliance with WVCTCS reporting requirements. In addition, definitions were updated, including the definition of "Classified Employee." The new updates also strengthen language about vendor compliance and hiring justification to bring it into compliance with current practices.

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

WVU Parkersburg Board of Governors

POLICY B-13
PART TIME CLASSIFIED EMPLOYEES

Section 1. General.

- 1.1. Scope: The Board of Governors of WVU Parkersburg (the “Board”) recognizes the importance of an appropriate cadre of full-time classified and non-classified employees to fulfill the institution’s mission.

The Board also recognizes that significant contributions to the mission of WVU Parkersburg can be made by highly qualified staff members who may fill part-time roles for a variety of reasons.

This policy defines the role of part-time, temporary and casual employees at all campuses of WVU Parkersburg, and, when appropriate, the conditions of their employment.

- 1.2 Authority – W. Va. Code [§18B-1-6](#) [§18B-9A](#), and [§18B-9B](#); and [WV CTCS 135 C.S.R. 55](#)
- 1.3 Effective Date: January 20, 2026
(Replaces version dated October 3, 2003)

Section 2. Definitions.

- 2.1 The following terms shall have the meanings ascribed to them herein:
- 2.1.1. “Part-Time Employee” shall mean an employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a part-time position is not eligible for benefits.
- 2.1.2. “Temporary Employee” or “Temp Employee” shall mean an employee hired into a position expected to last fewer than nine months of a twelve-month period regardless of hours worked per week. A temporary or temp employee is not eligible for benefits.
- 2.1.3. “Casual Employee” shall mean an employee in a position created to meet the specific operational needs at the institution for no more than 450 hours in a twelve-month period. Individuals in casual employee positions are not eligible for benefits.
- 2.1.4. “Classified Employee” shall mean a regular full-time or regular part-time employee of an organization who does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act; and is not otherwise a non-classified employee.

Section 3. Limitations on the Hiring of Part-Time Employees.

- 3.1 WVU Parkersburg shall not hire part-time employees solely to avoid the payment of benefits, or in lieu of full-time employees.
- 3.2 Before new employees are hired for part-time or full-time summer employment, classified employees, who are employed in nine-month or ten-month positions and who meet the minimum qualifications of a position, including availability to assume and fulfill the position, will be given an opportunity to accept part-time or full-time summer employment positions.

Section 4. Acquisition of Temporary or Casual Employees.

- 4.1. In circumstances where operational need requires supplemental or substitute staff for short periods of time to accomplish specific tasks, requests for temporary or casual employees will be submitted to Human Resources.
- 4.2. The Human Resources Executive Director will coordinate filling the position through an external vendor. No other department, division or unit may contact external vendors directly for such purpose.
- 4.3. The Business office will audit invoices for services provided by external vendors pursuant to 4.2 above.
- 4.4. The Executive Director of Human Resources shall be responsible for developing procedures to implement the requirements of this Rule.

Section 5. Reporting of Data.

- 5.1 WVU Parkersburg will report to the Community and Technical College System of West Virginia (CTCS) (the "Council) in accordance with current reporting requirements established including those in Title 135, Series 55, or successor rules.

**WVU Parkersburg Board of Governors
Meeting of January 20, 2026**

ITEM: Policy Update to the Board of Governors policy C-35 “Accreditation & Degree Standards”

RECOMMENDED RESOLUTION: Information only

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

No substantive comments were received. Policy is considered approved 30 days from the October 14, 2025, meeting of the WVU Parkersburg Board of Governors.

Policy C-35 for “Accreditation and Degree Standards” specifies accreditation expectations for the Board of Governors and the minimum standards for conferring degrees. This policy was last updated in 2006.

Updates to Policy C-35 reflect current accreditation terminology, clarify program accreditation expectations, expand degree standards beyond GPA, align academic titles with current practice, enhance eligibility explanation, and establish a Board review cycle. Collectively, these revisions strengthen institutional accountability, ensure compliance with state and accreditation requirements, and provide clearer guidance for students, faculty, and administration.

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

WVU Parkersburg Board of Governors

POLICY C-35
ACCREDITATION AND DEGREE STANDARDS

Section 1. General

- 1.1 This rule specifies the accreditation expectation of the WVU Parkersburg Board of Governors for WVU Parkersburg, and the Board's minimum standards for conferring degrees.
- 1.2 Authority. – WV Code [§18B-1-6](#), [§18B-4-7](#)
- 1.3 Effective Date. – January 20, 2026
(Replaces version dated June 2, 2006)

Section 2. Accreditation

- 2.1 WVU Parkersburg shall be accredited by the Higher Learning Commission (HLC), or its successor body, as recognized by the U.S. Department of Education.
- 2.2 Academic programs are expected to maintain specialized accreditation, where applicable (e.g., nursing, business, education programs).

Section 3: Minimum Degree Standards

- 3.1 To be eligible to receive a baccalaureate degree, a GPA of at least 2.0 is required at the time of graduation. Individual degree programs may require a higher grade point average overall or in specified courses, if approved by the Executive Vice President for Academic Affairs, or if already in effect as of the effective date of this policy. In all such cases, the higher standard shall prevail.
- 3.2 To be eligible to receive an associate or baccalaureate degree, students must:
 - 3.2.1 Earn the minimum number of credit hours required for the degree (associate = 60+, baccalaureate = 120+).
 - 3.2.2. Complete all general education/core curriculum requirements approved by the institution and consistent with WVCTCS policy.
 - 3.2.3. Meet residency requirements by completing at least 15 credit hours at WVU Parkersburg for associate degrees and 30 credit hours for baccalaureate degrees, unless a specific degree has a special reduced requirement such as a statewide approved degree curriculum.
 - 3.2.4. Satisfy all additional academic program requirements approved through the institutional governance process.

**WVU Parkersburg Board of Governors
Meeting of January 20, 2026**

ITEM: Policy Update to the Board of Governors Policy E-14 "Reduced Tuition & Fee Program for Residents at Least 65 Years of Age"

RECOMMENDED RESOLUTION: Information only

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

No substantive comments were received. Policy is considered approved 30 days from the October 14, 2025, meeting of the WVU Parkersburg Board of Governors.

Policy E-14 "Reduced Tuition and Fee Program for Residents at Least 65 Years of Age" establishes a reduced tuition and fee program for residents of West Virginia who are at least sixty-five years of age allowing them to take courses or classes at WVU Parkersburg on a space available basis. This policy was last updated in 2003.

Updates to Policy E-14 are very minor and reflect only a clarification on the classification of a student as credit or non-credit seeking.

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

WVU Parkersburg Board of Governors

POLICY E-14

REDUCED TUITION AND FEE PROGRAM FOR RESIDENTS AT LEAST 65 YEARS OF AGE

Section 1. General

- 1.1 Scope: This policy establishes a reduced tuition and fee program for residents of West Virginia who are at least sixty-five years of age allowing them to take courses or classes at WVU Parkersburg on a space available basis.
- 1.2 Authority: W. Va. Code [§18B-10-7a](#)
- 1.3 Effective Date: January 20, 2026
(Replaces version dated September 5, 2003)

Section 2. Purpose

- 2.1 The purpose of this policy is to establish a reduced tuition and fee program for residents of West Virginia who are at least sixty-five years of age allowing them to take courses or classes on a space available basis. The program includes an option for those who attend courses on a no credit basis or an option for individuals who attend courses for credit. The student must be classified as a for credit or not for credit student on a semester-to-semester basis.

Section 3. Eligibility and Participation

- 3.1 A participant will be permitted to register for a course under either of the two options of this program provided that the participant is a resident of West Virginia and is at least sixty-five years of age.
- 3.2 A participant may register for a course under either of the two options of this program provided that classroom space is available.
- 3.3 A participant may register for a course under either of the two options of this program provided that the instructor of the course consents.
- 3.4 A participant will be subject to the institutional programmatic and financial guidelines for enrollees in this program and to the rules, regulations, procedures, and requirements, including course prerequisites, of the campus.
- 3.5 The institution will determine the following for participation under either of the two options of this program. Such provisions, however, shall be consistent with those for other students enrolled at the campus.
 - 3.5.1 A method of establishing priority for allowing a participant to register for and attend a course.
 - 3.5.2 Whether to require a participant to pay special fees, including laboratory fees, if the fees are required of all other students.
 - 3.5.3 Whether to require a participant to pay for college specific fees.

Section 4. No Credit Option

- 4.1 The total tuition and fees charged for each course under the no credit option, excluding laboratory and college specific fees, may not exceed fifty dollars.
- 4.2 A grade or credit may not be given under the no credit option.

Section 5. Credit Option

- 5.1 The total tuition and fees charged in the program under the for-credit option shall not exceed fifty percent of the normal rates charged to state residents by the institution.

Section 6. Registration

- 6.1 The institution may develop an abbreviated student registration form for the convenience of participants in this program.

Section 7. Reporting

- 7.1 The institution will report on participation in this program to the WVU Parkersburg Board of Governors.

Section 8. Institutional Guidelines

- 8.1 The institution shall develop guidelines to establish a reduced tuition and fee program for West Virginia residents who are at least sixty-five years of age to take classes on a space available basis. These guidelines shall be consistent with the provisions of this policy and shall be published in the college catalog and/or other appropriate institutional publications.

**WVU Parkersburg Board of Governors
Meeting of January 20, 2026**

ITEM: Acknowledgement of Tuition and Fee Waivers
for Fiscal Year 2025

RECOMMENDED RESOLUTION: Information only

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

As noted in Board of Governors Policy E-20 for “Awarding of Student Tuition and Fee Waivers,” the following tuition waivers were provided in FY 2025.

A total of \$124,073.32 was awarded as tuition and fee waivers in the three semesters of Fall 2024, Spring 2025 and Summer 2025 combined. Of that total, \$86,069.32 was for student waivers, and \$38,004.00 was for employee waivers.

Examples of waiver scholarships include WVUP Spouse & Dependent Scholarship, WVUP Employee Scholarship, WVU Parkersburg Tuition Waiver, Presidential Scholarship (\$86,069.32, which are given to students at area high schools chosen by their schools who are not Promise eligible), HSTA Waiver and the WVUP Purple Heart Waiver.

A total of 35 students received tuition waivers in FY 2025.

**WVU Parkersburg Board of Governors
Meeting of January 20, 2026**

ITEM: Approval of Board of Governors
Policy updating the policy for Meal Breaks
guidelines

RECOMMENDED RESOLUTION: *Resolved*, that the WVU Parkersburg Board of
Governors approve an update to the Board of
Governors policy B-50 “Meal Breaks”

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Policy B-50 for “Meal Breaks” establishes clear, compliant standards for timing, administration, and compensation of meal breaks for employees and to ensure alignment with state and federal law. This policy was last updated in 2008.

The revisions to Policy B-50 modernize the College’s meal-break standards to ensure clear compliance with current state and federal wage-and-hour requirements. The updates clarify the distinction between paid and unpaid meal breaks, explicitly align break duration and compensation with the Fair Labor Standards Act and West Virginia Code, and strengthen expectations for supervisors regarding scheduling, documentation, and enforcement. The revised policy removes outdated or ambiguous language, provides clearer guidance on compensable work during meal periods, and adds compliance and accountability provisions to reduce institutional risk while ensuring employees receive required breaks and appropriate compensation.

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

**POLICY B-50
MEAL BREAKS**

Section 1. General

- 1.1 Purpose. - ~~To outline the circumstances under which meal breaks must be offered, and when a break requires that the employee be compensated for time worked. To establish clear, compliant standards for the timing, administration, and compensation of meal breaks for employees and to ensure alignment with state and federal law.~~
- 1.2 Authority. – ~~29 USCS §§201 to 219 (Fair Labor Standards Act of 1938); 29 CFR 785.19; 29 CFR 785.47; W. Va. Code §12-3-13; § 21-3-10; § 21-3-10a; § 21-6-7. Other applicable federal and state wage-and-hour requirements as they may be amended from time to time.~~
- 1.3 Scope. – This policy applies to all employees of ~~the West Virginia University at WVU~~ Parkersburg Board of Governors. ~~This includes all full-time, part-time, exempt, and non-exempt employees, except where otherwise required by law or a formal employment agreement.~~
- 1.4 Effective Date. – ~~April 4, 2008~~ January 20, 2026
~~(Transferred from WVU Board of Governors on July 1, 2008) Replaces version dated April 4, 2008~~
- ~~1.5 Revision History. – This is the first meal break policy implemented by the West Virginia University at Parkersburg Board of Governors.~~

Section 2. Policy

- 2.1. ~~During the course of a workday of six (6) or more hours, all supervisors shall allow employees to take at least a twenty (20) minute meal break. This provision shall be required in all situations where the employee is not afforded necessary breaks and/or permitted to eat lunch while working. During a workday of six (6) or more hours, supervisors shall ensure employees receive at least the minimum break period required under W. Va. Code §21-3-10a. A break of twenty (20) minutes or less is considered compensable under federal law and must be recorded as paid time.~~
- 2.2. If the employee is under the age of eighteen (18), the supervisor shall require a meal break after five (5) continuous hours of work. The meal break must be at least thirty (30) minutes in duration. Supervisors must ensure strict compliance with all minor-labor requirements. Meal breaks for minors must be uninterrupted and duty-free.
- 2.3. Generally, there is not a requirement that supervisors allow employees to leave the premises or the work site for their meal break. However, supervisors shall not require or allow employees to take food or drink into areas where hazardous conditions or substances exist and in areas that are forward facing offices and inappropriate for customer service. -In such situations, supervisors must require that meal breaks be taken elsewhere.

2.4. Compensation for Meal Breaks:

2.4.1. ~~Meal breaks are not compensated if:~~

- ~~• the duration is at least thirty (30) minutes, or longer, although a shorter period may qualify under special conditions; and~~
- ~~• the employee is completely relieved of active and inactive duties for the purpose of eating regular meals.~~

Unpaid meal breaks must be at least thirty (30) minutes and must be uninterrupted. During an unpaid meal break, the employee must be fully relieved of all job duties, expectations, and work-related activities, including performing incidental or passive work tasks. Any break shorter than thirty (30) minutes must be treated as paid time.

2.4.2. ~~If an employee is not excused from job duties, or if he/she is recalled to job duties, the employee is entitled to pay for compensable work, including work that is not *de minimis* in nature. (In the context of this policy, *de minimis* refers to insubstantial or insignificant periods of time beyond the scheduled working hours, which cannot as a practical administrative matter be precisely recorded for payroll purposes.) However, employees will not be compensated if they are simply placed on-call, or are required by their supervisor to carry a pager, radio, or cell phone during their meal breaks.~~

If an employee performs any work during a meal break, the entire break becomes compensable. Modern timekeeping systems allow for accurate recording; therefore, “de minimis” exceptions should not be applied.

Being “on-call” during a meal break does not automatically require compensation; however, if an employee’s freedom to use the time for their own purposes is significantly restricted, the break must be paid.

2.5. ~~The supervisor shall schedule the meal break, in coordination with the operational needs of the college, and employees must seek approval from their supervisors if deviation from the scheduled meal break is necessary.~~

Supervisors are responsible for scheduling meal breaks in a manner that supports both operational needs and legal compliance. Supervisors may not discourage employees from taking required breaks. Any changes to a scheduled break must be approved in advance when possible.

2.6. ~~Meal breaks should occur at a scheduled time, or within a specified period of the day which, in light of the employee’s working hours, is suitable for a normal meal break.~~

Meal breaks should be scheduled at a reasonable point in the shift and should not be purposefully delayed or denied except under temporary, documented operational necessity.

Section 3. Responsibility for Implementation

3.1 The employee’s immediate supervisor is responsible for ensuring that the employee receives and takes meal breaks, and receives appropriate compensation, when applicable, in accordance with this policy. Supervisors must accurately verify and approve time records, ensure non-exempt employees take required breaks, and immediately correct or report any missed or interrupted breaks. Repeated violations may result in supervisory corrective action.

Section 4. Responsibility for Interpretation

- 4.1 Responsibility for interpretation of this policy rests with the Director of Human Resources. The Human Resources Office is ~~also~~ responsible for providing training, conducting periodic compliance reviews, and recommending corrective action when necessary to ensure adherence to federal and state wage-and-hour law.

Section 5. Compliance

- 5.1 Employees are expected to follow scheduled meal break procedures and report all work performed.
- 5.2 Supervisors are prohibited from directing, encouraging, or permitting employees to work through required meal breaks without proper compensation.
- 5.3 Violations of this policy, whether by an employee or supervisor, may result in personnel action and wage adjustments.

**WVU Parkersburg Board of Governors
Meeting of January 20, 2026**

ITEM: Approval of Board of Governors
Policy updating the policy for Academic Credit,
Micro-Credential Pathways and Continuing
Education Units guidelines

RECOMMENDED RESOLUTION: *Resolved*, that the WVU Parkersburg Board of
Governors approve an update to the Board of
Governors policy C-09 “Academic Credit,
Micro-Credential Pathways and Continuing
Education Units”

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Policy C-09 for “Academic Credit, Micro-Credential Pathways and Continuing Education Units” establishes instructional standards for academic credit, CEUs, and micro-credential pathways. This policy was last updated in 2009.

The proposed revisions to Policy C-09 modernize WVU Parkersburg’s framework for assigning academic credit while formally recognizing micro-credential pathways and the continued awarding of Continuing Education Units (CEUs). The updated policy aligns institutional practice with WVCTCS Series 22 and the federal credit-hour definition (34 CFR 600.2), ensuring compliance with accreditation and Title IV requirements. It clarifies institutional oversight for credit-hour assignment, acknowledges the role of noncredit workforce training and state-recognized micro-credentials, and establishes clear pathways for the evaluation and potential conversion of noncredit learning to academic credit. Outdated and nonessential financing language has been removed to refocus the policy on academic governance, credit integrity, and credential transparency.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Academic Credit, Micro-Credential Pathways and Continuing Education Units” policy. If no substantial comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

POLICY C-09

**ASSIGNMENT OF ACADEMIC CREDIT/CEU'S AND FINANCING NONCREDIT INSTRUCTION
ACADEMIC CREDIT, MICRO-CREDENTIAL PATHWAYS, & CONTINUING EDUCATION UNITS**

Section 1. General.

- 1.1. ~~Scope. – This rule governs assignment of academic credit and CEU's and financing noncredit instruction. This rule establishes institutional standards for academic credit, CEU's, and micro-credential pathways.~~
- 1.2. ~~Authority. – W. Va. Code §18B-2A-4, WV Council for Community & Technical College Education Title 135, Series 18, Section 2.3~~ W. Va. Code §18B-2A-4; WVCTCS Series 18; 34 CFR 600.2
- 1.3. ~~Effective Date. – April 17, 2009~~ January 20, 2026
Replaces version dated April 17, 2009

Section 2. Policy: Credit Hour Definition and Assignment

- 2.1. ~~All courses and classes offered for academic credit must be acceptable toward a degree or certificate program(s) as approved by the West Virginia University at Parkersburg Board of Governors and/or the institutionally adopted general education program(s) as set forth in the college catalog.~~ Federal and State Definition of a Credit Hour. – WVU Parkersburg adopts the federal definition of a credit hour as required by 34 CFR 600.2 and WVCTCS Series 18.
- 2.2. ~~Two (2) exceptions may be made to this general policy:~~ Assignment of Credit Hours. – The Curriculum Committee, academic leadership, and faculty ensure that all courses carry an appropriate number of credit hours based on instructional time, learning outcomes, and assessment.
 - 2.2.1 ~~Those courses offered for remedial purposes in the basic academic skills areas (foundation programs).~~
 - 2.2.2 ~~Certain specialized courses designed to meet the continuing education needs of public and private school personnel.~~
- 2.3. ~~Continuing Education Units (CEUs) may be awarded to participants in courses and classes not qualifying for academic credit.~~ Application of Credit Toward Academic Credentials. – Credit-bearing courses must apply to approved degree or certificate programs, general education requirements, or institutional requirements reviewed through the curriculum process.
 - 2.3.1 ~~For the general CEU, CEUs will be awarded to participants based on time spent in instructional and/or educational activities at the rate of one (1) CEU for every 10 hours spent in class or facilitator supervised educational activity. (For purposes of CEU calculation, a 50 minute hour shall be used.) General CEUs may be awarded at one-tenth unit intervals. Participants must attend at least 80% of all class sessions and demonstrate to the satisfaction of the instructor mastery of the material taught according to each class's pre-established learning outcomes. General CEUs may only be awarded in~~

~~non-credit classes that can document learning outcomes in professional, vocational or technical fields of study.~~

~~2.3.2 The college applies to professional associations and/or governing boards for certification to award and/or keep record of professional CEUs within the various professional fields. In this case, the college will adhere to the time, performance, and any other criteria established by the respective governing body that certifies the college and/or its program to offer the professional CEU.~~

~~2.4. Except as may be specifically so allocated or approved by the West Virginia University at Parkersburg Board of Governors, no state appropriated funds may be utilized for the direct and identifiable costs of noncredit courses and classes. It is expected that course and class fees and/or contract or gift funds will cover all identifiable direct cost of noncredit courses or classes.~~

Section 3. Micro-Credentials, Noncredit Instruction, and Pathways to Credit.

3.1 Noncredit Instruction and Micro-Credentials. – WVU Parkersburg may offer noncredit workforce training, micro-credentials, and professional development through approved instructional units.

3.2 Pathways to Credit. – Students completing noncredit learning may seek academic credit through PLA, portfolio review, credential evaluation, or state-recognized micro-credentials authorized for credit conversion.

Section 4. Continuing Education Units (CEUs).

4.1 General CEUs. – CEUs may be awarded for approved noncredit activities that meet documented learning outcomes. One CEU represents ten (10) contact hours.

4.2 Requirements. – Participants must complete at least 80% of instructional time and meet assessment or competency requirements.

4.3 Professional CEUs. – When CEUs are governed by state or national organizations, WVU Parkersburg will adhere to applicable standards required by the certifying body.

4.4 Recordkeeping. – WVU Parkersburg will maintain records for CEU-bearing activities in compliance with institutional, state, and accrediting requirements.

Section 5. Oversight and Compliance.

5.1 Institutional Oversight. – The Curriculum Committee and the EVPAA ensure compliance with federal credit-hour regulations and WVCTCS Series 18.

5.2 Periodic Review. – This policy will be reviewed regularly to ensure compliance with state, federal, and accreditation standards.

**WVU Parkersburg Board of Governors
Meeting of January 20, 2026**

ITEM: Approval of Board of Governors
Policy updating the policy for Tobacco- and
Smoke-Free Campus guidelines

RECOMMENDED RESOLUTION: *Resolved*, that the WVU Parkersburg Board of
Governors approve an update to the Board of
Governors policy F-60 “Tobacco- and Smoke-
Free Campus”

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Policy F-60 for “Tobacco- and Smoke-Free Campus” supports a tobacco- and smoke-free campus in order to provide a safe and healthy environment for students, faculty, staff, and visitors on all campuses. This policy was last updated in 2014.

The proposed revisions to Policy F-60 significantly modernize and expand the scope of the College’s tobacco- and smoke-free policy. Most notably, the revised policy broadens prohibited products beyond traditional tobacco to include **electronic smoking devices, recreational vaping products, heated tobacco products (such as IQOS), cannabis or marijuana derivatives, and any future nicotine-delivery devices not approved by the FDA for cessation**. The updated language also clarifies that the prohibition applies to all college-owned, leased, or operated property, including buildings, vehicles, sidewalks, parking areas, and green spaces, rather than focusing primarily on indoor spaces. In addition, the revised policy explicitly permits FDA-approved smoking-cessation products, adds language encouraging access to cessation and wellness resources, and strengthens enforcement provisions by referencing student and employee conduct processes as well as potential fines imposed by the Mid-Ohio Valley Health Department under the Clean Indoor Air Regulation.

Medical authorization for cannabis does not equal permission to use it at work or on campus. Our policy treats marijuana derivatives the same way we treat any substance that could impair safety or performance.

Overall, the changes shift the policy from a traditional smoking restriction to a comprehensive, forward-looking health and safety standard aligned with contemporary public-health practices and evolving nicotine technologies.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Tobacco- and Smoke-Free Campus” policy. If no substantial comments are

received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors. Upon approval by the Board of Governors, this policy proposal will be submitted to the Chancellor of the WV Council for Community & Technical College System for final approval.

POLICY F-60
TOBACCO- AND SMOKE-FREE CAMPUS

Section 1: General

- 1.1 Scope. This policy ~~establishes supports a~~ tobacco- and smoke-free campuses at ~~West Virginia University WVU at~~ Parkersburg in order to provide a safe and ~~a healthful~~ healthy environment for students, faculty, staff and visitors on all campuses.
- 1.2 Authority. W. Va. Code §18B-1-6, Mid-Ohio Valley Health Department Clean Indoor Air Regulation (as amended).
- 1.3 Effective Date. ~~July 1, 2014~~ January 20, 2026
~~Replaces version dated February 19, 2013~~ Replaces version dated July 1, 2014

Section 2: Policy.

- 2.1 The use of all tobacco, ~~and smoking, and non-cessation nicotine-delivery~~ products, ~~including electronic smoking devices, is~~ are prohibited in all ~~West Virginia University at WVU~~ Parkersburg owned, leased or operated property, buildings and vehicles. This includes, but is not limited to:
- Combustible products, including tobacco, cannabis/marijuana products, and their ~~derivatives~~ derivatives (cigarettes, cigars, pipes, hookahy, etc.)
 - Smokeless tobacco products (chewing tobacco, snuff, dip, dissolvable tobacco)
 - Electronic smoking devices, including recreational vaping devices (e-cigarettes, ~~vape~~ pens, e-hookahy, JUUL-type devices, or any device that vaporizes or aerosolizes nicotine or other substances.
 - Heated tobacco products (IQOS or similar)
 - Any future nicotine- or other substance-delivery device not approved by ~~t~~ the FDA for cessation.
- This applies to all buildings, grounds, parking areas, sidewalks, green spaces, and college-owned buildings and vehicles.
- This policy does not prohibit the use of FDA-approved smoking cessation products, such as nicotine patches, gum, lozenges, inhalers, or nasal sprays.
- 2.2 "Tobacco-Free Campus" and ~~"No-Smoke -Free Campus"~~ "Smoking" signs shall be displayed in appropriate locations to remind employees, students, and visitors of this policy.
- 2.3 ~~Educational programs on health issues related to tobacco use and smoking cessation workshops will be provided to employees and students. Resources and programs that support tobacco cessation and health education may be available to students and employees through campus wellness initiatives or external community partners.~~

- 2.4 Advertisements, promotions, or promotional giveaways for ~~promoting tobacco, and smoking or nicotine-~~ delivery products are prohibited in college publications, ~~and~~ facilities, digital media, or at college-sponsored events.
- 2.5 Individuals are expected to comply with this policy. Violators of this policy may be subject to disciplinary action. Repeated or intentional violations may be addressed through applicable student or employee conduct processes. Fines may also be imposed by the Mid-Ohio Valley Health Department for violations under the Clean Indoor Air Regulation.

**WVU Parkersburg Board of Governors
Meeting of January 20, 2026**

ITEM: Approval of four new programs:
Bachelor of Applied Science Business
Administration Accounting;
Bachelor of Applied Science Business
Administration CPA Track;
Bachelor of Applied Science Business
Administration Financial Management;
Associate of Applied Science Emergency
Medical Services

RECOMMENDED RESOLUTION: *Resolved*, That the WVU Parkersburg Board of Governors approves the following programs:
Bachelor of Applied Science Business
Administration Accounting;
Bachelor of Applied Science Business
Administration CPA Track;
Bachelor of Applied Science Business
Administration Financial Management;
Associate of Applied Science Emergency
Medical Services

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

BACKGROUND:

Based on stakeholder feedback and Peregrine capstone assessment data, it became evident that the current BASBA degrees provided a good overview of business principles and applications, however, in depth knowledge in specific areas was not achieved. Additionally, we had many students and potential students that were interested in sitting for the CPA exam that did not have the required course work. The Accounting and Financial Management degree was revised to provide students with two more rigorous options. The Financial Management concentration provides students with a more in-depth understanding of financial management. The other program has an Accounting concentration providing coursework that can provide students with a solid knowledge and understanding of Accounting principles and practices. The CPA focus provides the additional 30 credit hours of coursework that will allow students to sit for the CPA Exam. These revisions provide students with more marketable skills upon completion.

Recognizing the increasing demand for advanced medical services training in the Parkersburg, WV, community, WVU Parkersburg initiated efforts to establish an Associate of Applied Science (AAS) in Emergency Medical Services (EMS). The program's primary objective is to improve the quality of emergency medical care in the

region by producing highly skilled EMS professionals. Key goals of the program include delivering advanced instruction in pre-hospital medicine, providing clinical and field internship opportunities with local EMS agencies, and strengthening the workforce pipeline for rural and underserved areas across West Virginia. This initiative addresses a critical need for improved access to trained emergency medical personnel in the region. Support for the program was strongly endorsed by local community partners, who recognized the critical need for highly trained EMS professionals in the region.

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

**Business Administration, Accounting
(B.A.S.B.A./Accounting)**

Semester 1	
COLL 101 Orientation to College	
BTEC 275 Advanced Business Applications	3 CR
GBUS 101 Intro to Business	3 CR
ECON 202 Macroeconomics	3 CR
Quantitative Reasoning Elective	3 CR
Writing and Rhetoric Elective	3 CR
Total: 15 CR	

Semester 2	
Human Communication and Interaction	3 CR
Writing and Rhetoric Elective	3 CR
MGMT 220 Principles of Management	3 CR
Econ 201 Microeconomics	3 CR
GBUS 117 Financial Business Application	3 CR
Total: 15 CR	

Semester 3	
GBUS 304 Advanced Excel	3 CR
ACCT 201 Principles of Accounting 1	3 CR
GBUS 202 Business Communication	3 CR
Scientific Inquiry Elective	4 CR
Business Elective	2 CR
Total: 15 CR	

Semester 4	
ACCT 202 Principles of Accounting 2	3 CR
MKTG 230 Principles of Marketing	3 CR
GBUS 240 Associate Business Capstone	3 CR
Aesthetics, Creativity, and Appreciation	3 CR
ACCT 310 Accounting Information Systems	3 CR
Total: 15 CR	

Semester 5	
ACCT 311 Intermediate Accounting 1	3 CR
GBUS 310 Business Law 1	3 CR
Aesthetics, Creativity and Appreciation	3 CR
ACCT 331 Managerial Accounting	3 CR
Quantitative Reasoning	3 CR
Total: 15 CR	

Semester 6	
Upper-Level Business Elective	2 CR
Scientific Inquiry Elective	4 CR
ACCT 312 Intermediate Accounting 2	3 CR
ACCT 360 Fraud Examination	3 CR
FIN 340 Principles of Business Finance	3 CR
Total: 15 CR	

Semester 7	
GBUS 405 Global Business	3 CR
GBUS 301 Process & Quality Management	3 CR
ACCT 353 Taxation 1	3 CR
ECON 331 Or ECON 320 Financial Economics or Managerial Economics	3 CR
ACCT 401 Advanced Accounting	3 CR
Total: 15 CR	

Semester 8	
ACCT 405 Auditing	3 CR
ACCT 354 Taxation II	3 CR
GBUS 440 Business Policy Capstone	3 CR
GBUS 415 Managerial Business Ethics	3 CR
ACCT 410 Governmental & Nonprofit	3 CR
Total: 15 CR	

Total 120

**Business Administration, CPA Track
(B.A.S.B.A./CPA Track)**

Semester 1	
COLL 101 Orientation to College	
BTEC 275 Advanced Business Applications	3 CR
GBUS 101 Intro to Business	3 CR
ECON 202 Macroeconomics	3 CR
Quantitative Reasoning Elective	3 CR
Writing and Rhetoric Elective	3 CR
Total: 15 CR	

Semester 2	
Human Communication and Interaction	3 CR
Writing and Rhetoric Elective	3 CR
MGMT 220 Principles of Management	3 CR
ECON 201 Microeconomics	3 CR
GBUS 117 Financial Business Application	3 CR
Total: 15 CR	

Semester 3	
GBUS 304 Advanced Excel	3 CR
ACCT 201 Principles of Accounting 1	3 CR
GBUS 202 Business Communication	3 CR
Scientific Inquiry Elective	4 CR
Business Elective	2 CR
Total: 15 CR	

Semester 4	
ACCT 202 Principles of Accounting 2	3 CR
MKTG 230 Principles of Marketing	3 CR
GBUS 240 Associate Business Capstone	3 CR
Aesthetics, Creativity, and Appreciation	3 CR
ACCT 310 Accounting Information Systems	3 CR
Total: 15 CR	

Semester 5	
ACCT 311 Intermediate Accounting 1	3 CR
GBUS 310 Business Law 1	3 CR
Aesthetics, Creativity and Appreciation	3 CR
ACCT 331 Managerial Accounting or ACCT 432 Cost Accounting	3 CR
Quantitative Reasoning	3 CR
Total: 15 CR	

Semester 6	
Upper-Level Business Elective	2 CR
Scientific Inquiry Elective	4 CR
ACCT 312 Intermediate Accounting 2	3 CR
ACCT 360 Fraud Examination	3 CR
FIN 340 Principles of Business Finance	3 CR
Total: 15 CR	

Semester 7	
GBUS 405 Global Business	3 CR
GBUS 301 Process & Quality Management	3 CR
ACCT 353 Taxation 1	3 CR
ECON 331 Financial Economics	3 CR
ACCT 401 Advanced Accounting	3 CR
Total: 15 CR	

Semester 8	
ACCT 405 Auditing	3 CR
ACCT 354 Taxation II	3 CR
GBUS 440 Business Policy Capstone	3 CR
GBUS 415 Managerial Business Ethics	3 CR
ACCT 410 Governmental & Nonprofit	3 CR
Total: 15 CR	

Semester 9	
Upper-Level Management Elective	3 CR
Upper-Level Marketing Elective	3 CR
GBUS 412 Business Law (S)	3 CR
2 Upper-Level Business Electives	6 CR
Total: 15 CR	

Semester 10	
5 Upper-Level Courses	15 CR
Total: 15 CR	

Total 150

**Business Administration, Financial Management
(B.A.S.B.A./FM)**

Semester 1	
COLL 101 Orientation to College	
BTEC 275 Advanced Business Applications	3 CR
GBUS 101 Intro to Business	3 CR
ECON 202 Macroeconomics	3 CR
Quantitative Reasoning Elective	3 CR
Writing and Rhetoric Elective	3 CR
Total: 15 CR	

Semester 2	
Human Communication and Interaction	3 CR
Writing and Rhetoric Elective	3 CR
MGMT 220 Principles of Management	3 CR
Econ 201 Microeconomics	3 CR
GBUS 117 Financial Business Application	3 CR
Total: 15 CR	

Semester 3	
GBUS 304 Advanced Excel	3 CR
ACCT 201 Principles of Accounting 1	3 CR
GBUS 202 Business Communication	3 CR
Scientific Inquiry Elective	4 CR
Business Elective	2 CR
Total: 15 CR	

Semester 4	
ACCT 202 Principles of Accounting 2	3 CR
MKTG 230 Principles of Marketing	3 CR
GBUS 240 Associate Business Capstone	3 CR
Aesthetics, Creativity, and Appreciation	3 CR
ACCT 310 Accounting Information Systems	3 CR
Total: 15 CR	

Semester 5	
ACCT 311 Intermediate Accounting 1	3 CR
GBUS 310 Business Law 1	3 CR
Aesthetics, Creativity and Appreciation	3 CR
ACCT 331 Managerial Accounting	3 CR
Quantitative Reasoning	3 CR
Total: 15 CR	

Semester 6	
Upper-Level Business Elective	2 CR
Scientific Inquiry Elective	4 CR
ACCT 312 Intermediate Accounting 2	3 CR
ACCT 360 Fraud Examination	3 CR
FIN 340 Principles of Business Finance	3 CR
Total: 15 CR	

Semester 7	
GBUS 405 Global Business	3 CR
FIN 356 Fundamentals of Investing management	3 CR
GBUS 415 Business Ethics	3 CR
MGMT 333 Human Resources Management	3 CR
MGMT 322 Organizational Behavior	3 CR
Total: 15 CR	

Semester 8	
ECON 320 Managerial Economics	3 CR
GBUS 301 Process and Quality Management	3 CR
GBUS 440 Business Policy Capstone	3 CR
ENT 307 Entrepreneurial Finance	3 CR
ENT 308 Launching an Entrepreneurial Venture	3 CR
Total: 15 CR	

Total 120

Emergency Medical Services, AAS

Semester 1	
COLL 101 Orientation to College	
EMST 105 Leadership for the EMS Professional	5 CR
NURS 153 Medical Terminology	3 CR
MATH 120 Quantitative Literacy	3 CR
BIOL 109 Anatomy & Physiology for Allied Health	4 CR
Writing and Rhetoric Elective	3 CR
Total: 18 CR	

Semester 2	
EMST 110 EMS Preparatory	2 CR
EMST 114 Pharmacology for the EMS Professional I	2 CR
EMST 116 Advanced Medical Emergencies I	4 CR
EMST 118 Advanced Trauma Emergencies	4 CR
EMST 120 Paramedic Clinical I	3 CR
Total: 15 CR	

Semester 3	
PSYC 241 Human Growth & Development	3 CR
EMST 214 Pharmacology for the EMS Professional II	1 CR
EMST 226 Advanced Emergencies	4 CR
EMST 228 Special Populations	3 CR
EMST 220 Paramedic Clinical II	2 CR
EMS 230 Paramedic Clinical III	2 CR
Total: 15 CR	

Semester 4	
EMST 210 Rescue Operations	3 CR
EMST 236 Advanced Emergencies 11	4 CR
EMST 240 Paramedic Clinical IV	2 CR
EMST 241 Paramedic Capstone	4 CR
Aesthetic, Creativity, & Appreciation OR Human Communication & Interaction	3 CR
Total: 16 CR	

Total 64