

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**JANUARY 7, 2025  
AGENDA**

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## Members

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

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

Dr. Torie Jackson  
President



# SCHEDULE

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

**Tuesday, January 7, 2025**

11:30 a.m.	Executive Committee	President's Conference Room - Room 1105
12:30 p.m.	Lunch - Dr. Torie Jackson, President, Lightcast Survey Results	Francis & Nina Phares Board Room - Room 1300
2:00 p.m.	Academic and Student Services Committee	Riverhawk Conference Room - Room 1101
2:00pm	Administrative Services Committee	Proud Conference Room - Room 1207
3:15 p.m.	Board Meeting	Francis & Nina Phares Board Room - Room 1300

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of January 7, 2025  
Francis & Nina Phares Board Room & Zoom  
3:15 p.m.

1.	Call to Order	Board Chair, Joe Oliverio
2.	Roll Call	Lauriel Rader Secretary to the Board
3.	President’s Report	Dr. Torie Jackson, President
4.	Approval of Minutes	
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5.	Committee Reports	
	• Executive Committee	Joe Oliverio
	• Academic and Student Services Committee	Blaine Hess
	• Administrative Services Committees	Savannah Morgan
6.	Information Items	
	• Fiscal Update	Bradley Wilson, Director of Financial Analysis & Institutional Research, CFO.....
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	• Policy Update - E-48 “Bookstores, Textbooks, and Open Educational Resources”	Dr. Torie Jackson, President.....
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	• Acknowledgement of tuition and fee waivers for Fiscal Year 2024	Dr. Torie Jackson, President.....
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7.	Action Items	
	• Policy Update and approval of Board of Governors Policy D-53 “Campus Participation of Students with Felony and Sexual Offense Records”	Dr. Torie Jackson, President.....
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	• Approval of Board of Governors Policy updating the policy for employee development (Policy B-26)	Dr. Torie Jackson, President.....
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- Approval of Board of Governors Policy updating the policy for tuition and fee waivers (Policy E-20) Dr. Torie Jackson, President .....40
  - Approval of Board of Governors Policy updating the policy for freedom of expression on campus (Policy F-11) Dr. Torie Jackson, President .....43
  - Approval of Two New Programs:  
AAS Radiologic Technology  
CAS Computing Technologies Dr. David Lancaster, Executive Vice President for Academic Affairs.....47
  - Approval of Educational Partnerships with Local Prison Facilities Dr. David Lancaster, Executive Vice President for Academic Affairs.....51
8. Executive Session under the authority of WV Code §18B-1B-6(c), to discuss the Presidential Evaluation
  9. Board Comments/Announcements
  10. Next Meeting -  
March 18, 2025
  11. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY PARKERSBURG  
BOARD OF GOVERNORS  
October 22, 2024

A regular meeting of the WVU Parkersburg Board of Governors was held on Tuesday, October 22, 2024, in the Francis & Nina Phares Board Room of WVU Parkersburg and via Zoom video conferencing, beginning at 3:15 p.m. Board members present were: Joe Oliverio, Blaine Hess, Savannah Morgan, Stephanie McCoy, Ami Shaver, Vasanth Ananth, David Bowles, Jared Decker, Scott Seese, Andrew Walker, Cody Irick and Isabella Hileman. Others present included Dr. Torie Jackson and Lauriel Rader.

Guests present included administrators, faculty and staff.

**1. Call to Order**

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

**2. 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:

I've had the opportunity recently to speak at several local engagements - including the keynote at the Wood County Development Authority's annual meeting. That was a great opportunity to tell people about the Innovation and Technology Center - AND - to kick off our \$9 million capital campaign.

I also was able to speak at the National Association of Community Colleges for Entrepreneurship annual meeting. I wanted to share a bit of that presentation with you.

(Dr. Jackson showed a short video.)

So, I did get to introduce Sam Thevanayagam, president and CEO at Parts Life, Inc. in New Jersey and Pennsylvania. He spends his life helping immigrants and many others have good jobs and opportunities. He believes that you can change the world with the approach of "yes, and" and with design thinking. He could be a community college president with that attitude.

Talking to Sam was like having a conversation with my dad. And I'll restate what he said that made such an impact. He asked me if I wanted to leave West Virginia. I

told him I planned to stay in the community that had already blessed me and do my best to enhance it.

“If you stay where you are supposed to stay and do what you are supposed to do, your work will have an anointing and you will see the blessings of it.”

It’s true that I love being a community college president. And, today, I’ll tell you why through an analogy with the movie *Grease*. After all, I am the “good” Sandy today. My counterpart later in the movie is displayed by Olivia.

The lyrics in *Grease* often center on themes of transformation, identity, and personal growth - just as a community college serves and uplifts its community.

**"You're the One That I Want":** (ooh, ooh, ooh) This song could represent the idea that a community college tailors its programs to meet the needs of local students, providing exactly what they want and need to succeed in their careers and personal development. The "one" symbolizes how the college helps individuals find the right path or career to pursue. And, of course, at WVUP we help them succeed in short-term automotive programs and in degree-paths for cosmetology. We don't have to worry as much about beauty school drop outs.

**"Grease Lightning":** This song celebrates power, innovation, and excitement, which could relate to how a community college empowers students with new skills and knowledge. The "lightning" shows the impact a well-prepared student can have on the community through rapid change and innovation. This lightning can also represent the impact WVUP can have on its community. In a recent study by Lightcast, it revealed that the economic impact of this college is \$178.6 million and that one out of every 29 jobs in our region is supported by a WVUP student or alumni.

**"We Go Together":** This song is about unity and friendship, echoing the sense of community that community colleges foster. The line "we're in this together" reflects how the college and its students, staff, and local businesses work together to uplift the entire community. We can see this by our partnership with the Innovation and Technology Center. We have two images shared with the Wood County Development Authority at the annual meeting to show the outside of the future Workforce and Economic Development center for WVUP, and the reception area. This portion of the center will be able to open in Fall 2025 - in less than one year!!!

Overall, the themes in *Grease* speak of achieving more, which is exactly what WVU Parkersburg does by helping individuals develop skills and knowledge, leading to a stronger, more capable community. And this, governors, ensures that “the power we’re providing, it’s electrifying” and that makes me WVU Parkersburg proud.

#### 4. Approval of Minutes

Chairman Oliverio stated the minutes from the Regular Board meeting of August 27, 2024, are submitted for review. With no corrections to be made, minutes are approved as submitted.

## 5. Committee Reports

- Executive Committee

Chairman Oliverio reported, students completed their midterms for the semester and on November 4<sup>th</sup>, students will start to register for their Spring semester classes. Commencement will be on December 14<sup>th</sup>, at 2:30 p.m., with guest speaker Keith Burdette. Olivia Reeder received a recognition from West Virginia Living, as West Virginia's Wonder Woman. The WVU Parkersburg Foundation is currently sponsoring a Capital Campaign and there will be a major push in the springtime for this campaign. The Legislative Interims were on campus in September and received very positive feedback. We received a \$200,000 grant for EMS services, that will cover some equipment costs. Enrollment update; We are very pleased with enrollment numbers for this semester. They are 2,751. President Jackson set an enrollment goal for the college to reach 2,500 students for the past two years. It sounds like the staff is willing to meet these enrollment goal challenges. Headcount for Early College was 871 and our freshman class is 410, which is up from the freshman class from a year ago. Facility updates; the JCC Campus is a little behind schedule, due to contracting issues. McKinley and Pickering are working on the outdoor event center. At the Caperton Center, the architect work is complete and waiting to go to bid. At the ITC, all the asbestos has been abated. Roofs are almost complete. The inside work is about to go to bid. The ITC is still set to open in phases beginning in August of 2025.

- Academic and Student Services Committee

Mr. Blaine Hess reported that the Academic and Student Services Committee received an update for a website reveal from Jeremy Harrison, Media Production Specialist. The new website went live last Thursday at 10:00 p.m. The website is not only used for marketing, it's also a work site for students, staff and faculty, with various portals that are used regularly. The website also offers access to a calendar of events, BOG Policies, Answer Book Policies, information on our HLC Accreditation and various other informational items. One reason for the update to the website is to make sure we were compliant with all of the civil rights information that we need to have posted. The new website offers many languages with the click of one button. Currently all departments are taking time to review the pages associated with their department to make sure they are accurate and up to date. The new website is very well organized, sharp and clean. Kudos to Jeremy and all those who helped get the new website up and running.

- Administrative Services Committee

Ms. Savannah Morgan reported that the Administrative Services Committee received an update from Olivia Reeder on the upcoming marketing changes. The department includes student interns. Utilizing their knowledge base, they wanted to see what Gen Z is looking for when it comes to marketing. The group worked together to create a video production to apply for a grant. Ms. Reeder shared the media assets used were on billboards, radio, social media, print and our “Achieve More” campaign. Working with the recruiting team, they uncovered that the data shows that we need to start recruiting by the eighth grade, because high school students already have some sort of perception of their local colleges. Instead of offering the usual tours of the middle schools, they are working on creating a new program on six areas of academics. Each area will focus on building or doing something that is very involved with the students, as well as making a positive experience for the students. The plan for Spring 2025 will start with two of the local middle schools, Van Devender and Ritchie County, to see how it goes for the year. Hopefully, in the future, we can offer this to more schools. Ms. Reeder shared the following additional announcements; the Foundation held a golf tournament. We started some new alumni initiatives. The Oakland estate is part of the Holly Trail this year. We discussed civic engagement, presidential scholarships and Leadership Academy. We also discussed the Innovate Campaign, the \$9 million capital campaign that was kicked off at the Wood County Economic Development Board meeting and annual dinner.

## 6. Information Items

- Fiscal Update  
Mr. Bradley Wilson, Director of Financial Analysis & Institutional Research, CFO, provided a detailed report on the budget summary as of month ending September 30, 2024. There were no questions from the members.
- Policy Recension D-10 “Student Academic Rights”  
Dr. Torie Jackson, President, shared an update on the recension of the Board of Governors policy D-10, Student Academic Rights. Dr. Jackson reported that no substantive comments were received.

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

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



- Policy Update A-56 “West Virginia Freedom of Information Act”  
Dr. Torie Jackson, President, shared an update on the Board of Governors policy A-56, West Virginia Freedom of Information Act. Dr. Jackson reported that no substantive comments were received.

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

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

- Policy Update B-55 “Employee and Family Tuition Fee Waiver Program”  
Dr. Torie Jackson, President, shared an update on the Board of Governors policy B-55, Employee and Family Tuition Fee Waiver Program. Dr. Jackson reported that no substantive comments were received.

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

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

- Policy Update E-42 “Procurement and Purchasing”  
Dr. Torie Jackson, President, shared an update on the Board of Governors policy E-42, Procurement and Purchasing. Dr. Jackson reported that no substantive comments were received.

Updates to Policy E-42 “Procurement and Purchasing” continue to ensure uniformity in procurement and purchasing processes, adherence to sound business practices; reduction of costs of materials, equipment, and services; and compliance with the West Virginia Governmental Ethics Act. In addition, this policy makes a reference to following all state policies, as well as the procurement handbook of the West Virginia Higher Education Policy Commission

and the purchasing rule of the West Virginia Council for Community and Technical College Education. This policy is a reference to the WVU Parkersburg Answer Book policies, which outline the procedure for purchasing. Those three policies – VII-09 “Purchase Card Procedures,” VII-10 “Purchasing Procedures,” and VII-10A “Receiving Procedures” – were all updated in September 2023.

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

## 7. Action Items

- Approval of Board of Governors Policy updating the process for keeping records regarding prior felony or sexual offenses of students (Policy D-53)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the process for keeping records regarding prior felony or sexual offenses of students. Dr. Jackson reported the current Policy D-53 for “Campus Participation of Students with Felony and Sexual Offense Records” regulates the participation of students with felony and sexual offense convictions in academic and extracurricular activities and provides faculty and staff with a procedure for reviewing the appropriateness of student participation in academic activities without violating student privacy. This policy was last updated in 2006.

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

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

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

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

Mr. Hess seconded the motion. Motion passed.

- Approval of Board of Governors Policy Updating the policy for bookstores and textbooks to also add open educational resources (Policy E-48)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy for bookstores and textbooks to also add open educational resources. Dr. Jackson reported the current Policy E-48 for “Bookstores, Textbooks, and Open Educational Resources” does not have the words Open Educational Resources (OER) in its title. The purpose of the policy is to ensure appropriate, high quality, and affordable Educational Materials are selected for courses by the college. This policy was last updated in 2006.

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

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

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

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

Ms. McCoy seconded the motion. Motion passed.

- Approval of Board of Governors Policy updating the policy for management of facility master plans and capital projects (Policy E-52)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for management of facility master plans and capital projects. Dr. Jackson reported the current Policy E-52 for “Capital Spending” is established to present guidelines, delegate authority, and assign responsibility for the governance of the capital planning and management activities of WVU Parkersburg. This policy also governs the acquisition of facilities, real property, and capital equipment by purchase, lease or lease-purchase. This policy was last updated in 2009.

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

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

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

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

Mr. Ananth seconded the motion. Motion passed.

- Approval of Two New Programs: BAS Integrated Marketing Communication and AAS Integrated Marketing Communication

Dr. David Lancaster, Executive Vice President for Academic Affairs, presented to the Board the resolution for approval of two new programs: BAS Integrated Marketing Communication and AAS Integrated Marketing Communication. Dr. Lancaster reported, due to changes in industry standards and low program enrollment in Communication and Media Studies programs, it has become necessary to restructure. Offering an AAS and a BAS Integrated Marketing Communication (IMC) degree option is supported by community partners. IMC provides a well-rounded skill set that will allow students multiple opportunities upon

completion. Courses are realigned to meet industry changes in technology, news reporting, and social media standards.

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

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

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

Ms. Shaver seconded the motion. Motion passed.

- Addendum Item - Approval of one new program: CAS Esthetics

Dr. David Lancaster, Executive Vice President for Academic Affairs, presented to the Board the resolution for approval of one new program: CAS Esthetics. Dr. Lancaster reported: Esthetics is a 2-semester program that offers the student a Certificate of Applied Science that specializes in skin care. It is a 600-clock hour program that teaches the student skin care, waxing and makeup artistry. We are called the WVUP School of Cosmetology and Esthetics so the need for the program is to live up to our name. There is also a demand for estheticians in the spa and medical setting.

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

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

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the following program: Certificate of Applied Science in Esthetics

Ms. McCoy seconded the motion. Motion passed.

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

Chairman Oliverio thanked Javier Santelices for sharing his story about the peppers and his food truck. "This makes us WVU Parkersburg Proud." Chairman Oliverio shared that Commencement will be on Saturday, December 14, 2024. The Board Members were encouraged to attend if possible.

## **9. Next Meeting**

Chairman Oliverio shared the next meeting will be held January 7, 2025. (This meeting was originally scheduled for January 21, 2025.)

**10. Adjournment**

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

Respectfully submitted,

Lauriel Rader  
Secretary to the Board of Governors

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Joe Oliverio, Chair

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Savannah Morgan, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of January 7, 2025**

**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 November 30, 2024.

Meeting Date: January 7, 2025

To: Board of Governors

RE: November 2024 Budget Report

Greetings Board Members,

As of November 30th, we are 42% through the budget year. Revenues total 49% of the annual budgeted revenue with expenses coming in at 37% 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, has added a CTE counselor position to focus on the matriculation of WVUP early college students immediately following high school graduation.
- **Community Relations & Engagement** – WVUP allocates sufficient funds to support the marketing, branding, and public relations efforts necessary to ensure the public is aware of the outstanding programs and services offered by WVUP. For example, WVUP Workforce has regular sector strategy meetings with companies throughout the area to stay abreast of industry trends, needs, and to keep open lines of communication with our community partners.
- **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. Program reviews for every degree program at WVUP are completed annually to review data and performance. In addition, any changes to course outcomes or curriculum must go through faculty-led committees to ensure that assessment and learning outcomes are adequately addressed.
- **Workplace Culture** – In order to maintain financial transparency, the budget process is completed with open meetings with each academic division and department that anyone can attend. The feedback on these has been overwhelmingly positive and allows all stakeholders to have a voice in the budgetary process. This process has just begun with these meetings planned to take place in February.

**Tuition & Fees** – Billed tuition and fees for Fall 2024 are up \$676,850 over the Fall 2023 term. Not surprisingly, collections of tuition and fees are up by \$280,136 over what they were last year at this time.

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

**Grant Revenue** – The majority of non-state appropriated revenues comes from grants. WVUP has several grants that support growth in our nursing program and the JCC ATC



expansion. As the year progresses, we expect grant revenues and expenditures to increase as we implement and expend grant proceeds from the incumbent worker training grant, the EDA JCC equipment grants, and the USDA-based Memorial Health System nursing grant. There is approximately \$701,332 due in outstanding invoices from grantors.

**Personnel costs** – Personnel costs (salaries, taxes, and benefits) are currently just under 39% and have remained in line with the budgeted amounts. I want to highlight this as payroll is over 60% of the budget.

**Hospitality & Food Products** – The food products line is at 45% due to significant increases in traffic and sales at Ricky’s Café. The cafeteria sales are up 4% at this time compared to the prior year.

**Insurance** – The second installment of the BRIM insurance has posted bringing the expense to 50%. This payment is made quarterly, artificially increasing the expense each quad until the final month of each quarter.

**Merchandise for Resale** – The bookstore invoices for eCampus have been processed for the semester, raising the expenses to 53%. The offsetting revenue for this increase is currently outstanding and is included in the billings sent to third-party payers of students’ tuition, fees, and books.

**Education Supplies** – With increases in enrollment primarily to the Nursing program, supply costs have increased to 45% of the annual budget. WVUP currently has grant funds to cover many of these costs for the remainder of the year.

**Utilities** – Due to the record high temperatures experienced in the first and well into the second quarters, utility costs are slightly elevated at 44%.

**Library Books & Materials** – Many of our fiscal year subscriptions are payable in the first quarter causing the expended percentage to be higher at 43%. The renewals paid in the first quarter make up 90% of the year-to-date expenditures in this line.

**Membership Dues** – Many of our fiscal year institutional memberships are payable early in the year causing the expended percentage to be higher at 48%. Dues paid in the first quarter make up over 70% of the incurred expenses.

**Service Agreement with WVU** – The second installment of the WVU Services MOU has posted bringing the expense to 50%. This payment is made quarterly, artificially increasing the expense each quad until the end of each period.

**Capital Projects** – The renovations of the Jackson County Center and Bookstore/Financial Aid Office are causing the elevated outflows at 86%. Payments for those projects make up over \$539k of these budgeted expenses year-to-date.

Overall, November results reflect a favorable financial performance near the midpoint of the year.

Bradley Wilson, CFO

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report One Month Ended November 30, 2024						
	Approved FY 2025 Budget	Projected FY 2025 Budget	11/30/23	11/30/24	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	11,561,838	11,561,838	6,716,266	6,937,102	4,624,736	60%
Tuition & Fees, Net	9,647,000	9,647,000	4,563,974	4,844,110	4,802,890	50%
Rental income	32,580	32,580	9,580	11,980	20,600	37%
Workforce & Economic Development	315,000	315,000	153,314	141,412	173,588	45%
Grant Revenues	5,631,205	5,966,204	1,617,696	1,513,810	4,452,394	25%
Other Revenues	1,495,860	1,495,860	998,874	906,844	589,016	61%
Debt Service	-	-	(170,702)	-	-	0%
Less HERA Assessments	(105,000)	(111,240)	(46,896)	(55,620)	(55,621)	50%
<b>Total Inflows</b>	<b>28,578,483</b>	<b>28,907,242</b>	<b>13,842,107</b>	<b>14,299,638</b>	<b>14,607,604</b>	<b>49%</b>
<b>Outflows:</b>						
Faculty	4,710,000	4,960,000	1,501,298	1,706,865	3,253,135	34%
Nonclassified staff	4,060,578	4,060,578	1,495,865	1,549,802	2,510,776	38%
Classified staff	3,707,550	3,707,550	1,478,067	1,702,315	2,005,235	46%
Adjunct faculty	900,000	940,000	401,196	391,874	548,126	42%
Student workers	425,755	425,755	119,109	112,224	313,531	26%
Payroll taxes	1,023,430	1,023,430	373,722	391,168	632,262	38%
Employee insurance	1,500,000	1,525,000	676,004	693,857	831,143	45%
Retirement plan contributions	802,135	802,135	273,271	301,428	500,707	38%
OPEB	179,593	179,593	-	27,530	152,063	15%
Fringes	240,289	240,289	27,736	30,313	209,976	13%
Advertising and promotion	669,083	669,083	250,740	240,908	428,175	36%
Awards & Scholarships	331,882	331,882	97,982	44,665	287,217	13%
Household supplies	92,770	92,770	29,380	20,176	72,594	22%
Computer supplies	895,000	895,000	(15,465)	173,330	721,670	19%
Hospitality & food products	242,000	262,000	104,953	119,008	142,992	45%
Student activities	25,845	25,845	13,684	8,356	17,489	32%
Insurance	187,500	174,132	91,284	87,066	87,066	50%
Routine maint. contracts	117,435	117,435	36,355	10,312	107,123	9%
Office expenses	55,500	55,500	9,272	16,342	39,158	29%
Merchandise for Resale	75,000	75,000	-	39,536	35,464	53%
Other general expenses	36,500	36,500	7,908	4,242	32,258	12%
Postage & freight	35,800	35,800	11,604	7,621	28,179	21%
Printing & binding	50,000	50,000	10,494	16,245	33,755	32%
Rent expense	227,988	227,988	99,290	44,730	183,258	20%
Education supplies	724,432	724,432	272,199	325,983	398,449	45%
Telephone & cell phones	114,927	114,927	40,154	23,842	91,085	21%
Training	130,615	130,615	27,190	37,654	92,961	29%
Utilities	698,850	698,850	274,893	306,868	391,982	44%
Bank fees	65,000	65,000	21,445	16,807	48,193	26%
Fleet expenses	15,700	15,700	3,445	3,533	12,167	23%
Travel	217,335	217,335	55,412	75,844	141,491	35%
Professional, consultants, contract labor	2,476,028	2,476,028	872,136	1,005,720	1,470,308	41%
Repairs & Maintenance	316,050	316,050	117,146	69,056	246,994	22%
Library books & materials	92,000	92,000	35,213	39,275	52,725	43%
Miscellaneous other expenses	94,613	94,612	2	-	94,612	0%
Membership dues	66,790	66,790	33,844	32,022	34,768	48%
Service agreement WVU	250,000	250,000	125,000	125,000	125,000	50%
Equipment	1,930,010	1,930,010	146,079	115,891	1,814,119	6%
Capital projects	794,500	794,500	200,546	687,100	107,400	86%
<b>Total outflows</b>	<b>28,578,483</b>	<b>28,900,114</b>	<b>9,318,452</b>	<b>10,604,507</b>	<b>18,295,607</b>	<b>37%</b>
Surplus (deficit) from operations	-	7,128	4,523,654	3,695,131		
Surplus Utilization Approved	300,000	7,147,700	-	-		
Net surplus (deficit)	300,000	7,154,828	4,523,654	3,695,131	-	-

Benchmark Percentage for Period 42%

West Virginia University at Parkersburg Cash Basis Operating Budget Report One Month Ended November 30, 2024						
	Approved FY 2025 Budget	Projected FY 2025 Budget	11/30/23	11/30/24	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	11,561,838	11,561,838	6,716,266	6,937,102	4,624,736	60%
Tuition & Fees, Net	9,647,000	9,647,000	4,720,405	4,655,928	4,991,072	48%
Rental income	32,580	32,580	9,580	11,980	20,600	37%
Workforce & Economic Development	315,000	315,000	153,314	141,412	173,588	45%
Grant Revenues	-	-	31,938	-	-	-
Other Revenues	1,495,860	1,495,860	998,874	906,844	589,016	61%
Debt Service	-	-	(170,702)	-	-	N/A
Less HERA Assessments	(105,000)	(111,240)	(46,896)	(55,620)	(55,621)	50%
<b>Total Inflows</b>	<b>22,947,278</b>	<b>22,941,038</b>	<b>12,412,780</b>	<b>12,597,647</b>	<b>10,343,391</b>	<b>55%</b>
<b>Outflows:</b>						
Faculty	4,196,632	4,196,632	1,251,034	1,418,008	2,778,624	34%
Nonclassified staff	3,598,929	3,598,929	1,295,918	1,344,591	2,254,338	37%
Classified staff	3,707,550	3,707,550	1,419,834	1,671,159	2,036,391	45%
Adjunct faculty	882,497	882,497	329,849	353,364	529,133	40%
Student workers	425,755	425,755	112,605	105,964	319,791	25%
Payroll taxes	941,833	941,833	334,172	352,390	589,443	37%
Employee insurance	1,392,111	1,392,111	613,345	625,327	766,784	45%
Retirement plan contributions	744,652	744,652	245,174	270,595	474,057	36%
OPEB	167,521	167,521	(840)	25,042	142,479	15%
Fringes	223,521	223,521	24,539	27,115	196,406	12%
Advertising and promotion	611,261	611,261	247,798	234,165	377,096	38%
Awards & Scholarships	15,000	15,000	-	50	14,950	0%
Household supplies	70,170	70,170	27,475	20,176	49,994	29%
Computer supplies	895,000	895,000	106,672	139,799	755,201	16%
Hospitality & food products	235,000	235,000	102,425	109,295	125,705	47%
Student activities	25,845	25,845	13,684	8,292	17,553	32%
Insurance	187,500	174,132	91,284	87,066	87,066	50%
Routine maint. contracts	117,435	117,435	23,086	10,312	107,123	9%
Office expenses	54,000	54,000	8,711	15,752	38,248	29%
Merchandise for Resale	75,000	75,000	-	39,536	35,464	53%
Other general expenses	26,000	26,000	7,908	2,840	23,160	11%
Postage & freight	35,800	35,800	10,709	7,621	28,179	21%
Printing & binding	50,000	50,000	8,794	16,245	33,755	32%
Rent expense	175,908	175,908	80,129	25,230	150,678	14%
Education supplies	465,757	465,757	145,593	157,159	308,598	34%
Telephone & cell phones	114,927	114,927	40,154	23,842	91,085	21%
Training	111,115	111,115	15,732	30,671	80,444	28%
Utilities	696,450	696,450	274,893	301,877	394,573	43%
Bank fees	65,000	65,000	21,445	16,807	48,193	26%
Fleet expenses	15,700	15,700	3,445	3,533	12,167	23%
Travel	170,010	170,010	27,907	56,216	113,794	33%
Professional, consultants, contract labor	745,634	745,634	258,357	295,633	450,001	40%
Repairs & Maintenance	316,050	316,050	114,696	69,056	246,994	22%
Library books & materials	92,000	92,000	35,213	39,275	52,725	43%
Miscellaneous other expenses	7,600	7,600	2	-	7,600	0%
Membership dues	66,790	66,790	33,844	32,022	34,768	48%
Service agreement WVU	250,000	250,000	125,000	125,000	125,000	50%
Equipment	180,825	180,825	122,047	13,444	167,381	7%
Capital projects	794,500	794,500	194,896	687,112	107,388	86%
<b>Total outflows</b>	<b>22,947,278</b>	<b>22,933,910</b>	<b>7,767,525</b>	<b>8,761,581</b>	<b>14,172,329</b>	<b>38%</b>
Surplus (deficit) before DOE Settlement	-	7,128	4,645,255	3,836,066	-	
Reserves Budgeted for Use	300,000	7,147,700	-	-	-	
Net surplus (deficit)	300,000	7,154,828	4,645,255	3,836,066	-	-

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

	Approved FY 2025 Budget	Projected FY 2025 Budget	11/30/23	11/30/24	Remaining Unexpended Budget	% of Budgeted Total
<b>Inflows:</b>						
State Appropriations	-	-	-	-	-	0%
Tuition & Fees, Net	-	-	(156,431)	188,182	(188,182)	0%
Child Care	-	-	-	-	-	0%
Rental income	-	-	-	-	-	0%
Workforce & Economic Development	-	-	-	-	-	0%
Grant Revenues	5,631,205	5,966,205	1,585,758	1,513,810	4,452,395	25%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
<b>Total Inflows</b>	<b>5,631,205</b>	<b>5,966,205</b>	<b>1,429,327</b>	<b>1,701,991</b>	<b>4,264,214</b>	<b>29%</b>
<b>Outflows:</b>						
Faculty	513,368	763,368	250,265	288,857	474,511	38%
Nonclassified staff	461,649	461,649	199,948	205,211	256,438	44%
Classified staff	-	-	58,232	31,155	(31,155)	N/A
Adjunct faculty	17,503	57,503	71,347	38,510	18,993	67%
Student workers	-	-	6,504	6,259	(6,259)	N/A
Payroll taxes	81,597	81,597	39,551	38,778	42,819	48%
Employee insurance	107,889	132,889	62,659	68,530	64,359	52%
Retirement plan contributions	57,483	57,483	28,097	30,834	26,649	54%
OPEB	12,072	12,072	840	2,488	9,584	21%
Fringes	16,768	16,768	3,198	3,198	13,570	19%
Advertising and promotion	57,822	57,822	2,942	6,742	51,080	12%
Awards & Scholarships	316,882	316,882	97,982	44,615	272,267	14%
Household supplies	22,600	22,600	1,906	-	22,600	10%
Computer supplies	-	-	(122,136)	33,531	(33,531)	N/A
Hospitality & food products	7,000	27,000	2,528	9,714	17,286	36%
Student activities	-	-	-	64	(64)	0%
Routine maint. contracts	-	-	13,269	-	-	0%
Office expenses	1,500	1,500	562	590	910	39%
Merchandise for Resale	-	-	-	-	-	
Other general expenses	10,500	10,500	-	1,403	9,097	13%
Postage & freight	-	-	895	-	-	0%
Printing & binding	-	-	1,700	-	-	0%
Rent expense	52,080	52,080	19,161	19,500	32,580	0%
Education supplies	258,675	258,675	126,606	168,824	89,851	65%
Telephone & cell phones	-	-	-	-	-	0%
Training	19,500	19,500	11,458	6,982	12,518	36%
Utilities	2,400	2,400	-	4,990	(2,590)	0%
Fleet expenses	-	-	-	-	-	0%
Travel	47,325	47,325	27,505	19,627	27,698	41%
Professional, consultants, contract labor	1,730,394	1,730,394	613,779	710,087	1,020,307	41%
Repairs & Maintenance	-	-	2,450	-	-	0%
Miscellaneous other expenses	87,013	87,013	-	-	87,013	0%
Membership dues	-	-	-	-	-	0%
Equipment	1,749,185	1,749,185	24,032	102,447	1,646,738	6%
Capital projects	-	-	5,650	(12)	12	N/A
<b>Total outflows</b>	<b>5,631,205</b>	<b>5,966,205</b>	<b>1,550,928</b>	<b>1,842,926</b>	<b>4,123,279</b>	<b>31%</b>
<b>Projected surplus (deficit)</b>	<b>-</b>	<b>-</b>	<b>(121,601)</b>	<b>(140,935)</b>		

**West Virginia University at Parkersburg Board of Governors  
Meeting of January 7, 2025**

**ITEM:** Policy update to the Board of Governors policy E-48 “Bookstores, Textbooks, and Open Educational Resources”

**RECOMMENDED RESOLUTION:** Information only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the October 22, 2024, meeting of the WVU Parkersburg Board of Governors.

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

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

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

West Virginia University Parkersburg Board of Governors

**POLICY E-48**  
**BOOKSTORES, TEXTBOOKS, AND OPEN EDUCATIONAL RESOURCES**

**Section 1. General**

- 1.1. Scope: Policy regarding Bookstores, Textbooks and Open Educational Resources (OER) at West Virginia University Parkersburg.
- 1.2. Authority: [W. Va. Code § 18B-1-6](#) and [§ 18B-10-14](#); and the federal Higher Education Opportunity Act, [20 USC § 1015b](#).
- 1.3. Effective Date: January 7, 2025  
(Replaces version dated October 22, 2010)  
This Rule amends and replaces Board of Governors Policy 48: Textbook Affordability, which was effective on February 4, 2011, and any other internal University policy or procedure which relates to the subject matter contained within this Rule.

**Section 2. Purpose**

The purpose of this policy is to ensure that appropriate, high quality, and affordable Educational Materials are selected for courses offered by the University. Accordingly, this Rule outlines the guiding principles for the selection, adoption, use, sale, and delivery of Educational Materials.

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

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

**Section 4. Federal Procedural Requirements**

- 4.1. This policy addresses the federal mandates regarding textbooks contained in the Higher Education Opportunity Act of 2008 ([Public Law 110-315](#)):
  - 4.1.1. Textbook publishers soliciting any employee of the governing board to select textbooks or supplemental course material will provide that employee, in writing:
    - 4.1.1.1. The price of the textbook and supplemental course materials;
    - 4.1.1.2. The copyright dates of the three previous editions, if any;
    - 4.1.1.3. A description of substantial content revisions from the previous editions;

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

4.1.1.5. The price of textbooks unbundled from supplemental material; and

4.1.1.6. The same information, to the extent practicable, for custom textbooks.

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

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

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

4.1.3.2. If such disclosure is not practicable, then the designation "To Be Determined."

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

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

4.1.4.1 Rental of textbooks;

4.1.4.2. The purchase of used textbooks;

4.1.4.3. Textbook repurchase or buy backs; and

4.1.4.4. Alternative content delivery programs.

## **Section 5: Educational Materials Affordability Committee.**

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

## **Section 6. Required Provisions.**

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

- 6.1.1. Faculty are strongly urged to select textbooks in which at least 50 percent of the content will be used in the course unless the students can use the same textbook in other courses;
- 6.1.2. Faculty are strongly urged to select textbooks that have low cost alternative editions available;
- 6.1.3. Faculty are strongly urged to select textbooks they believe will not be revised by the publisher in the near future;
- 6.1.4. Faculty are encouraged to consider utilizing OER course materials to faculty and students free or at low cost;

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

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

Faculty members are encouraged to adopt OER materials for their courses. When OER resources are used, the faculty member will assist in making digital or print versions available to students.
  - 7.1.2 **Cost Savings and Affordability:**

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

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

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



**West Virginia University at Parkersburg Board of Governors  
Meeting of January 7, 2025**

**ITEM:** Policy update to the Board of Governors policy E-52 “Capital Spending”

**RECOMMENDED RESOLUTION:** Information only

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

**BACKGROUND:**

No substantive comments were received. Policy is considered approved 30 days from the October 22, 2024, meeting of the WVU Parkersburg Board of Governors.

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

Updates to Policy E-52 (last updated in 2009) includes the change of a required 10-year facility master plan to a Campus Development plan. The WV Legislature repealed the 10-year facility master plan requirement in 2019 and replaced it with the updated Campus Development plan. These plans are then approved by the BOG and forwarded to the West Virginia Community and Technical College System Council. WVU Parkersburg will be doing an updated Campus Development plan in Spring 2025.

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

West Virginia University Parkersburg Board of Governors

**POLICY E-52  
CAPITAL SPENDING**

**Section 1. General**

- 1.1 Scope: This policy governs the management of WVU Parkesburg's Facilities Master Plans, Campus Development Plans and capital projects in excess of \$250,000.
- 1.2 Authority: W. Va. Code [§18B-1-6](#) and [§18B-19-4](#), 135, C.S.R. 12, *Capital Project Management*
- 1.3 Effective Date: January 7, 2025  
(Replaces version dated April 17, 2009)

**Section 2. Purpose**

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

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

- 3.1 It shall be the responsibility of the President or the President's designee to propose to the Governing Board for review and approval all of the following:
  - 3.1.1. Campus development plans.
  - 3.1.2. Capital projects expected to exceed a total of \$250,000.
  - 3.1.3. Capital purchase, lease or lease /purchase agreements in excess of \$250,000.
  - 3.1.4. Acquisition or disposal of real property.
- 3.2 Such projects as cited in section 3.1 above shall be submitted to the Board of Governors through its committee on Administrative Services.
- 3.3 Capital projects including capital leases expected to exceed one million dollars require Council approval.
- 3.4 If multiple capital projects exceed \$250,000, the projects should be recommended by the Executive Director of Maintenance & Facilities Management to the President in proposed order of priority jointly agreed upon by the Executive director of Maintenance & Facilities Management and the President.
- 3.5 Prior to submission to the Council, the Board of Governors shall review proposed Campus Development Plans to insure that the plans are designed to support the mission and current programs of the College and are

realistically consistent with changing conditions and anticipated funding. The Board of Governors must approve such plans before submission to the Council.

- 3.6 The Board of Governors shall review individual capital projects exceeding \$250,000 for funding availability and consistency with the objectives of the current Campus Development Plan or such other justification as may be warranted. This review will occur during the Board of Governors Administrative Services Committee meetings.
- 3.7 Once the Board of Governors has approved the same of any institutional property, the College shall follow the process outlined in W. Va. Code §18B-19-10 and any requirements of the Governor's Office in effectuating such sale.

**West Virginia University at Parkersburg Board of Governors  
Meeting of January 7, 2025**

**ITEM:** Acknowledgement of tuition and fee waivers for  
Fiscal Year 2024

**RECOMMENDED RESOLUTION:** Information only

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

**BACKGROUND:**

As noted in Board of Governors Policy E-20 for “Awarding of Student Tuition and Fee Waivers,” the following tuition waivers were provided in FY 2024.

A total of \$175,439.35 was awarded as tuition and fee waivers in the three semesters of Fall 2023, Spring 2024 and Summer 2024 combined. Of that total, \$93,022.35 was for student waivers, and \$82,417.00 was for employee waivers.

Examples of waiver scholarships include WVUP Spouse & Dependent Scholarship, WVUP Employee Scholarship, WVU Parkersburg Tuition Waiver, Presidential Scholarship (\$76,178.35, which are given to students at area high schools chosen by their schools who are not Promise eligible), HSTA Waiver and the WVUP Purple Heart Waiver.

A total of 53 students received tuition waivers in FY 2024.

**West Virginia University at Parkersburg Board of Governors  
Meeting of January 7, 2025**

**ITEM:** Policy update to the Board of Governors policy D-53 “Campus Participation of Students with Felony and Sexual Offense Records”

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

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

**BACKGROUND:**

Clarifying comments were received. Three people sent comments regarding this policy. Those comments were all based on the idea that this was a new policy that was allowing students with felony and sexual offense records to attend college.

Policy D-53 for “Campus Participation of Students with Felony and Sexual Offense Records” regulates the participation of students with felony and sexual offense convictions in academic and extracurricular activities and provides faculty and staff with a procedure for reviewing the appropriateness of student participation in academic activities without violating student privacy. Updates to Policy D-53 include an update of state code references, enhances the explanation of the effect of an applicant’s criminal record based on the nature of the offense(s) and any potential risk posed to the institution by the admission of the applicant, and clarifies language for record keeping and record access. It also removes the requirement for the college to have a link to the sex offender registry on the website, which is not a state code requirement.

To clarify with respondents, we noted the changes to this policy are an update in language, and not a new practice. The current Policy D-53 for “Campus Participation of Students with Felony and Sexual Offense Records” regulates the participation of students with felony and sexual offense convictions in academic and extracurricular activities only when necessary and provides an administrative procedure for reviewing the appropriateness of student participation in academic activities without violating student privacy. This does not prevent students with felonies from attending the campus. It also is a self-reporting process. Please remember that WVU Parkersburg is an open admissions community college, but must follow guidelines for reporting and record keeping.

Updates to Policy D-53 include an update of state code references, as it follows the guidelines for every open admission college in the state in *135 Series CSR 23, Basic*

*Guidelines and Standards for Admissions to Community and Technical Colleges.* This update enhances the explanation of the effect of an applicant's criminal record based on the nature of the offense(s) and any potential risk posed to the institution by the admission of the applicant, and clarifies language for record keeping and record access.

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

West Virginia University Parkersburg Board of Governors

**POLICY D-53**

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

Section 1. General.

- 1.1. Scope – This Rule regulates the participation of students with felony and sexual offense convictions in academic and extracurricular activities and provides faculty and staff with a procedure for reviewing the appropriateness of student participation in academic activities without violating student privacy.
- 1.2. Authority – Family Educational Rights and Privacy Act; 135 C.S.R 23, *Basic Guidelines and Standards for Admissions and Community and Technical Colleges*
- 1.3. Effective Date – January 7, 2025  
(Replaces version dated April 17, 2009)

Section 2. Purpose

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

Section 3 Self-Reporting of Felony Convictions

- 3.1. Application – All prospective students must complete a section on all applications that asks if the prospective student has ever been convicted of a felony.
- 3.2. Students who answer in the affirmative shall submit a letter of explanation to the Office of the Registrar prior to being accepted and prior to being allowed to register for class. The Registrar shall make an acceptance decision based on, *inter alia*, the nature of the offense and the potential risk posed to the institution by the admission of the applicant.
- 3.3. All registered sex offenders are required to self report their status to the WVU Parkersburg Police

Department upon enrollment. If designated as a registered sex offender after enrollment, the student must self-report within three working days of the designation. Failure to self-report may result in disciplinary action up to and including expulsion.

#### Section 4 Record Keeping

- 4.1. Campus Police shall retain all letters of explanation in a secure file and add a note in the student record portal of date received.

#### Section 5 Records Access

- 5.1. No employee of WVU Parkersburg, other than the President, EVPAA, Registrar or Campus Police Lead Officer are allowed access to the letters of explanation.
- 5.2. After initial notification by the EVPAA or the Campus Police Lead Office, letters of explanation may not be accessed without a clear and immediate need to know as determined by the President.

#### Section 6 Activity Participant Vetting Process

- 6.1. Faculty, staff or administrators may request to have their activity participant list vetted by the Campus Police to screen for potential incompatibility between the proposed activity (academic or extracurricular) and a felony conviction or registration on the sex offender registry of one of the proposed participants.
- 6.2. Faculty, staff or administrators requesting such review shall provide a list of participants to the Campus Police Lead Officer at least one week before the event.
- 6.3. The Campus Police Lead Officer will, in a secure setting, review the list against the letters of explanation files to determine if the nature of any felony conviction or registration on the sex offender registry precludes participation in an institutional activity.
- 6.4. The Campus Police Lead Officer will supply the requesting faculty, staff or administrator with a list of those students whose felony record or registration on the sex offender registry is incompatible with the scheduled activity.
  - 6.4.1. Upon review of the EVPAA, students so identified will not be allowed to participate in the activity.
  - 6.4.2. If the activity in question is a required academic activity, The College will not allow students so identified to participate and will provide such students with an alternate means of assessment.
- 6.5. A student aggrieved by a determination of incompatibility can appeal to the Office of the President. The President's decision is final.
- 6.6. Under no circumstances will the nature of the felony conviction be made known to anyone but the President, EVPAA, Registrar, and Campus Police Lead Officer.



## Section 7 Student Employees

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

## Section 8 Sex Offenders

- 8.1. Any person who is required to register as a sex offender in West Virginia shall provide notice of such registration to the Campus Police Lead Officer within three business days of such registration.
- 8.2. Registered sex offenders are prohibited from working in or being upon the premises without authority of any area of the College that is designated to provide service/care to children. This prohibition includes, but is not limited to, pre-school or child care facilities, high school or elementary school events, family style community events or performance events that involve minors. The College may also prohibit registered sex offenders from attending or participating in other locations and/or events if, in the President's sole discretion, such attendance or participation would create an unreasonable risk to the institution.
- 8.3. Supervisors of registered sex offenders must not assign the student employee to an area from which they are prohibited but shall instead assign another employee to complete the assignment.
- 8.4. Students on the sex offender registry must notify their instructor(s) as soon as possible if an assignment or activity is given that they cannot complete and the affected instructor will offer an alternative assignment.

**West Virginia University at Parkersburg Board of Governors  
Meeting of January 7, 2025**

**ITEM:** Approval of Board of Governors  
Policy updating the policy for employee  
development

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at  
Parkersburg Board of Governors approve an  
overhaul to the Board of Governors policy B-26  
“Employee Development”

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

**BACKGROUND:**

The current Policy B-26 for “Employee Development” is established to denote the college’s plans to maintain programs appropriate to the needs and resources of its employees to develop knowledge, skills, and abilities applicable to their jobs. This policy was last updated in 2005.

Upon review of the current policy and in consultation with an attorney to the Chancellor of the WV Council for Community & Technical College System, it is proposed that the current policy for WVU Parkersburg be stricken and that a new policy be added. The attorney provided the following policy as a suggestion and we have modified it to meet the process for WVU Parkersburg. This new policy will include definitions for types of employee development, eligibility requirements, reimbursement agreements, and responsibilities for both grantors and applicants.

WVU Parkersburg will continue to utilize a Professional Development Committee and the College Administration to both plan and execute opportunities for professional enhancement both at the college and at conferences deemed applicable to employee development.

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 B-26

EMPLOYEE DEVELOPMENT

**Section 1. General.**

1.1. Scope. -- ~~West Virginia University at Parkersburg shall maintain programs appropriate to the needs and resources of the college to develop the knowledge, skill, and abilities of its employees. The purpose of employee development is to increase professionalism, productivity, and individual and organizational effectiveness. The purpose of this policy is to create and promote a culture that is dedicated to maintaining a learning organization~~

1.2. Authority. -- W.Va. Code §18B-1-6 and §18B-~~7-5-7-6~~

1.3. Effective Date – ~~April 8, 2005~~ January 7, 2025

~~—(Transferred from WVU Board of Governors on July 1, 2008)~~ (Replaces version dated April 8, 2005)

**Section 2. — Purposes of Training and Development.**

2.1. ~~Development programs should enhance the professionalism, effectiveness, and general job performance of the employee in his/her assigned duties and broaden the individual's knowledge and skills for future job assignments, where appropriate.~~

**Section 3. — Eligibility and Participation.**

3.1. ~~Subject to appropriate supervisory approval, any employee of West Virginia University at Parkersburg is eligible to participate in training and development programs appropriate to his/her position.~~

**Section 4. — Procedure**

4.1 ~~The president or his/her designee, shall establish an employee training and development program appropriate to the needs and resources of the college. The president has appointed the Professional Development Committee (PDC) to establish an employee training and development program appropriate to the needs and resources of the campus.~~

4.2. ~~The program shall include a method for identifying training and development needs taking into account campus resources.~~

4.3. ~~The president, or his/her designee~~ The PDC, shall establish appropriate organizational structure, procedures, standards, and criteria for the on-going operation and assessment of the employee training and development program. Each such program shall be available on a nonpartisan basis, using fair and meaningful criteria for participation, to afford all employees appropriate opportunities to enhance their skills under the terms of the program.

- ~~4.4. A training and development program may but need not include, may include, but are not limited to (a) on-campus educational and training sessions developed and provided by the institution or by outside consultants, and (b) leave time and/or expense reimbursement for off-campus educational and training programs offered by third parties.~~
- ~~4.5. WVU at Parkersburg has the responsibility for providing financial and logistical support to operate its employee training and development program.~~

## SECTION 2. SCOPE AND APPLICABILITY

- 2.1 Subject to appropriate supervisory approval, any employee of West Virginia University Parkersburg is eligible to participate in employee development programs appropriate to his or her position or as requested or required by his or her supervisor.

## SECTION 3. DEFINITIONS

- 3.1 Competencies - Set of behaviors encompassing skills, knowledge, abilities, and personal attributes that are critical to successful work accomplishment. Core Competencies are skills, knowledge, and abilities that employees must possess in order to successfully perform job functions that are essential to business operations.
- 3.2 Developmental Activities - Activities that focus on preparing employees for future responsibilities while increasing their capacity to perform their current jobs.
- 3.3 Grantor - The entity or funding body for professional development activities or classes. Examples of grantors of professional development funding include, but are not limited to, the Office of Academic Affairs, the Classified Staff Council, or any individual unit of the institution that may approve funding for development activities or classes.
- 3.4 Human Resource Development (HRD) - A set of systematic and planned activities designed by an organization to provide its members with the necessary skills to meet current and future job demands.
- 3.5 Knowledge - Level of learning characterized by the ability to recall specific facts.
- 3.6 Learning Management System – A software application for administering, documenting, tracking, reporting, automating, and delivering educational courses, training programs, materials, or learning and development programs.
- 3.7 Organizational Development - Process of enhancing the effectiveness of an organization and the well-being of its members through planned interventions.
- 3.8 Training – A planned process of providing knowledge, skills, and abilities through learning experience to achieve effective performance in a specific task or job or a range of tasks or jobs.
- 3.9 Advanced Professional Development - Any academy, class, conference, course program, seminar, or training attended by an employee that is not required by his or her current position, is not required for the performance of his or her current job responsibilities, and is intended to develop a higher level of skill, to increase professional or technical knowledge, or to obtain an advanced level of professional accreditation. Advanced professional development does not include routine job training, training required for the employee's performance of his or her current job responsibilities, attendance at professional conventions, seminars, continuing professional education, or any form of training required to renew an employee's

professional accreditation.

#### SECTION 4. POLICY

4.1 West Virginia University Parkersburg shall maintain programs and a learning management system appropriate to the needs and resources of the institution for human resource development, organizational development, and to improve the competencies, knowledge, skills, and abilities of its employees.

#### SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 While there are many byproducts of development and training (e.g., increased knowledge and personal satisfaction), the real measure of developmental success is improved job performance.

5.2 Teaching, expanding knowledge and creativity, and devoting knowledge to public service are considered primary goals of higher education. These goals are achieved by and through college faculty and staff. Therefore, the efforts of the Board of Governors and this institution in supporting, developing, and renewing the faculty and staff members directly involved in helping West Virginians learn are vitally important to accomplishing the mission and goals of West Virginia University Parkersburg.

5.3 West Virginia University Parkersburg recognizes the general and specific benefits derived from efforts to improve employees' personal and professional effectiveness. Students rely on current, knowledgeable, and relevant instruction and benefit from research that improves teaching skill and knowledge. The people and economy of West Virginia benefit from new applications of knowledge and technology that enable more and better jobs, a higher standard of living, and enhanced knowledge and quality of life. Employees, especially individual faculty members, benefit from being able to teach, acquire a new knowledge, serve public needs, and perform institutional and professional roles more effectively. The College benefits from enhanced capacity and flexibility to carry out its mission in an era where it is more practical to enhance or renew skills and knowledge of existing employees. Therefore, West Virginia University Parkesburg affirms the unique, integral contribution of its employees and faculty members to the mission of higher education: teaching, producing scholarly work that contributes to knowledge and creativity, and serving public and institutional needs. The college further recognizes through its policy and actions that the knowledge and skills of employees and faculty need to be developed, maintained, supported, and renewed and that the primary responsibility for accomplishing these ends resides with the institution.

#### SECTION 6. GENERAL PROVISIONS

##### 6.1 Eligibility and Other Requirements

6.1.1 To be eligible for professional development funding, applicants must have been employed by the college for a minimum of one year. Employees with less than one year of service may apply for funding to take a class or attend a seminar or other job-related training activity when required to do so by their supervisor.

6.1.2 Development activities funded by the college must be job-related. Applicants who request tuition assistance for college credit should be working toward a degree in his or her field of employment or in a field designated by the supervisor.

6.2 The college shall select employees for professional development opportunities on a nonpartisan, nondiscriminatory basis without regard to race, religion, sex, age, national origin, or handicap conditions, using fair and meaningful criteria which will afford all employees with opportunities to enhance their knowledge and skills.

6.3 The college makes awards for development activities on a semester by semester basis, and awards may be limited due to the availability of funds.

#### 6.4 Reimbursement Agreement

6.4.1 The College may enter into a reimbursement agreement with the employee for repayment of costs for advanced professional development. The agreement shall contain reasonable provisions for continuing service after completion of the advanced professional development. The agreement must be executed by the college and the employee prior to approval and acceptance of funding for advanced professional development.

6.4.2 An employee under such agreement who voluntarily leaves employment with the college after receiving advanced professional development, but prior to the expiration of the negotiated continuing service period, shall repay a pro-rata portion of the training compensation as provided in the reimbursement agreement.

#### 6.5 Tuition Waivers

6.5.1 Graduate Classes - Before applying for funding for graduate classes, applicants are required to seek waivers from the graduate institution. Applications for tuition waivers at other institutions may be obtained from the individual institution. Waiver forms must be completed and returned to the granting institution by their deadline.

6.5.2 Undergraduate Classes - Any current employee may request a West Virginia University Parkersburg tuition waiver to pay for classes taken at the college. Employees may request such waiver applications through the Office of Student Financial Aid.

6.6 An applicant shall not be considered for tuition at a private or out-of-state institution unless an equivalent course program cannot be acquired at a public West Virginia institution or it has been agreed upon prior to application by the supervisor.

6.7 An applicant shall not receive funds for classes when receiving other types of financial aid (i.e., Pell grants or financial aid assistance and professional development funding simultaneously).

6.8 If the request for funding is approved and the applicant does not attend the development activity, he or she is responsible for contacting the grantor in writing so the encumbered money can be used for someone else.

6.9 If the applicant withdraws from the class or receives a failing grade, he or she must repay the funds expended by the grantor.

### SECTION 7. RESPONSIBILITIES

7.1 Grantors of professional development funding shall develop a form and procedure for the application and processing of requests for professional development funding. The form and procedures shall be made

available to all employees via the institutional intranet.

7.2 Requests for funding must be approved prior to registration or enrollment for any development activity.

7.3 An applicant must show a relationship to assigned duties or chosen degree programs, or-need for training, development, or continuing education.

7.4 Those applying for funding for course credits are not limited to a set number of hours.

**West Virginia University at Parkersburg Board of Governors  
Meeting of January 7, 2025**

**ITEM:** Approval of Board of Governors  
Policy updating the policy for tuition and fee  
waivers

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at  
Parkersburg Board of Governors approve an  
update to the Board of Governors policy E-20  
“Awarding of Student Tuition and Fee Waivers”

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

**BACKGROUND:**

The current Policy E-20 for “Awarding of Student Tuition and Fee Waivers” is established to present guidelines for tuition and fee waivers. This policy was last updated in 2018.

Changes to Policy E-20 include the addition of FAFSA requirements for receipt of tuition and fee waivers. This allows for any applicable state and federal grants to be received by the institution before this last-dollar-in waiver is applied. It also denotes the addition of the number of waivers awarded and the total cost as being added into the BOG minutes annually. Finally, current code authorizations for waivers are updated.

The two largest categories of tuition and fee waivers are for employees and their spouses and dependents, as well as for Presidential Scholars. The Presidential Scholars group recognizes one student from each of the high schools in our 7-county service region and from the CTE centers. These students are chosen by the administration in their schools and are not Promise eligible.

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



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

**POLICY E-20**

**AWARDING OF STUDENT TUITION AND FEE WAIVERS**

**Section 1. General**

- 1.1 Scope. Rule Policy regarding ~~the~~ awarding of tuition and fee waivers at West Virginia University ~~at~~ Parkersburg.
- 1.2 Authority. West Virginia Code, [§18B-2A-8](#); [§ 18B-10-5\(b\)](#); [§18B-10-6a](#); [§18B-10-7](#)
  - 1.2.a1. Pursuant to W. Va. Code §18B-2A-8, by memorandum from the Chancellor dated ~~11/30/11~~ November 30, 2011, the ~~WV~~ Council for Community and Technical College Education extended to all institutions under its jurisdiction the flexibility of an unlimited number of tuition and fee waivers; ~~previously granted to Marshall University and West Virginia University in §18B-10-6a.~~
- 1.3 Effective Date. ~~March 16, 2018~~ January 7, 2025. (Replaces version dated March 16, 2018 ~~June 2, 2006~~ ~~as transferred from WVU Board of Governors on July 1, 2008~~)

~~2. Fees waivers must be granted in accord with any applicable West Virginia State Code, including students in special categories identified in West Virginia Code (e.g. children of police officers/firemen killed on duty, high school students in foster care, etc.)~~

**Section 2. Purpose**

- 2.1 West Virginia University ~~at~~ Parkersburg may establish tuition and fee waivers for students in undergraduate studies entitling recipients to a partial or full waiver of student tuition and fees, subject to the conditions and limitations contained in this policy.
- 2.2 Tuition and fee waivers ~~should~~ may be used to recruit high-quality students, to meet enrollment goals and to enhance the academic reputation of the Institution.

**Section 3. Tuition and Fee Waivers**

- 3.1 Each undergraduate fee waiver entitles the recipient to attend the institution without payment of all or part of the tuition and fees as may be prescribed by this policy for a period of time not to exceed eight semesters of undergraduate study. Twelve ~~(12)~~ or more semester hours attempted during a regular semester or a summer term shall be considered as one ~~(1)~~ semester for waiver purposes.
  - 3.1.1. Students shall submit applications for a tuition and academic fee waiver once per academic year, and the College will award such waivers on a semester basis.
  - 3.1.2. The Tuition and Fee Waiver Program is a last dollar in program, meaning that all other forms of financial aid must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition and fees, when taken into aggregate with other forms of financial aid.
  - 3.1.3. Students must complete a Free Application for Federal Student Aid (FAFSA) each year in addition

to the waiver application.

- 3.2 The governing board authorizes the institution to: award partial or full undergraduate tuition and fee waivers; determine the value of a waiver; issue and cancel certificates entitling the recipients to the benefits thereof; and determine the rights and duties of the recipients with respect to the fee waivers.

#### **Section 4. Annual Reports**

- 4.1 The awarding of tuition and fee waivers shall be entered in the minutes of the meetings of the governing board annually by noting the number awarded and the total cost.

**West Virginia University at Parkersburg Board of Governors  
Meeting of January 7, 2025**

**ITEM:** Approval of Board of Governors  
Policy updating the policy for freedom of  
expression on campus

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at  
Parkersburg Board of Governors approve an  
update to the Board of Governors policy F-11  
“Freedom of Expression on Campus”

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

**BACKGROUND:**

The current Policy F-11 for “Freedom of Expression and Use of Facilities” applies to all non-commercial speech on the campuses of WVU Parkersburg. This policy was last updated in 2002.

Changes to Policy F-11 begin with a name change to the policy and then include definitions such as “outdoor assembly areas” and “freedom of expression” to be in line with WV Code §18B-2A-4. It also outlines the definitions to ensure that gatherings continue to maintain order and public safety on campus.

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

**POLICY F-11**  
**FREEDOM OF EXPRESSION ~~AND USE OF FACILITIES~~ ON CAMPUS**

**Section 1. General**

- 1.1 Scope – This policy ~~shall apply~~ applies to all non-commercial speech on the campuses of West Virginia University ~~at~~ Parkersburg. (Commercial speech is regulated by the campus solicitation policies.)
- 1.2 Authority – West Virginia Code ~~§18B-1-6, WVCCTCE Title 135, Series 4, §18B-2A-4 and §18B-20-1, et seq~~
- 1.3 Effective Date – ~~November 8, 2002~~ January 7, 2025  
(~~Transferred from WVU Board of Governors on July 1, 2008~~ Replaces version dated November 8, 2002)

**Section 2. Introduction**

- 2.1 ~~The primary function of higher education is to discover and disseminate knowledge by means of research, teaching and public service. To fulfill this function a free interchange of ideas is necessary within its walls and within the world beyond as well. It follows that the higher education institution must do everything it can to ensure within it the fullest degree of intellectual freedom. For these reasons, the~~ West Virginia University ~~at~~ Parkersburg Board of Governors recognizes the right of individuals to pursue their constitutional right of free speech and assembly, and welcomes open dialogue as an opportunity to expand the educational opportunities of our campus communities.
- 2.2 First Amendment rights must always be applied in light of the special characteristics of the higher education institutional environment. As in the case of other public facilities, a higher education institution may place reasonable restrictions on speech and assemblies to protect safety and property, maintain normal operations, facilitate campus traffic, and the like. In order to protect the rights of participants and non-participants alike, as well as the core functions of the institution, reasonable restrictions on time, place, and manner of speech are appropriate and necessary.

**Section 3. Freedom of Expression**

- 3.1 Freedom of expression, including speech and any other activity not inconsistent with this policy, is a campus right and subject only to the reasonable time, place and manner ~~provisions found~~ restrictions stated in Section 5. The following is a non-exclusive list of Freedom of Expression activities.
- 3.2 Symbolic speech, including, among other things, silent protest, wearing expressive clothing, gesturing or standing may be conducted anywhere.

~~3 Signs may be posted on bulletin boards designated for public use.~~

3.3 Written or printed materials may be distributed on the grounds outside of campus buildings. Only students, faculty, staff and campus recognized organizations and departments may distribute written or printed materials inside campus buildings, and such groups and individuals must ~~follow~~ obtain a reservation in accordance with campus reservation procedures ~~in doing so.~~

3.4 Assemblies of persons may occur on any grounds on the campus outside of buildings. Outdoor assembly areas are defined as places designated by the administration of the college for their size, location and accommodation features to be suitable for public gatherings. ~~as designated the institution, Outdoor assembly areas~~ may be reserved in advance ~~for assemblies of persons with more than 20 participants.~~ Students, faculty, staff and campus recognized organizations and departments that wish to assemble inside campus buildings must obtain a reservation in accordance with campus facility reservation procedures.

~~The institution shall designate outdoor assembly areas in size and configuration necessary to accommodate groups that desire to assemble.~~

3.5 The outdoor assembly areas are open to the public ~~and do not require advance reservation~~ for use between 7:30 a.m. and 10:00 p.m. ~~However, a~~ Advance reservation (at least two business days before contemplated use) is required for all individuals or groups. ~~is strongly encouraged in order to ensure that a location is available at a specific date and time. Reservations under this section, if any, are to be made in accordance with Section 4 of this policy.~~

#### **Section 4. Reservations**

4.1 ~~The College shall institute~~ An appropriate a reservation ~~procedure shall be instituted by the institution~~ along with a list of the outdoor assembly areas and a provision allowing outdoor assembly areas to be reserved in advance for specific times and dates, with applications processed in the order in which they are received.

#### **Section 5. Content-Neutral Time, pPlace and mManner ~~provisions~~ Restrictions intended to protect participants and non-participants alike.**

5.1 All ~~e~~C college policies, local ordinances, state and federal laws must be followed.

5.2 ~~Under this policy,~~ In order to maintain order and public safety on campus, no person may:

5.2.1 Attempt to or actually interfere with, impair or impede the institution's regularly scheduled classes, events, ceremonies or normal and essential operations~~;~~

5.2.2 Interfere with, impede or cause blockage of the flow of vehicular or pedestrian traffic~~;~~

5.2.3 Interfere with, impede or cause blockage of ingress or egress to or from any building~~;~~

- 5.2.4 Willfully, negligently or recklessly commit any act likely to create an imminent health or safety hazard~~;~~
- 5.2.5 Interfere with a college event by blocking audience view, make sufficient noise to hamper a speaker or performance from being heard or perform any other act disruptive to the event~~;~~
- 5.2.6 Leave an area littered~~;~~
- 5.2.7 Use voice or amplification systems resulting in noise levels that interfere with regularly scheduled classes, campus events or operations~~;~~ or
- 5.2.8 Willfully, negligently or recklessly engage in destruction of property or physical harm to others.
- 5.3 The ~~institution~~ College reserves the right to deny, cancel or postpone a reservation, or immediately terminate any ongoing activity that ~~represents a violation of~~ violates the time, place and manner ~~provisions included in this section~~ restrictions listed herein.
- 5.4 ~~Individuals~~ Anyone who violates this policy may face civil and/or criminal sanctions for violations of ~~s~~State, local or federal law in addition to any College-imposed discipline as provided in the applicable code of conduct.
- 5.5 Students and student organizations may be sanctioned in accordance with institutional policies covering violations.

**West Virginia University Parkersburg Board of Governors  
Meeting of January 7, 2025**

**ITEM:** Approval of two new programs:  
AAS Radiologic Technology  
CAS Computing Technologies

**RECOMMENDED RESOLUTION:** *Resolved*, That the WVU Parkersburg Board of Governors approves the following programs:  
Associate of Applied Science in Radiologic Technology,  
Certificate of Applied Science in Computing Technologies

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

**BACKGROUND:**

Healthcare has encountered numerous challenges in recent years, with radiology playing a crucial role in the overall functioning of healthcare systems. At the core of all imaging processes are Radiologic Technologists. Radiologic Technologists are responsible for conducting all imaging examinations within healthcare settings. After completing their education, they can specialize in various areas, including Computerized Tomography, Magnetic Resonance Imaging, and Interventional Radiology, among others. Hospitals have faced difficulties in filling these positions due to a shortage of graduates in the field. This program will not only address immediate staffing needs at local hospitals but also support rural healthcare partners who are facing similar challenges.

A CAS in Computing Technologies will be a lead into both the CS and CIT programs, as all classes are required in both. This will provide an additional credential for students as they work through these programs and provide an incentive for HS students to take additional classes through us as well. The Wood County School's tech center offers a 1-year completer program in computer systems. I've worked with Dr. Jason Hughes to develop this curriculum so that students in that program will be able to get dual credit in their junior year for four of these classes, then come to our campus for a half-day their senior year and take our classes to complete this certificate. These students will then have Math, English, and all the common classes shared between the CS and CIT degree, fast tracking them to completing either of those programs with one year of college credit completed.







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

# ACADEMIC MAP

Radiologic Technology A.A.S.

Prerequisite for Admission: BIOL 109 Anatomy & Physiology for Allied Health



Semester 1		
COURSE	CR	COMMENTS
RAD 101 Introduction to Medical Imaging	3	
RAD 102 Patient Care	3	
RAD 103 Clinical Instrumentation	2	
MATH 120 Quantitative Literacy	3	
COLL 101 Orientation to College	*1	
<b>TOTAL</b>	<b>11</b>	
Semester 2		
COURSE	CR	COMMENTS
ENGL 101 Composition 1	3	
RAD 121 Applied Radiography I	4	
RAD 122 Medical Ethics	1	
RAD 123 Radiographic Procedures I	2	
RAD 124 Image Production	2	
<b>TOTAL</b>	<b>12</b>	
Semester 3		
COURSE	CR	COMMENTS
RAD 131 Applied Radiography II	4	
RAD 132 Radiographic Procedures II	2	
RAD 133 Radiation Biology and Health Physics	3	
People and Their Worlds	3	
<b>TOTAL</b>	<b>12</b>	
Semester 4		
COURSE	CR	COMMENTS
RAD 201 Applied Radiography III	6	
RAD 202 Radiographic Procedures III	2	
RAD 203 Pathology	1	
Human Communication and Interaction	3	
<b>TOTAL</b>	<b>12</b>	
Semester 5		
COURSE	CR	COMMENTS
RAD 221 Applied Radiography IV	6	
RAD 222 Radiographic Procedures IV	2	
RAD 223 Radiation Physics	3	
RAD 224 Image Analysis	2	
<b>TOTAL</b>	<b>13</b>	



The **Associate of Applied Science in Radiologic Technology** prepares students to become entry-level radiographers.

Graduates will be eligible to apply for the National Certification Examination in Radiology administered by the American Registry of Radiologic Technologists.



### CAPSTONE COURSE

This course includes a 2-day seminar that provides a comprehensive review and preparation for the American Registry of Radiologic Technologists (ARRT) Registry Examination.



### FIELD/CLINICAL COURSE:

These courses have a clinical component that require a background check.



### 15 TO FINISH

Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

## TOTAL DEGREE CREDITS

# 64

\***COLL 101** is a 1 Cr. Hr. WVUP Institutional Requirement and does not count toward this degree's credit hour total or requirements.

2024-2025



### PREPARATION FOR ADMISSION

- High School graduate or equivalent (USA GED)
- Meet requirements for general admission to college and be admitted to college
- Meet technical standards for admission with or without reasonable accommodations
- No history of felony convictions



### ADMISSION TO PROGRAM

- Submit completed Nursing and Health Sciences application.
- Provide official copy of prior college transcripts
- 2.0 GPA from HS and/or college.
- Complete HESI admission exam with a composite score of 75 or higher.
- Interview with the director.
- Shadowing experience.



Completion of the application process does not imply the applicant will be admitted to the Radiology Technology program. Due to space limitations, qualified applicants are ranked according to GPA, submission of application, and entrance exam score.



### ACCEPTANCE TO PROGRAM

- Return contract and pay acceptance fee
- Comply with Clinical Practice Requirements:
  - Background Check
  - Physical Exam Immunizations
  - CPR



### GRADUATION REQUIREMENTS

- Completion of 64 credit hours as outlined in the program of study.
- Maintain minimum 2.0 cumulative GPA.
- A grade of "C" or better in each course in the program of study.
- Attendance at the Kettering National Seminar.

Admission to and graduation from the radiology program do not ensure that the ARRT will endorse graduates as candidates for the National Certification exam. Applicants may be denied testing if they have misdemeanor or felony charges or convictions, military court-martial, or disciplinary actions from state or federal regulatory authorities or certification boards. A pre-graduation ethics review is offered.

## Certificate of Applied Science – Computing Technologies

### Curriculum

Course	Taken	Credit Hours
English 101	Early College	3
MATH 126	Early College	3
CIT 130	Early College/WCS completer	3
SEC 101	Early College/WCS completer	3
CS 121	Early College/WCS completer	4
CS/CIT/SEC elective	Early College/WCS completer	3
CIT 114	WVU-Parkersburg	3
CIT 105	WVU-Parkersburg	5
CIT 240	WVU-Parkersburg	3
SEC 101 OR CS 122	WVU-Parkersburg	3 OR 4
Total	Early College: WVU-Parkersburg:	19 14 or 15

**West Virginia University Parkersburg Board of Governors  
Meeting of January 7, 2025**

**ITEM:** Approval of Educational Partnerships with  
Local Prison Facilities

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University Parkersburg Board of Governors approves the offering of courses as part of degree pathways at Division of Corrections and Rehabilitation facilities within our service area.

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

**BACKGROUND:**

West Virginia University Parkersburg's mission is to provide accessible, life-changing educational opportunities. To that end, WVUP is committed to expanding educational access to underserved populations, including incarcerated individuals. The FAFSA Simplification Act, effective July 1, 2023, reinstated Pell Grant eligibility for incarcerated students, which presents a significant opportunity to expand access to higher education for incarcerated individuals. The Higher Learning Commission requires prior approval for institutions to offer Pell-eligible prison education programs and Board approval is the first step in the process.

Currently, the West Virginia Division of Corrections and Rehabilitation and the West Virginia Department of Education Schools of Diversion and Transition have identified interest and have capacity for WVUP to offer the Associate of Applied Science in Welding Technology at St Marys Correctional Center and Parkersburg Correctional Center.