

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

A regular meeting of the WVU Parkersburg Board of Governors was held on Tuesday, April 23, 2024, in the Francis & Nina Phares Board Room of WVU Parkersburg and via Zoom video conferencing, beginning at 3:15 p.m. Board members present were: Joe Oliverio, Blaine Hess, Savannah Morgan, Donna Smith, JP Hushion, Jason Landers, Stephanie McCoy, Ami Shaver, Vasanth Ananth, Andrew Walker and Cody Irick. Others present included Dr. Torie Jackson and Lauriel Rader.

Guests present included administrators, faculty and staff.

**1. Call to Order**

Mr. Oliverio, Chair of the WVU Parkersburg Board of Governors, called the meeting to order.

**2. Roll Call**

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

**3. President's Report**

President Jackson delivered the following report:

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

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

A few comments in the summary of the report include:

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

institution to provide the facilities and technology that support effective teaching and learning across all of its programs. Within this context, a culture of individualized student support and caring is evident that continues to find ways to improve student access to educational opportunity."

The report also ends with this statement:

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

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

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

First, let me tell you about Nichole Dellinger.

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

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

Congratulations, Nichole!

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

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

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

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

Congratulations, Jessica!

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

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

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

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

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

- Executive Committee

Chairman Oliverio shared updates from the Executive Committee. We are in the process of updating the Board of Governors Operating Procedures. Please review the procedures and provide feedback by May 15<sup>th</sup>. Commencement is May 11<sup>th</sup> at 1:00 p.m. Please let Ms. Rader know who is attending and if you are bringing a guest. The Give MOV event is on May 7<sup>th</sup>. The WVUP Foundation is part of this event. Board Members need to complete their annual training hours by June 30<sup>th</sup>. Ms. Rader will send out an email with some additional online training opportunities, for the members still needing additional hours. Summer enrollment - FTE is up 33% and the final is up 22%. Dr. Jackson and her team are reviewing the option of three Vice President positions and discussing some

realignments. Congratulations to Jessica Trippett and Nichole Dellinger for their awards. Also, congratulations to Andrew Walker for the dedicated work with the CJ Department.

- Academic and Student Services Committee

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

- Administrative Services Committee

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

## 6. Information Items

- Fiscal Update

Alice Harris, Executive Vice President of Finance & Administration, provided a detailed report on the budget summary as of month ending March 31, 2024. There were no questions from the members.

- Policy Update

Dr. Torie Jackson, President, shared an update on the Board of Governors policy B-2, Academic Freedom, Professional Responsibility, Promotion and Tenure policy. Dr. Jackson reported that no substantial comments were received. Policy is considered approved 30 days from the March 19, 2024 meeting of the WVU Parkersburg Board of Governors.

Board of Governors policy B-2, Academic Freedom, Professional Responsibility, Promotion and Tenure, is a policy that was developed for WVU and its regional campuses. WVU Parkersburg became an independent institution from WVU in 2008 and thus should have altered those previous policies to reflect the governing WV Community and Technical College System rule. Instead of doing a

strike through of the old policy, a new policy has been written to replace it to be reflective of 135 C.S.R. 9.

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

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

- Policy Update  
Dr. Torie Jackson, President, shared an update on the Board of Governors policy B-38, Emeritus Status policy. Dr. Jackson reported that no substantial comments were received. Policy is considered approved 30 days from the March 19, 2024 meeting of the WVU Parkersburg Board of Governors.

Board of Governors policy B-38, Emeritus Status, is a policy that was effective in June 2006 and transferred from the WVU Board of Governors in 2008. WVU Parkersburg became an independent institution from WVU in 2008 and thus should have altered those previous policies to reflect the governing WV Community and Technical College System rule.

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

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

## 7. Action Items

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

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

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

Ms. Smith seconded the motion. Motion passed.

- Approval of FY 2025 Pay Increase for Full Time Employees

Dr. Torie Jackson, President, presented to the Board the resolution for approval of a \$2,500 annual pay increase effective for the pay period beginning July 1, 2024, for all WVUP-eligible full-time employees. Eligible full-time employees are those who were employed by WVUP on March 19, 2024, when the FY2025 budget bill was signed into law. Dr. Jackson reported that during the recently completed West Virginia legislative session, legislators discussed a state employee pay increase. The legislative-approved appropriation increase provided WVU Parkersburg with a total cost of \$368,060. Although not specifically required, the WVUP administration is proposing to utilize the increases to provide a \$2,500 per full-time employee hired before the March 9, 2024, the date of approval of the FY 2025 State Budget Bill. The employee pay increase helps align compensation with the new hiring scale approved by the BOG in March 2024.

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

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

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

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

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

## **Budget Justification**

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

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

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

Mr. Irick seconded the motion. Motion passed.

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

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the updated Board of Governors Policies to reflect a review of the Use of Institutional Facilities policy. Dr. Jackson reported the current Board of Governors policy F-16, Use of Institutional Facilities, is a policy that was effective in September 2003 and transferred from the WVU Board of Governors. WVU Parkersburg became an independent institution from WVU in 2008 and thus should have altered those previous policies to reflect the governing WV Community and Technical College System rule.

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

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

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

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

Mr. Ananth seconded the motion. Motion passed.

- Approval of Honorary Degree

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

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

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

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

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

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

Ms. Smith seconded the motion. Motion passed.

- Approval of Honorary Degree

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

Steve Hardman, who served as a former chair of the WVUP Board of Governors, is an attorney and partner with Bowles Rice. He concentrates his practice in the



areas of commercial, corporate, and real estate law. He was named West Virginia's Real Estate Law "Lawyer of the Year" by Best Lawyers for 2022. Steve has served as counsel to numerous banks and businesses, and has been involved in significant commercial and real estate transactions in the Parkersburg area and throughout West Virginia. He also has significant experience in civil litigation, particularly product liability. Additionally, Steve has more than 30 years of oil and gas title experience.

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

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

Ms. Morgan seconded the motion. Motion passed.

- Approval to utilize Unrestricted Reserve Funds for creation of an Outdoor Event Center  
Chairman Oliverio announced this agenda item has been removed from the agenda.

#### **8. Board Comments/Announcement**

Chairman Oliverio shared the following announcements:

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

#### **9. Next Meeting**

Next meeting will be held June 18, 2024.

#### **10. Adjournment**

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

Respectfully submitted,

Lauriel Rader  
Secretary to the Board of Governors

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Joe Oliverio, Chair

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Savannah Morgan, Secretary