

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**AUGUST 27, 2024
AGENDA**

Members

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

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

Dr. Torie Jackson
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Tuesday, August 27, 2024

11:30 a.m.	Executive Committee	President's Conference Room - Room 1105
12:30 p.m.	Lunch - Ryan Taylor, President & CEO, Pickering Associates, An Engineer's Perspective of Development	Francis & Nina Phares Board Room - Room 1300
2:00 p.m.	Academic and Student Services & Administrative Services Committee	Theater - Room 1305
3:15 p.m.	Board Meeting	Francis & Nina Phares Board Room - Room 1300

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of August 27, 2024
Francis & Nina Phares Board Room & Zoom
3:15 p.m.

1.	Call to Order	Board Chair, Joe Oliverio
2.	Swearing in of new Board members	The Honorable Timothy Sweeney 3 rd Circuit Court Judge
3.	Roll Call	Lauriel Rader Secretary to the Board
4.	President’s Report	Dr. Torie Jackson, President
5.	Approval of Minutes	
	• Regular Meeting - June 18, 2024.....	5
6.	Committee Reports	
	• Executive Committee	Joe Oliverio
	• Academic and Student Services & Administrative Services Committees	Blaine Hess/Savannah Morgan
7.	Information Items	
	• Fiscal Update	Bradley Wilson, Director of Financial Analysis & Institutional Research, CFO.....
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8.	Action Items	
	• Recension of Board of Governors Policy D-10 Student Rights & Responsibilities due to a Duplicate/Similar Policy	Dr. Torie Jackson, President
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	• Approval of Board of Governors Policy Updating the language of the A-56 WV Freedom of Information Act response	Dr. Torie Jackson, President
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	• Approval of Board of Governors Policy Updating B-55 Employee & Family Tuition Waiver Program	Dr. Torie Jackson, President
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	• Approval of Board of Governors Policy Updating	Dr. Torie Jackson,

E-42 Procurement & Purchasing Purchasing	President	40
• Approval of AAS-BA Associate Degree & BAS-BA Marketing/Management Bachelor Degree Programs Tuition Rate Request for 100 % Online Programs	Dr. Torie Jackson, President.....	43
• Approval to Utilize Budget Surplus Funds for Creation of an Outdoor Event Center & Supplement to Governor’s Office allocated Deferred Maintenance projects	Bradley Wilson, Director of Financial Analysis & to Institutional Research, CFO.....	44
• Approval to utilize Unrestricted Reserve Funds For renovations at the Innovation and Technology Center	Dr. Torie Jackson, President	46
9. Board Comments/Announcements		
10. Next Meeting - October 22, 2024		
11. Adjournment		

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
June 18, 2024

A regular meeting of the WVU Parkersburg Board of Governors was held on Tuesday, June 18, 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, JP Hushion, 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. Chairman Oliverio requested a moment of silence in regards to the passing of Nancy Harris, Executive Director of Career Services.

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, I've been reading a book entitled "One Bold Move A Day." I heard about it at a conference as a tool to allow for better leadership. A few parts of it encourage active listening to the people in your organization and to the organization itself. It also discusses understanding an organization as a crucial element in helping to lead it. Yes, and it suggests collaboration across teams or departments.

Recently, for our summer meeting, the President's Cabinet, joined by the deans and BOG Staff Representative Cody Irick, met for a retreat to build our ability as a community to engage in more meaningful dialogue, deliberate more effectively to reach sound decisions, and collaborate intentionally and deeply to implement those decisions. Two guests helped facilitate this leadership program. Kent Spellman and Jason Young have significant experience in civic engagement and organizational, community, and economic development, and have worked together and individually on numerous diverse projects across the state. I believe our time together was entertaining, illuminating, and productive.

Our goal at WVU Parkersburg is to build a deliberately collaborative ecosystem of engagement that will encompass the entire WVUP community and the greater community we serve.

The team came with open minds. Part of that mindset is that we look forward, not back; that we speak openly, but kindly; and that we focus on the betterment of WVU-P, not on our personal agendas.

This college is successful when we work as a team, when everyone brings their engagement, their wisdom, their energy, and their ideas.

However, if you hear anyone speak loudly in an accent to ask another team member “Where are your papers?” don’t be concerned.

Today, we officially announced some realignments on campus - those are about improving efficiency on the campus and to enhance the student experience. We will always strive to make our systems operate in a way that allows for optimal student success.

Student success comes in many forms. Today, you had the opportunity to see future students who are now part of the Kids College program. I’d like to take a moment to thank one staff member who takes that bullet point of “Other Duties As Assigned” and approaches it with the Yes, and, attitude of “How Can I Help?”

April Crone is organizing, planning and leading the Kids College program this summer. For three weeks, children ages 8 to 12 can attend WVUP for classes that range from farm technology, CSI and welding, to basketball, kitchen basics and American Sign Language.

April, at WVUP, we appreciate it when our employees do their utmost to make this campus a vital part of the community. We would like to show our appreciation with a certificate of recognition to you.

Thank you.

Governors, as the summer continues, know that we will continue to make sure WVU Parkersburg helps our students and our community Achieve More, and that makes me WVU Parkersburg Proud.

4. Approval of Minutes

Chairman Oliverio stated the minutes from the Regular Board meeting of April 23, 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. He reported, Summer enrollment is up 30% and the Fall enrollment is on track to have at least level enrollment. We received a formal notification letter from HLC, announcing the accreditation of WVU Parkersburg is continued for the next 10 years. The next visit will be in 2033! Chairman Oliverio offered congratulations to Dr. Jackson, Dr. Lancaster and everyone involved in the accreditation process. July 1, 2024, the Campus Carry Law goes into effect. The rules are currently being developed for implementation on campus. Today, the Board will vote on the Board Operating Procedures, and Chairman Oliverio thanked member Donna Smith for her thorough review. Chairman Oliverio shared an update on the ITC project. The following renovations are underway: electrical service upgrade, asbestos removal, roof replacement, and ceiling demolition and removal which will involve installing a new sprinkler system. He shared an update on the Jackson County Center. The project is moving along. We are still waiting on the \$1.4 million grant for equipment. The soft opening will be in August, with a formal opening ceremony at a later date.

- Academic and Student Services Committee & Administrative Services Committee

Mr. Hushion reported the Academic and Student Services Committee and the Administrative Services Committee met jointly to take a tour of the campus with Dr. Torie Jackson. We toured the Kids College Camp, which is currently in session with about 50 kids. The college offers three weeks of Kids College Camps during the summer, with about 150 kids attending the three-week camps. We also took a tour of the ongoing renovation projects. We toured the temporary bookstore, the new space for the bookstore and financial aid offices, new faculty offices for the Arts and Sciences division, which is in an old computer lab. Mr. Andrew Walker gave us a tour of the Criminal Justice Crime Lab. We finished the tour with the recently renovated HR Offices. Bob Cooper and his team have been busy updating these spaces on campus and it looks wonderful.

- Nominating Committee

Mr. Hushion reported the Nominating Committee met and recommended to continue with the current slate of officers. Those officers are listed below:

Joe Oliverio - Chair
Blaine Hess - Vice Chair
Savannah Morgan - Secretary

With no further nominations, Chairman Oliverio made a motion to be accepted by acclamation. This aligns with our Board Operating Procedures.

6. Information Items

- Fiscal Update

Dr. Torie Jackson, President, shared the fiscal update on behalf of Alice Harris, Executive Vice President of Finance & Administration, provided a detailed report on the budget summary as of month ending May 31, 2024. There were no questions from the members.

- Policy Update

Dr. Torie Jackson, President, shared an update on the Board of Governors policy F-16, Use of Institutional Facilities. Dr. Jackson reported that no substantial comments were received. Policy is considered approved 30 days from the April 23, 2024 meeting of the WVU Parkersburg Board of Governors.

Board of Governors policy F-16, Use of Institutional Facilities, was a policy that was effective in September 2003 and transferred from the WVU Board of Governors. WVU Parkersburg became an independent institution from WVU in 2008 and thus should have altered those previous policies to reflect the governing WV Community and Technical College System rule.

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

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

7. Action Items

- Approval of Five-Year Program Reviews 2023-2024

Dr. David Lancaster, Vice President for Academic Affairs, presented to the Board the resolution for approval of Five-Year Program Reviews 2023-2024. As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, Policy Regarding Program Review, the Outcomes Assessment Committee, as a standing committee for West Virginia University at Parkersburg has conducted an internal review of 24 programs based on strict criteria. The possible recommendations fall into six categories for the programs under review:

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

The recommendations are as follows:

Continuation Without Specific Action:

Child Development - Certificate of Applied Science
Child Development - Associate of Applied Science
Criminal Justice - Associate of Applied Science
Multi-Disciplinary Studies - Bachelor of Arts

All four program should be continued at the current level of activity with no specific action. The next five-year review is due in 2028-2029.

Identification of the Program for Further Development:

Advanced Manufacturing Technology - Associate of Applied Science
Multi-Craft Technology - Associate of Applied Science

Both programs should be identified as a program for further development. The next five-year review is due in 2028-2029.

Discontinuation of the Program:

Pharmacy Technician - Certificate of Applied Science

This program should be identified as a program to be discontinued.

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

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2023-2024

Mr. Ananth seconded the motion. Motion passed.

- **Approval to Terminate the Certificate of Applied Science Pharmacy Technician Program**

Dr. David Lancaster, Vice President for Academic Affairs, presented to the Board the resolution for approval to terminate the Certificate of Applied Science Pharmacy Technician Program. The CAS in Pharmacy Technician program has been on hiatus and not admitting new students since Fall 2021. At that time, it was determined there were not enough students interested to offer all of the required courses. As a result of this status, the recommendation is to discontinue the program.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the termination of the CAS Pharmacy Technician program.

Ms. McCoy seconded the motion. Motion passed.

- Approval of updated Board of Governors Operating Procedures
Dr. Torie Jackson, President, presented to the Board the resolution for approval of the updated Board of Governors Operating Procedures. Dr. Jackson reported the current Board of Governors Operating Procedures was created on June 3, 2009. It is being updated to reflect current practices.

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

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

After review and discussion, Mr. Hushion 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 Operational Guidelines to be reflective of current practices.

Mr. Ananth seconded the motion. Motion passed.

8. Executive Session under the authority of WV Code §18B-1B-6, to discuss the Presidential Evaluation

Chairman Oliverio asked for a motion to move into Executive Session, under authority of WV Code §18B-1B-6, to discuss the Presidential Evaluation. Mr. Ananth moved to adjourn to Executive Session. Mr. Hushion seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:46 p.m.

Chairman Oliverio announced the Board would return to the regular meeting at 4:44 p.m. Mr. Ananth moved to return to regular session. Mr. Irick seconded the motion. Motion passed.

9. Board Comments/Announcement

Mr. Walker shared the following announcement:

- The WVU Parkersburg Foundation is hosting a Toast to West Virginia Day celebration on Saturday, June 22nd at 5:30 p.m. at the Oakland Estate.

10. Next Meeting

Chairman Oliverio shared the 2024-2025 Board of Governors meeting dates with the Board Members. The dates are listed below:

Tuesday, August 27, 2024

Tuesday, October 22, 2024

Tuesday, January 21, 2025

Tuesday, March 18, 2025

Tuesday, April 15, 2025

Tuesday, June 17 2025

Chairman Oliverio shared with the Board Members there would be six meetings planned for the academic year.

Chairman Oliverio announced we have three members that have dedicated eight years plus to the Board. Those members are Mr. J.P. Hushion, Mr. Jason Landers and Ms. Donna Smith. Chairman Oliverio thanked them for their service. We have submitted three names to the Governor’s Office to be approved to serve on the Board.

Next meeting will be held August 27, 2024.

11. Adjournment

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

Respectfully submitted,

Lauriel Rader
Secretary to the Board of Governors

Joe Oliverio, Chair

Savannah Morgan, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of August 27, 2024**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

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

BACKGROUND:

Bradley Wilson will report on the state of the college's finances and the budget for month ending July 31, 2024.

Meeting Date: August 27, 2024

To: Board of Governors

RE: July 2024 Budget Report

Greetings Board Members,

As of July 31st, we are 8% through the budget year. Revenues total 15% of the annual budgeted revenue with expenses coming in at 7% of the annual budgeted expenses.

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

- Enrollment management – WVUP allocates sufficient financial resources to support a highly qualified team of individuals to recruit, enroll, and ensure the success of our students. We also ensure that sufficient resources are allocated for supplies, travel & training, and the other costs necessary to recruit, enroll, advise, and retain students. For example, the Recruitment budget provides over \$30,000 for travel and promotional items to assist in these efforts.
- Community Relations & Branding & Marketing– WVUP allocates sufficient funds to support the marketing, branding, and public relations efforts necessary to ensure the public is aware of the outstanding programs offered by WVUP and of our outstanding approach to student services. The marketing budget is supplemented by expenditures from the President’s office budget that allows her to participate in local, regional, and national promotion of WVUP’s innovative approach to meeting the educational needs of our students and the employers located in our service area. The advertising portion of the Marketing budget alone allocates over \$500,000 for targeted marketing initiatives, community sponsorships, and other recruitment and civic engagement activities.
- Educational program quality – WVUP expends its resources to recruit and support talented and competent faculty and their efforts to create quality academic courses and assess their effectiveness. In addition, we commit resources to maintain an IT structure and related support to ensure that students taking advantage of distance learning opportunities offered by WVUP have adequate support and access to these resources. We also commit the necessary resources to build, maintain, and provide welcoming facilities, classrooms, and community meeting rooms. Current budget allocations for IT-supported services are just under \$380,000, which covers everything from internet to Blackboard to Microsoft Office access for all employees and students.
- Workplace Culture – Our expenses include a pay increase for all full-time faculty and staff which helps them to deal with inflationary challenges. The budget also allows us to fund faculty and staff professional development and helps us pay for supervisory management classes for our mid-level managers. The current budget includes over \$130,000 for professional development and training opportunities for WVUP faculty and staff. When new grants are written, funds for related professional development are always considered.

Tuition & Fees – July is typically a slow time for the collection of tuition and fees and is generally limited to collecting our remaining summer term tuition. However, the increase in Summer and Fall enrollments has led collections to be significantly higher this year.

State Appropriations – WVUP collects its state appropriations 30% in the first quarter, 30% in the second quarter, 20% in the third quarter, and 20% in the fourth quarter. The accelerated

cash flow helps ensure that we have sufficient funds to pay payroll costs at WVUP as 100% of the appropriation is used for payroll support. Amounts are higher in FY 2025 to reflect the increase provided this fiscal year to cover the Governor's pay increase and PEIA costs.

Grant Revenue – The majority of non-state appropriated revenues comes from grants. WVUP has several grants that support growth in our nursing program and the JCC ATC expansion. As the year progresses, we expect monthly grant expenditures to increase as we implement and expend grant proceeds from the incumbent worker training grant, the EDA JCC equipment grants, and the USDA-based Memorial Health System nursing grant.

Personnel costs – Personnel costs at 12% are higher than the parameters of the annual payroll budgeted by the College. This is due to July 2024 having three payroll processes as opposed to two. The timing of the bi-weekly pays causes this occurrence twice each year, with it happening in the first month this year.

Household Supplies – This budget is at 10% because of large purchases for supplies to support the Fall semester and the supplies necessary to complete semi-annual floor waxing. The Fall term brings with it the highest volume of on-campus traffic, and the supplies costs follows suit with these traffic patterns.

Computer Supplies – Many of our fiscal year computer service subscriptions are payable in July causing the expended percentage to be higher. The renewal fees of our Blackboard service are the driver of the variance this past month.

Merchandise for Resale – This budget is at 11% to adequately stock the campus book and supply store for the upcoming Fall term.

Training – Training costs at 9% are slightly elevated for the moment due to several late Summer trainings and conference registrations for Title IX compliance, Dual Enrollment strategies, and Nursing.

Membership Dues – Many of our fiscal year institutional memberships are payable in July causing the expended percentage to be higher at 16%.

Quarterly Payments – WVUP's insurance carrier BRIM and West Virginia University, both bill and collect premiums and fees at the beginning of each quarter.

Capital & Equipment – The renovations of the Jackson County Center and Bookstore/Financial Aid Office are causing the elevated outflows at 21%.

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

Bradley Wilson, CFO

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report One Month Ended July 31, 2024						
	Approved FY 2025 Budget	Projected FY 2025 Budget	7/31/23	7/31/24	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,561,838	11,561,838	3,358,133	3,468,551	8,093,287	30%
Tuition & Fees, Net	9,647,000	9,647,000	135,738	413,396	9,233,604	4%
Rental income	32,580	32,580	6,230	8,330	24,250	26%
Workforce & Economic Development	315,000	315,000	6,330	3,810	311,190	1%
Grant Revenues	5,631,205	5,631,204	91,617	89,373	5,541,831	2%
Other Revenues	1,495,860	1,495,860	24,357	339,475	1,156,385	23%
Debt Service	-	-	(85,351)	-	-	0%
Less HERA Assessments	(105,000)	(105,000)	(23,448)	(27,810)	(77,190)	26%
Total Inflows	28,578,483	28,578,482	3,513,606	4,295,125	24,283,357	15%
Outflows:						
Faculty	4,710,000	4,710,000	131,092	197,463	4,512,537	4%
Nonclassified staff	4,060,578	4,060,578	268,470	444,633	3,615,945	11%
Classified staff	3,707,550	3,707,550	308,535	479,279	3,228,271	13%
Adjunct faculty	900,000	900,000	18,412	29,719	870,281	3%
Student workers	425,755	425,755	14,483	22,615	403,140	5%
Payroll taxes	1,023,430	1,023,430	54,084	59,503	963,927	6%
Employee insurance	1,500,000	1,500,000	94,939	106,093	1,393,907	7%
Retirement plan contributions	802,135	802,135	42,686	46,952	755,183	6%
OPEB	179,593	179,593	-	4,063	175,530	2%
Fringes	240,289	240,289	4,294	4,738	235,551	2%
Advertising and promotion	669,083	669,083	37,557	55,844	613,239	8%
Awards & Scholarships	331,882	331,882	-	5,015	326,867	2%
Household supplies	92,770	92,770	15,319	6,830	85,940	7%
Computer supplies	895,000	895,000	33,789	79,475	815,525	9%
Hospitality & food products	242,000	242,000	7,262	9,655	232,345	4%
Student activities	25,845	25,845	-	-	25,845	0%
Insurance	187,500	187,500	45,642	-	187,500	0%
Routine maint. contracts	117,435	117,435	16,246	445	116,990	0%
Office expenses	55,500	55,500	1,528	2,025	53,475	4%
Merchandise for Resale	75,000	75,000	-	8,125	66,875	11%
Other general expenses	36,500	36,500	648	738	35,762	2%
Postage & freight	35,800	35,800	267	599	35,201	2%
Printing & binding	50,000	50,000	6,586	613	49,387	1%
Rent expense	227,988	227,988	10,358	11,931	216,057	5%
Education supplies	724,432	724,432	21,663	16,023	708,409	2%
Telephone & cell phones	114,927	114,927	8,043	2,745	112,182	2%
Training	130,615	130,615	6,968	11,504	119,111	9%
Utilities	698,850	698,850	55,050	56,142	642,708	8%
Bank fees	65,000	65,000	10	1,754	63,246	3%
Fleet expenses	15,700	15,700	593	658	15,042	4%
Travel	217,335	217,335	7,649	11,561	205,774	5%
Professional, consultants, contract labor	2,476,028	2,476,028	84,081	27,937	2,448,091	1%
Repairs & Maintenance	316,050	316,050	12,206	10,613	305,437	3%
Library books & materials	92,000	92,000	2,177	3,273	88,727	4%
Miscellaneous other expenses	94,613	94,612	10	-	94,612	0%
Membership dues	66,790	66,790	12,359	10,665	56,125	16%
Service agreement WVU	250,000	250,000	-	-	250,000	0%
Equipment	1,930,010	1,930,010	7,931	352	1,929,658	0%
Capital projects	794,500	794,500	12,673	166,922	627,578	21%
Total outflows	28,578,483	28,578,482	1,343,610	1,896,504	26,681,978	7%
Surplus (deficit) from operations	-	-	2,169,996	2,398,621		
Surplus Utilization Approved	300,000	300,000	-	-		
Net surplus (deficit)	300,000	300,000	2,169,996	2,398,621	-	-

Benchmark Percentage for Period

8%

West Virginia University at Parkersburg Cash Basis Operating Budget Report One Month Ended July 31, 2024						
	Approved FY 2025 Budget	Projected FY 2025 Budget	7/31/23	7/31/24	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,561,838	11,561,838	3,358,133	3,468,551	8,093,287	30%
Tuition & Fees, Net	9,647,000	9,647,000	135,738	413,396	9,233,604	4%
Rental income	32,580	32,580	6,230	8,330	24,250	26%
Workforce & Economic Development	315,000	315,000	6,330	3,810	311,190	1%
Grant Revenues	-	-	-	-	-	-
Other Revenues	1,495,860	1,495,860	24,357	339,475	1,156,385	23%
Debt Service	-	-	(85,351)	-	-	N/A
Less HERA Assessments	(105,000)	(105,000)	(23,448)	(27,810)	(77,190)	26%
Total Inflows	22,947,278	22,947,278	3,421,989	4,205,752	18,741,526	18%
Outflows:						
Faculty	4,196,632	4,196,632	125,322	144,782	4,051,850	3%
Nonclassified staff	3,598,929	3,598,929	233,462	400,248	3,198,681	11%
Classified staff	3,707,550	3,707,550	298,981	474,918	3,232,632	13%
Adjunct faculty	882,497	882,497	18,412	28,153	854,344	3%
Student workers	425,755	425,755	10,398	21,064	404,691	5%
Payroll taxes	941,833	941,833	46,971	54,280	887,553	6%
Employee insurance	1,392,111	1,392,111	88,450	97,290	1,294,821	7%
Retirement plan contributions	744,652	744,652	39,732	42,706	701,946	6%
OPEB	167,521	167,521	-	3,769	163,752	2%
Fringes	223,521	223,521	3,990	4,309	219,212	2%
Advertising and promotion	611,261	611,261	37,557	55,257	556,004	9%
Awards & Scholarships	15,000	15,000	-	-	15,000	0%
Household supplies	70,170	70,170	14,448	6,830	63,340	10%
Computer supplies	895,000	895,000	33,789	79,475	815,525	9%
Hospitality & food products	235,000	235,000	7,262	8,431	226,569	4%
Student activities	25,845	25,845	-	-	25,845	0%
Insurance	187,500	187,500	45,642	-	187,500	0%
Routine maint. contracts	117,435	117,435	16,246	445	116,990	0%
Office expenses	54,000	54,000	1,473	1,534	52,466	3%
Merchandise for Resale	75,000	75,000	-	8,125	66,875	11%
Other general expenses	26,000	26,000	98	738	25,262	3%
Postage & freight	35,800	35,800	267	599	35,201	2%
Printing & binding	50,000	50,000	6,586	613	49,387	1%
Rent expense	175,908	175,908	3,858	5,431	170,477	3%
Education supplies	465,757	465,757	15,776	13,395	452,362	3%
Telephone & cell phones	114,927	114,927	8,043	2,745	112,182	2%
Training	111,115	111,115	2,190	9,393	101,722	8%
Utilities	696,450	696,450	55,050	55,803	640,647	8%
Bank fees	65,000	65,000	10	1,754	63,246	3%
Fleet expenses	15,700	15,700	593	658	15,042	4%
Travel	170,010	170,010	4,512	10,712	159,298	6%
Professional, consultants, contract labor	745,634	745,634	35,854	21,629	724,005	3%
Repairs & Maintenance	316,050	316,050	9,756	10,613	305,437	3%
Library books & materials	92,000	92,000	2,177	3,273	88,727	4%
Miscellaneous other expenses	7,600	7,600	-	-	7,600	0%
Membership dues	66,790	66,790	12,359	10,665	56,125	16%
Service agreement WVU	250,000	250,000	-	-	250,000	0%
Equipment	180,825	180,825	875	352	180,473	0%
Capital projects	794,500	794,500	12,673	166,922	627,578	21%
Total outflows	22,947,278	22,947,278	1,192,812	1,746,911	21,200,367	8%
Surplus (deficit) before DOE Settlement	-	-	2,229,177	2,458,841	-	-
Reserves Budgeted for Use	300,000	300,000	-	-	-	-
Net surplus (deficit)	300,000	300,000	2,229,177	2,458,841	-	-

West Virginia University at Parkersburg
Cash Basis Grant Budget Report
One Month Ended July 31, 2024

	Approved FY 2025 Budget	Projected FY 2025 Budget	7/31/23	7/31/24	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	-	-	-	-	-	0%
Tuition & Fees, Net	-	-	-	-	-	0%
Child Care	-	-	-	-	-	0%
Rental income	-	-	-	-	-	0%
Workforce & Economic Development	-	-	-	-	-	0%
Grant Revenues	5,631,205	5,631,205	91,617	89,373	5,541,832	2%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
Total Inflows	5,631,205	5,631,205	91,617	89,373	5,541,832	2%
Outflows:						
Faculty	513,368	513,368	5,770	52,681	460,687	10%
Nonclassified staff	461,649	461,649	35,008	44,385	417,264	10%
Classified staff	-	-	9,554	4,362	(4,362)	N/A
Adjunct faculty	17,503	17,503	-	1,566	15,937	9%
Student workers	-	-	4,085	1,551	(1,551)	N/A
Payroll taxes	81,597	81,597	7,113	5,223	76,374	6%
Employee insurance	107,889	107,889	6,489	8,802	99,087	8%
Retirement plan contributions	57,483	57,483	2,954	4,246	53,237	7%
OPEB	12,072	12,072	-	294	11,778	2%
Fringes	16,768	16,768	304	429	16,339	3%
Advertising and promotion	57,822	57,822	-	587	57,235	1%
Awards & Scholarships	316,882	316,882	-	5,015	311,867	2%
Household supplies	22,600	22,600	871	-	22,600	10%
Computer supplies	-	-	-	-	-	N/A
Hospitality & food products	7,000	7,000	-	1,225	5,775	17%
Student activities	-	-	-	-	-	0%
Routine maint. contracts	-	-	-	-	-	0%
Office expenses	1,500	1,500	55	491	1,009	33%
Merchandise for Resale	-	-	-	-	-	
Other general expenses	10,500	10,500	550	-	10,500	0%
Postage & freight	-	-	-	-	-	0%
Printing & binding	-	-	-	-	-	0%
Rent expense	52,080	52,080	6,500	6,500	45,580	0%
Education supplies	258,675	258,675	5,887	2,629	256,046	1%
Telephone & cell phones	-	-	-	-	-	0%
Training	19,500	19,500	4,778	2,111	17,389	11%
Utilities	2,400	2,400	-	339	2,061	0%
Fleet expenses	-	-	-	-	-	0%
Travel	47,325	47,325	3,137	849	46,476	2%
Professional, consultants, contract labor	1,730,394	1,730,394	48,227	6,308	1,724,086	0%
Repairs & Maintenance	-	-	2,450	-	-	0%
Miscellaneous other expenses	87,013	87,013	10	-	87,013	0%
Membership dues	-	-	-	-	-	0%
Equipment	1,749,185	1,749,185	7,056	-	1,749,185	0%
Capital projects	-	-	-	-	-	N/A
Total outflows	5,631,205	5,631,205	150,798	149,593	5,481,612	3%
Projected surplus (deficit)	-	-	(59,181)	(60,220)		

**West Virginia University at Parkersburg Board of Governors
Meeting of August 27, 2024**

ITEM: Recension of Board of Governors
Policy due to a duplicate/similar policy

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves recension of Board of Governors policy D-10 “Student Academic Rights”

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Policy D-10 for “Student Academic Rights” is dated in 2002, which was reflective of West Virginia University practices at the time. WVU Parkersburg became an independent institution again in 2008.

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

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

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY #10**

**STUDENT RIGHTS AND RESPONSIBILITIES
West Virginia University and Regional Campuses**

Section 1. General.

- 1.1. Scope. -- Policies, rules and regulations regarding student rights, responsibilities and conduct at West Virginia University and its Regional Campuses.
- 1.2. Authority. -- W. Va. Code §18-26-8
- 1.3. Effective Date. – September 6, 2002

Section 2. Purpose.

- 2.1. Purpose - The purpose of these policies, rules and regulations includes, but is not limited to, the following:
 - (a) To establish a general policy on student life, including a statement on student rights and responsibilities, at West Virginia University and its Regional Campuses.
 - (b) To identify behavioral expectations of students and certain prohibited acts by students at West Virginia University and its Regional Campuses.
 - (c) To prescribe penalties and sanctions for such prohibited conduct.
 - (d) To define generally the powers, authority and duties to be exercised under the control of the Board of Governors, by the presidents of West Virginia University and its Regional Campuses. in applying these policies, rules and regulations.
 - (e) To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules and regulations.
- 2.2. Effective Date - These policies, rules and regulations are effective immediately inasmuch as they cover any general or emergency situation that might arise at West Virginia University and its Regional Campuses., and they supersede any existing policies , rules and regulations that are in conflict with these policies, rules, and regulations.
- 2.3. Filing Date - These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the Seventh (7) day of August 1970.

Section 3 Definitions.

- 3.1. Board of Governors - The West Virginia University Board of Governors.
- 3.2. Institution or institutions - West Virginia University, Potomac State College of West Virginia University, West Virginia University Institute of Technology, West Virginia University at Parkersburg and any other branch of West Virginia University over which the Board of Governors shall have authority, responsibility or control.
- 3.3. President - The chief executive officer of each institution, whatever the title, whether responsible directly to the Board of Governors or through some other officer to the Board of Governors and shall include all those acting for or on behalf of such chief executive officer, at or by his/her discretion, or at or by the direction of the Board of Governors.
- 3.4. Property - Any property, whether owned, rented or otherwise held or used by the Board of Governors, by an institution or by the institutional community.
- 3.5. Activity - All or any operations conducted, sponsored, promoted, operated or otherwise engaged in by an institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.
- 3.6. Facility - Any and all property of an institution used or usable in any activity of an institution.
- 3.7. Campus - All the property and facilities of any institution serving as the locus in quo of any activity of an institution.
- 3.8. Faculty - Those employees of the Board of Governors who are assigned to teaching or research or service functions at an institution, and who hold academic rank.
- 3.9. Staff - Those employees of the Board of Governors who are assigned to teaching or research or service functions at an institution, and who are not members of the faculty.
- 3.10. Student - Any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Governors or the institution.

- 3.11. Member of the institutional community - Any officer, administrator, faculty member, staff member, employee, student of or at an institution, member of the Board of Governors or an institutional Board of Advisors, as well as any person authorized to participate in an institutional activity at the time applicable.

Section 4. Policies Regarding Student Rights and Responsibilities.

- 4.1. The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the Board of Governors and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the Board of Trustees and the institution.
- 4.2. Freedom of expression and assembly - The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms the student has certain rights and responsibilities, including, but not limited to, the following:
- (a) To have access to campus resources and facilities;
 - (b) To espouse causes;
 - (c) To inquire, discuss, listen to and evaluate;
 - (d) To listen to any person through the invitation of organizations recognized by the institution;
 - (e) To have a free and independent student press which adheres to the canons of responsible journalism;
 - (f) To not violate the rights of others in matters of expressions and assembly;
 - (g) To abide by policies, rules and regulations of the Board of Governors and the institution and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.
- 4.3. Freedom of association - Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

- 4.4. Right to privacy - The student is entitled to the same safe-guards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:
- (a) Confidential communication on a one-to-one relationship with faculty, administrators, counselors and other institutional functionaries;
 - (b) Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters;
 - (c) Confidentiality of academic and disciplinary records;
 - (d) Legitimate evaluations made from student records.
- 4.5. Responsibilities of citizenship - The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, the student is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.
- 4.6. Disciplinary proceedings - Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven responsible of any charge. Each institution shall have authority for promulgating rules and regulations, consistent with policies, rules and regulations of the Board of Governors.

Section 5. Standards of Conduct; Rules and Regulations.

- 5.1. Conduct required in general - All students at the institutions are subject to, and are required to comply with, observe, and obey the following:
- (a) The laws of the United States;
 - (b) The laws of the State of West Virginia;
 - (c) Local city, county and municipal ordinances;
 - (d) The policies, rules and regulations of the Board of Governors and the institution;
 - (e) The directions and orders of the officers, faculty and staff of the institution who are charged with the administration of institutional affairs on campus.

- 5.2. Prohibited; disorderly conduct - Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such violations in local, state or federal courts:
- (a) Fights;
 - (b) Assaults or battery;
 - (c) Public disturbances;
 - (d) Unlawful assembly;
 - (e) The violation of any municipal, state or federal law, or the rules and regulations of the Board of Governors or the institution.
- 5.3. Prohibited conduct; theft or damage of property - No student shall, individually or by joining with one or more others, misuse, steal, damage or destroy any institutional property or facilities or the property of any member of the institutional community on or in campuses, property or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions or conduct in local, state or federal courts.
- 5.4. Prohibited conduct; disruption - No student shall, individually or by joining with one or more other persons, do any of the following:
- (a) Disrupt or interfere with any institutional activity, program, meeting or operation;
 - (b) Interfere with the rights of any member of the institutional community;
 - (c) Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the institution's campus, property or facilities;
 - (d) Seize, hold, commandeer or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules and regulations of the Board of Governors or the institution, by an institutional officer, faculty or staff member, or other person authorized by the president.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

- 5.5. Prohibited conduct; hazing - No student shall, individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. The president shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:
- (a) Prohibit any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities;
 - (b) Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students. The institutional policy shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts;
 - (c) Identify, through student publications and other appropriate mechanisms, the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: Denial of the use of institutional facilities, removal of some or all social privileges, removal of institutional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The president of the institution shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institution's hazing policy and the sanctions which may be imposed upon offending organizations;
 - (d) Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing, as provided in Section 7.4 of these policies, rules and regulations.
- 5.6. Prohibited conduct; discrimination - No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap or age. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

Section 6. Powers, Authority and Duties of the President.

6.1. General powers, authority and duties of the president - The chief executive officer of the institution shall be the president. The president shall be responsible for the entire administration of the institution, subject to the control of the Board of Governors. It shall be the president's duty to attend to and administer the laws of the State of West Virginia which may be applicable on the campus; the policies, rules and regulations of the Board of Governors; and policies, rules and regulations of the institution. Each such president is hereby vested with authority requisite to that end, subject to the control of the Board of Governors.

6.2. Powers, authority and duties of the presidents; delegation of authority and responsibility - Any authority, responsibility, or duty granted to or imposed upon such a president by these policies, rules and regulations may be delegated by the president, subject to the control of the Board of Governors, to another person or persons on the faculty, staff or student body of the institution.

All persons dealing in the matters so delegated by the president shall be required to deal with the persons to whom the president shall have delegated such authority, responsibility or duty and such persons shall be required to deal with the institution or the president through such designees, except on appeal to the president as specified by the president.

6.3. Powers, authority and duties of the president; promulgation of institutional regulations for student discipline - The president of each institution shall have authority and responsibility, subject to the control of the Board of Governors, for the discipline of all students at the institution.

The president, with the advice of faculty and students and subject to the control of the Board of Governors, shall develop, promulgate and use disciplinary regulations and channels at each institution not inconsistent with the policies, rules and regulations of the Board of Governors.

6.4. Powers, authority and duties of the president; activities on, and use of, institutional property or facilities - The use by any person of the property or facilities of the institutions shall be controlled and governed by the policies, rules and regulations of the Board of Governors.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the president thereof, with the advice of faculty and students and shall conform to these policies, rules and regulations and be subject to the control of the Board of Governors..

6.5. Powers, authority and duties of the president; public use of institutional property or facilities and restrictions imposed - Subject to the control of the Board of Governors, notwithstanding any rule, regulation, policy or express or implied permission for the use of, or presence in or on, the property or facilities of any institution, any person who (a) is not a student presently registered for current

classes or course work at the particular institution or is not an employee of the Board of Governors currently on duty at the institution and (b) by his/her conduct or speech or expressions, causes or, in the opinion of the president of the institution or the president's delegate of authority, may be reasonably expected to cause harm to persons, property or facilities or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the president of such institution, or the president's delegate of authority, shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The president or delegate of authority, may take whatever legal or institutional action is necessary to effectuate this authority.

- 6.6. Powers, authority and duties of the presidents; use of institutional property or facilities; activities which interfere with, disrupt or inhibit institutional operations - The assertion by any person or persons of rights of speech, assembly, press or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation or permission express or implied notwithstanding.
- 6.7. Powers, authority and duties of the president; limitations of assembly and student use of institutional property or facilities - Subject to the control of the Board of Governors, when, in the judgment of the president, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities or interference with or disruption of activities, such president or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.
- 6.8. Powers, authority and duties of the presidents; limitation of activities and emergency measures - When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institutional activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Governors, when the president of an institution at which such occurrences happen or take place, deems it necessary to end or to control such occurrences and the circumstances caused thereby, that president shall take any or all of the following actions or other appropriate actions:
 - (a) Declare a state of emergency to exist on the campus; and
 - (1) Close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times;

- (2) Impose curfews on the presence of persons in or on institutional facilities or property;
 - (3) Place bans on gatherings of persons at places or times on or in the institution's property or facilities; or
 - (4) Enlist the aid of any public authority, police or otherwise, as may be necessary to restore order, protect persons, property, health, safety or welfare.
- (b) Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.
 - (c) See to the enforcement of the laws of the State of West Virginia; the policies, rules and regulations of the Board of Governors or the Higher Education Policy Commission; and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

Section 7. Disciplinary Action; Proceedings.

- 7.1. Application to students -Any person who is a student as defined in these policies, rules and regulations shall be subject to disciplinary action by the institution at which he/she is a student if that person is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules and regulations, notwithstanding the fact that at the time the student is also an employee of the Board of Governors. In taking disciplinary action against a student, as defined herein, an institution may act to remove any status of such a person or to revoke or remove any right or privilege of such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.
- 7.2. Sanctions in disciplinary action - The following sanctions may be imposed upon students as a result of disciplinary actions by an institution:
 - (a) Probation - exclusion from participation in certain institutional activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules and regulations, or specified required activity during the period of probation.

- (b) Suspension - exclusion from all institutional activities for a definite stated period of time up to one (1) academic year, and any condition on resumption of activities, if any, also may be imposed.
- (c) Expulsion - termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the president of the institution.

Each institution shall identify in its student handbook, or other similar publication, the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

A sanction of suspension or expulsion imposed by an institution under the jurisdiction of the Board of Governors shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at all colleges and universities under the jurisdiction of the Board of Governors. A student who is expelled from one (1) institution under the Board of Governors' may not be considered for admission to another institution under their governance until one (1) year has elapsed after the student has been expelled.

When a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event that sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

- 7.3. General requirements for disciplinary channels - Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to Sections 4.5 and 6.3 of these rules, or any of the policies, rules and regulations, shall provide, among other things, at the least for the following:

- (a) There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three (3), and, in any event, on any panel hearing a case, shall be odd.
- (b) The hearing board shall have jurisdiction of cases involving the alleged violations of Sections 5.2, 5.3, 5.4, 5.5 and 5.6 of these policies, rules and regulations, and of cases involving students suspended pursuant to Section 6.8(b) of these policies, rules and regulations.
- (c) The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
 - (1) To hear evidence;
 - (2) To make findings of fact from the evidence presented;
 - (3) To make recommendations to the president of the institution, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and
 - (4) To refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases).
- (d) The hearing board shall have such appellate jurisdiction as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.
- (e) The student may then object or take exception to the recommendations of the hearing board under such procedures as the president may deem appropriate.

7.4. Procedural standards in disciplinary proceedings - In any disciplinary proceedings before a hearing board established pursuant to Section 7.3 of these rules brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed.

- (a) Written charges of violation shall be presented to the accused student which shall include at least:
 - (1) A statement of the policy, rule or regulation which allegedly has been violated;

- (2) A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;
- (3) A statement that a hearing will be held before the hearing board on the charges, together with notice of the date, time and place of the hearing; and
- (4) In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least forty-eight (48) hours prior to the hearing if the attorney will be present at the proceedings).

It is expressly provided, however, That such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.

- (b) Said written charges shall be served upon the student charged by one (1) of the following means:
 - (1) Handing a copy to the student in person, if he/she can be found, with reasonable diligence in the town where the institution is located and the hearing is to take place; or
 - (2) Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on his/her official records at the institution; or
 - (3) If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his/her last known permanent or home residence as disclosed by official records at the institution.

It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his/her current address while attending the institution or of the current permanent home address, and the hearing may proceed without hindrance or delay.

- (c) A hearing shall be held at the date, time and place specified (unless postponed by the hearing board for good cause shown) and shall provide

the student at least five (5) days notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such a manner as to do substantial justice and shall include at least the following:

- (1) The accused student has the right to have an advisor. Such an advisor may be a parent or guardian, a student at the institution, or a member of the faculty or staff of the institution. An advisor may consult with the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing board. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in Section 7.4(a)(4) of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. University Counsel retained by the institution may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings;
 - (2) All material evidence may be presented subject to the right of cross-examination of the witnesses;
 - (3) There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required;
 - (4) In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.
- (d) No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.
- (e) After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the president of the institution. Within ten (10) working days following receipt of the hearing board recommendations, the president shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 7.2 of

these policies, rules and regulations, the decision of the president shall be final.

- 7.5. Review by the Board of Governors - The Board of Governors may, from time to time, require from the presidents, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Governors may require.

In disciplinary cases where the institutional sanction is expulsion, the Board of Governors may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of the President on the record of the case submitted and on leave of the Board of Governors first obtained. A student desiring to appeal the sanction of expulsion must, within three (3) working days, indicate to the president in writing an intent to appeal the decision to the Board of Governors.

If the Board of Governors determines that the petition will not be heard, the decision of the president of the institution is affirmed and sanctions imposed therein shall be effective upon the president's receipt of the statement of denial.

If the appeal is granted, the sanction imposed by the president's decision shall be stayed until the Board of Governors makes a final decision after a review of the case. In the event the decision of the president is affirmed after such review, the person appealing and the president shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the president of the decision rendered by the Board of Governors.

In reviewing student appeals involving the sanction of expulsion, the Board of Governors will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Governors may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

**West Virginia University at Parkersburg Board of Governors
Meeting of August 27, 2024**

ITEM: Approval of Board of Governors
Policy updating the language of the Freedom
of Information response

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

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Policy A-56 for “West Virginia Freedom of Information Act” provides definition and policy to help the institution respond to a FOIA request.

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

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

West Virginia University ~~at~~ Parkersburg Board of Governors

POLICY A-56

WEST VIRGINIA FREEDOM OF INFORMATION ACT

Section 1. General

- 1.1 Purpose. - To establish a West Virginia University ~~at~~ Parkersburg Board of Governors policy regarding requests made for public records pursuant to ~~Chapter 29B of the West Virginia Code~~ the West Virginia Freedom of Information Act, W. Va. Code § 29B-1-1, et seq. (WVFOIA).
- 1.2 Authority. - W.Va. Code § 18B-1-6; W.Va. Code § 29B-1 et seq.
- 1.3 Scope. - This policy applies to all employees of West Virginia University ~~at~~ Parkersburg who at any time may receive WVFOIA requests or who have access to responsive materials.
- 1.4 Effective Date. - ~~May 25, 2011~~ August 27, 2024 (Replaces version dated May 25, 2011)

Section 2. Definitions

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

Section 3. Policy

- 3.1 The West Virginia Freedom of Information Act is a state law that allows any person to inspect, view or copy any public record ~~that is prepared, owned and maintained by a public body~~. As a public entity body, West Virginia University ~~at~~ Parkersburg will respond to all requests for public records made pursuant to WVFOIA in accordance with its obligations under the law.
- 3.2 WVU ~~at~~ Parkersburg may establish fees reasonably calculated to reimburse it for its actual cost in making reproductions of records requested pursuant to WVFOIA. However, WVU Parkersburg will not charge a

search or retrieval fee or otherwise seek reimbursement based on a man-hour basis as part of costs associated with making reproduction of records. A schedule of such fees shall be published on the WVU at Parkersburg web page in the college's [procedures](#) for implementing this policy.

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

~~3.4 The Special Assistant to the President serves as the college's WVFOIA Officer and is located within the Office of the President. The WVFOIA Officer shall, in consultation with general counsel, ensure compliance with the WVFOIA, this policy and any related procedures.~~

~~3.5 All WVU at Parkersburg employees are obligated to comply with the directives of the college WVFOIA Officer.~~

Section 4. Responsibility for Application/Development of Procedures

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

**West Virginia University at Parkersburg Board of Governors
Meeting of August 27, 2024**

ITEM: Approval of Board of Governors
Policy updating the employee and family tuition
waiver program

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at
Parkersburg Board of Governors approve an
update to the Board of Governors policy B-55
“Employee and Family Tuition Fee Waiver
Program”

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Policy B-55 for “Employee and Family Tuition and Fee Waiver Policy” became effective originally in 2010. It allowed for benefits-eligible employees of WVU Parkersburg to apply for tuition fee waivers for themselves and qualified spouses or dependents.

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

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

POLICY B-55

EMPLOYEE AND FAMILY TUITION AND FEE WAIVER PROGRAM

Section 1. General

- 1.1 This policy establishes an Employee and Family Tuition and Fee Waiver Program for West Virginia University ~~at~~ Parkersburg
- 1.2 Authority. – [W. Va. Code § 18B-10-5](#)
- 1.3 Effective Date. – ~~July 21, 2021~~ [August 27, 2024](#)
Replaces version dated ~~June 3, 2016~~ [July 21, 2021](#);
Originally adopted February 18, 2010 (to be effective with Fall, 2010 semester)

Section 2. Purpose

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

Section 3. Tuition and Academic Fees

- 3.1 All qualifying employees who apply on time and ~~are making~~ [maintain the institution's standards of satisfactory academic](#) progress ~~for financial aid recipients as defined in Section 4 (item Subsection 4.4)~~ may be granted a waiver equal to [100% of the cost of](#) their ~~full-time~~ tuition and academic fee charges. Employees must seek permission of their direct supervisor to qualify for the benefit.
- 3.2 All qualifying spouses and ~~children dependents~~ who apply on time and ~~are making~~ [maintain the institution's standards of satisfactory academic](#) progress ~~as defined in Section 4 (item Subsection 4.4)~~ ~~for financial aid recipients~~ may be granted ~~a waiver equal to up to~~ [100% of the cost of](#) ~~full-time~~ [their](#) tuition and academic ~~fees per semester~~ [fee charges](#).
- 3.3 Applications for a tuition and academic fee waiver must be submitted once per academic year and will be awarded on a semester basis.
- 3.4 The Employee and Family Tuition and Fee Waiver Program ~~will be the last source of grant or scholarship funds contributed to each student, wherein is a last dollar in program, meaning that~~ all other ~~grants and scholarships forms of financial aid~~ must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition and fees, when taken into aggregate with other forms of ~~scholarships, waivers, or grants~~ [financial aid](#).

- 3.5 Degree-seeking employees and all qualifying dependents must complete a Free Application for Federal Student Aid (FAFSA) each year in addition to the waiver application. ~~Free aid (grants and scholarships) must be used prior to the waiver program.~~

Section 4. Qualifications

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

~~4.1.1.~~ ~~Full-time bBA~~ benefits-eligible employee of the college. Employee waiver recipients may be degree-seeking or non-matriculated (not regularly admitted to a degree program). Degree-seeking employees must complete the FAFSA each year in order to receive the waiver. Non-matriculated students do not qualify for financial aid, so the FAFSA is not required for non-matriculated employee students.;

~~4.~~

~~4.1.2.~~ ~~The~~ current spouse of a ~~full-time~~ benefits-eligible employee. In order to qualify for the waiver program, a qualifying spouse must be a degree-seeking student at WVU Parkersburg or taking courses at WVU Parkersburg as an approved Ttransient student who is degree-seeking at another institution.; ~~or~~

~~5.~~

~~4.1.3.~~ ~~BA~~ biological, ~~step-~~ or legally adopted child of a ~~full-time~~ benefits-eligible employee who is 24 years of age or younger and a legal dependent of the employee. In order to qualify for the waiver program, qualifying dependent children must be either degree-seeking students at WVU Parkersburg, approved Ttransient students who are degree-seeking at another institution, or high school students participating in WVU ~~at~~ Parkersburg's Early College dual enrollment program.

- 4.2 ~~Those wishing to participate in-~~ Applicants to the program must apply for the benefit once per academic year. The deadlines for application will be determined and publicized by the Financial Aid Office.

- 4.3 Classes taken during the fall, spring, and summer semesters will be eligible for the program. For degree-seeking students, only those classes that are required for the student's program of study will be covered by the waiver program.

- 4.4 ~~Students must meet the requirements below or have an approved financial aid appeal in order to be considered making academic progress for the Employee and Family Tuition Waiver program. the Standards of Satisfactory Academic Progress established by the institution in accordance with state and federal requirements. For purposes of this policy, "making academic progress" means that the student:~~

~~4.4.1. Student must have-~~ Has a cumulative grade point average of 2.00 or higher. The GPA may be their institutional grade point average or their financial aid grade point average, whichever is higher.;

~~4.4.2. Student must have-~~ Has a cumulative completion rate (passed credit hours divided by attempted credit hours) of 66.5% or higher.; and

4.4.3. ~~Student must be~~ Is on pace to complete their academic program within the maximum timeframe defined in Answer Book pPolicy VI-10A Standards of Satisfactory Academic Progress for Financial Aid Recipients.

Section 5. Budget

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

**West Virginia University at Parkersburg Board of Governors
Meeting of August 27, 2024**

ITEM: Approval of Board of Governors
Policy updating procurement and purchasing
procedures

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at
Parkersburg Board of Governors approve an
update to the Board of Governors policy E-42
“Procurement and Purchasing”

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Policy E-42 for “Procurement and Purchasing” is dated in 2006, which was reflective of West Virginia University practices at the time. WVU Parkersburg became an independent institution again in 2008.

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

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

West Virginia University Parkersburg Board of Governors

POLICY E-42

PROCUREMENT AND PURCHASING

~~WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 42~~

~~PROCUREMENT AND PURCHASING
West Virginia University~~

Section 1 General

- 1.1. Scope: Policy regarding procurement and purchasing activities at West Virginia University Parkersburg
- ~~1.2.~~ Authority: ~~WV Code §18B-5-4W. Va. Code § 18B-5-4, et seq. and 135 C.S.R. 30.~~
1.2.
- 1.3. Effective Date: ~~June 2, 2006~~ August 27, 2024 (Replaces version dated June 2, 2006)

Section 2 Policy

- 2.1. The President of West Virginia University Parkersburg or his/her designee is authorized and directed to adopt, amend, modify, repeal, and/or substitute procedures regarding procurement and purchasing activities at West Virginia University Parkersburg, all in accordance with applicable ~~federal and state~~ law.
- 2.2. The procedures referenced in Section 2.1 above may include adaptation of some or all of the State of West Virginia's procurement and purchasing policies; ~~to the particular conditions and circumstances at West Virginia University. Provided, that West Virginia University Parkersburg will follow the procurement handbook of the West Virginia Higher Education Policy Commission, which is applicable to all public institutions of higher education, the purchasing rule of the West Virginia Council for Community and Technical College Education, or the procedures outlined by West Virginia University Parkersburg's established policies pursuant to W.Va. Code § 18B-5-4.~~
- 2.3. The procedures referenced in Section 2.1 above shall ~~seek to advance the following procurement and purchasing principles ensure:~~
 - Uniformity in procurement and purchasing processes
 - Adherence to sound business practices
 - Reduction of costs of materials, equipment and services and
 - Compliance with the West Virginia Governmental Ethics Act, ~~and high ethical standards~~

- 2.4. ~~Without limiting any of the foregoing, and by way of example only, t~~The President or his/her designee may adopt, amend, modify, and/or repeal, ~~and/or substitute West Virginia University Parkersburg's purchasing and procurement procedures on such issues as the following:~~ so long as such action maintains the institution's compliance with the Commission's Purchasing Procedures Manual, the State Auditor's P-Card Procedures Manual, and all applicable laws.
- ~~• Purchasing Procedures Manual~~
 - ~~• P-Card Procedures Manual~~
 - ~~• Emergency or Pressing Need Purchases~~
 - ~~• Receipt of Items Purchased~~

**West Virginia University at Parkersburg Board of Governors
Meeting of August 27, 2024**

ITEM: Approval of AAS Business Administration Associate Degree and BAS Business Administration - Marketing/Management Bachelor Degree Programs Tuition Rate Request for 100% Online Programs

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

STAFF MEMBER: Dr. Torie Jackson, President
BACKGROUND:

On September 12, 2017, the WVUP Board of Governors approved the assessment of in-state tuition rates to baccalaureate, associate, and certificate degree programs that are taught 100% online (BSN, Supervisory Management, and Early Childhood Development) as a way to encourage students outside our service area to enroll in those on-line programs.

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

**West Virginia University at Parkersburg Board of Governors
Meeting of August 27, 2024**

ITEM: Approval to utilize budget surplus funds for creation of an Outdoor Event Center and supplement to Governor’s Office allocated Deferred Maintenance projects

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

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

BACKGROUND:

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

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

To have a long-term solution for outdoor events, we propose a 60’x160’ metal roofed gable structure that is certified for West Virginia wind and snow loads. We plan to build in the back side and create a stage. Three sides will be open. For the structure, labor, stage, concrete base, electrical and engineering, the project is expected to cost \$1,470,000. This new structure has the potential to generate income and civic engagement as it could also be utilized for community and private events.

At the Board meeting on June 21, 2023, the Board authorized President Jackson to submit applications for a Higher Education Deferred Maintenance grant, in which funds were subsequently awarded to the institution to fund several projects deemed of high

priority. Estimated costs of the projects were provided with the applications and funds awarded based on those figures. The passage of time, increases in supplies and labor costs, and further facility investigation have increased the current cost projections of these projects. At this time, the Governor’s Office has not reallocated funds based on the revised budgets. To prevent any of these projects from being removed from the action list or downgraded, we may need to provide funds to offset this variance. A breakdown of projects and costs is as follows:

<u>Project Description</u>	<u>Initial Budget</u>	<u>Revised Budget</u>	<u>Budget Variance</u>
JCC Windows & Siding	205,000.00	165,000.00	40,000.00
Caperton Siding (Façade)	500,000.00	467,500.00	32,500.00
Caperton Roof	550,000.00	968,000.00	(418,000.00)
Main Building Window Replacement	751,800.00	792,000.00	(40,200.00)
Main Building Boiler Replacement	50,000.00	93,500.00	(43,500.00)
Caperton HVAC & Other Improvements	100,000.00	55,000.00	45,000.00
Science Wing Service Ramp 7 Wing Wall	220,000.00	220,000.00	0.00
Main Bldg Clean & Recaulk Concrete Façade	<u>100,000.00</u>	<u>93,500.00</u>	<u>6,500.00</u>
Total Costs	2,476,800.00	2,854,500.00	(377,700.00)

A budget surplus and unrestricted reserve balances are projected to be higher than last year and are more than adequate to support these expenditures. Final numbers will be provided on the audited financial statements, once available.

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

**West Virginia University at Parkersburg Board of Governors
Meeting of August 27, 2024**

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

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

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The Innovation and Technology Center being renovated will house WVU Parkersburg's programs in Computer Science and Computer Information Technology, as well as the Workforce and Economic Development Division.

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

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