

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**APRIL 15, 2025
AGENDA**

Members

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, April 15, 2025

11:30 a.m.	Executive Committee	President's Conference Room - Room 1105
12:30 p.m.	Lunch - Dr. Torie Jackson, President, Olivia Reeder, VPIA, A Board's Role in a Capital Campaign	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 April 15, 2025
Francis & Nina Phares Board Room & Zoom
3:15 p.m.

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| 1. | Call to Order | Blaine Hess, Vice Chair |
| 2. | Roll Call | Lauriel Rader
Secretary to the Board |
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President |
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MINUTES
WEST VIRGINIA UNIVERSITY PARKERSBURG
BOARD OF GOVERNORS
March 18, 2025

A regular meeting of the WVU Parkersburg Board of Governors was held on Tuesday, March 18, 2025, in the Francis & Nina Phares Board Room of WVU Parkersburg and via Zoom video conferencing, beginning at 3:15 p.m. Board members present were: Blaine Hess, Savannah Morgan, Stephanie McCoy, Ami Shaver, Vasanth Ananth, David Bowles, Jared Decker, Scott Seese, Andrew Walker and Cody Irick. Others present included Dr. Torie Jackson and Lauriel Rader.

Guests present included administrators, faculty and staff.

1. Call to Order

Mr. Hess, Vice Chairman of the WVU Parkersburg Board of Governors, called the meeting to order.

2. Roll Call

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

3. President's Report

President Jackson delivered the following report:

Governors,

I would like to begin with congratulating our former Board Chair Joe Oliverio on his opportunity to move to a new position with the West Virginia Council for Community and Technical Colleges as a board member for the state system that oversees all 9 community colleges, including WVU Parkersburg. Here is the message he shared with our campus community on March 6:

Greetings WVU Parkersburg Faculty and Staff (aka Friends),

As a member of the WVUP Board of Governors the past 8.5 years, it has been an honor to serve you in a capacity as member, Secretary, Vice Chairman, and eventually Chairman of the Board. Together, we took a path through a few administrative changes, COVID, and legislative agendas and funding concerns. We also saw and continue to see much success and growth in our student enrollment, facility expansion and upgrades, as well as faculty and staff compensation increases. The College is on solid footing and that is a tribute to the hard work and dedication of each one of you.

Recently, I was appointed by Governor Justice and was sworn in this week to the State Council for Community and Technical Colleges and thus cannot serve on two state appointed boards at the same time. I will miss my time on this campus as a Board of Governor member but this new role will afford me the opportunity to continue to be an advocate and strong supporter for WVUP in a different capacity, as well as the other 8 Community and Technical Colleges in our state. I look forward to being a presence for you and please know that each of you make me West Virginia University Parkersburg Proud!

Sincerely,
Joseph R. Oliverio, Past Chairman WVUP BOG

When I listened to the HR director at the Wood County Board of Education meeting the other night, she talked about going to career fairs at other universities in the state to try and attract people for jobs in Wood County. She said that they've never been successful at those career fairs and attracting candidates for jobs, but then she looked at me in the audience and said they do an excellent job of recruiting WVU Parkersburg students. She also added that WVUP students are always extremely well prepared.

That reminded me of who we are. We are a community college. We are here to make sure that our community - our neighbors, our friends, our businesses - have their needs met. That's our hometown that surrounds us. I've heard a new country song that has the lyrics of the concept of going anywhere or staying right here. It states: "From the Sunshine State to the Golden Gate, anywhere you wanna roll, I'll love. But I got another idea, we could kick it right here, ain't even gotta load the truck. We could make this hometown home. Keep our roots where they've always grown."

WVU Parkersburg allows many young individuals the opportunity to make their hometown their home - to build a legacy for their family and a bright future.

We are making efforts to allow for even more opportunities in the Mid-Ohio Valley with our expansion projects. I have visited the ITC project several times and I become more excited each time. From the very beginning, we described this project as transformational and it will be. I've talked to many potential partners about the project and the innovation behind it leaves them wanting to know more.

At WVU Parkersburg, we are providing accessible, life changing educational opportunities in a safe and supportive environment. So our base is education. But as we begin to share the project that we are accomplishing with our hometown partners, we also are discussing transportation, housing, childcare and our efforts to make improvements in all of those areas. This partnership exemplifies a concerted effort to integrate educational advancement with economic development, aiming to create a sustainable and thriving community in Wood County and the surrounding regions.

Today's agenda includes a variety of policies and resolutions.

We are pleased to announce that we will proceed this year with no tuition increases for our students.

We also have to continue to alter some of our policies to meet new state requirements. This weekend, I completed an efficiency report for the state office to share with the Governor's office. Writing a report isn't always exciting, but the content of it can be. As I began to detail our efforts to continue with our Efficiency Movement, I detailed those topics in the area of buildings, programs, employees and collaborations. While this report was requested under the new state administration, it was evident that WVU Parkersburg has been working on efficiency for quite a while. The hardest part of that process is admitting that room for improvement exists. Let me remind you of a story that you helped create.

The Jackson County Center (JCC) was established in 1974 as an outreach program in Jackson and Roane counties. However, in the past 10 years, enrollment at that facility has declined by 83 percent and was operating at about a \$750,000 deficit annually. Why? It had been used as a place for general education courses with no programs being offered. In order to serve the growth in Jackson County and the surrounding counties, you allowed us to make the decision in October 2023 to renovate the Jackson County Center. The other pending option was closure of the center. We interviewed the business partners moving into Jackson and nearby counties, specifically Nucor Steel, Timet, Berkshire Hathaway, and Constellium. The skills needed for the employees these companies plan to hire best align with the AAS Advanced Manufacturing degree or the partnership degrees created for Constellium, specifically an AAS in Reliability and Maintenance Technology and the AAS in Multi-Craft Technology. To complete this renovation, you agreed to contribute \$475,000 to the construction project. In addition, the college pursued both federal Economic Development Authority funds and state grant funds for a total of \$1.6 million (with \$1.2 coming from federal dollars) to purchase the equipment to outfit this facility. The equipment arrived in December 2024. The manufacturing lab opened in January 2025 and will be recruiting for more students for Fall 2025, including a high school dual credit program with Jackson County Schools. In the ideal dual credit program, these students will take classes for two years (junior and senior years) to complete one year of the AAS degree, and then can attend for one year of college before entering the workforce. We also changed the staff at this facility to technical instructional specialists instead of general education faculty. This happened through two retirements and one transfer of primary work location. We also altered the staff at the facility to focus on student advising and front-line admissions. It is expected that during the 2025-2026 academic year, this facility will break even. In the years following, it is expected to make a profit.

Next month, we hope to invite you to Jackson County for a ribbon cutting at this renovated facility that is meeting community needs and allowing more residents to make their hometown home. So much of this story is yet to be determined, but we believe it is a bright future.

I began by sharing with you a reminder that we have extremely well prepared students. Let me end by saying that we are WVU Parkersburg proud that, with your support, we are helping them achieve more.

Respectfully submitted,
Torie Jackson

4. Approval of Minutes

Vice Chairman Hess stated the minutes from the Regular Board meeting of January 7, 2025, are submitted for review. With no corrections to be made, minutes are approved as submitted.

5. Committee Reports

- Executive Committee

Vice Chairman Hess shared updates from the Executive Committee. Vice Chair Hess had the opportunity to converse with Joseph Jenkins, the new attorney from the state. Mr. Jenkins has been very helpful with the steps of the Presidential Evaluation process. He shared a schedule change to the June Meeting. The meeting will be moved from June 17, 2025 to June 11, 2025, due to scheduling conflicts. He announced that during the April meeting, he will appoint a three member nominating committee to appoint officers for the next academic year. Also, on April 15th, we will host an Orientation for our new and relatively new Board Members. He also shared some enrollment numbers for the current semester.

- Academic and Student Services Committee

Vice Chairman Hess reported that the Academic and Student Services Committee received an update on the conversion of EDGE credits to dual credit, from Dr. David Lancaster and Olivia Reeder. They shared information about the dual credit history at WVU Parkersburg. We have 13 partner schools in our service region that are involved with dual credit. Relationships and communication between the college and the 13 partner schools is critical. We are fortunate to have a CTE counselor at the college to help promote the various pathways, internships and apprenticeships. There is about a 10% boost of student taking dual credit classes that go on to college. It is very important for curriculum alignment between the high schools and the college, to make sure the dual credit courses match up. The legislative support for dual credit is increasing. There is a cost savings for students to earn college credits at a reduced rate and have the opportunity to earn a credential.

- Administrative Services Committee

Ms. Savannah Morgan reported that the Administrative Services Committee received an update from Jeannine Hetrick-Ratliffe about the financial aid process. They recently put together a new plan to reorganize the department and establish goals. They divided the team into the following three segments: Forward Facing Offices, to provide triage and customer service; Financial Aid Specialists, they are responsible for seeing the students in the migration through the entire financial aid process; Compliance and Reporting team, they work on compliance reporting, special circumstances, reviews and appeals. They identified the following areas to improve: across department collaboration, customer service, tracking, cross-training and data driven proactive responses. They are already working with other departments to make things more efficient for students and the staff. They announced that they had their lowest ever de-registration amount, because of these new changes.

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 February 28, 2025. There were no questions from the members.

- Policy Update to the Board of Governors Policy B-26 “Employee Development”

Dr. Torie Jackson, President, shared an update on the Board of Governors policy B-26, Employee Development. Dr. Jackson reported that no substantive comments were received.

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 was 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.

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

- Policy Update to the Board of Governors policy E-20 “Awarding of Student Tuition and Fee Waivers”

Dr. Torie Jackson, President, shared an update on the Board of Governors policy E-20, Awarding of Student Tuition and Fee Waivers. Dr. Jackson reported that no substantive comments were received.

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.

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

- Policy Update to the Board of Governors policy F-11 “Freedom of Expression on Campus”

Dr. Torie Jackson, President, shared an update on the Board of Governors policy F-11, Freedom of Expression on Campus. Dr. Jackson reported that no substantive comments were received.

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.

Updates 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.

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

7. Action Items

- Approval of FY 2025-2026 Tuition Rate

Mr. Bradley Wilson, Director of Financial Analysis & Institutional Research, CFO, presented to the Board the resolution for approval of FY 2025-2026 Tuition Rate. We believe it is in the best interest of our students to hold tuition rates for the 2025-2026 academic year. Mr. Wilson shared the following information:

In-State Rates	Associate Level	Baccalaureate Level
FY 24-25 Rate Per Hour	\$ 188.00	\$ 260.00
Percentage Increase	0.00%	0.00%
Increase Per Hour	\$ 0.00	\$ 0.00
FY 25-26 Rate Per Hour	\$ 188.00	\$ 260.00
Tuition Per Semester	\$ 2,256.00	\$ 3,120.00
Add Mandatory Fees (no change)	\$ 50.00	\$ 50.00
Total per semester FY 26	\$ 2,306.00	\$ 3,170.00
Total annual tuition FY 26	\$ 4,612.00	\$ 6,340.00

Out-of-State Rates	Associate Level	Baccalaureate Level
FY 24-25 Rate Per Hour	\$ 376.00	\$ 401.00
Percentage Increase	0.00%	0.00%
Increase Per Hour	\$ 0.00	\$ 0.00
FY 25-26 Rate Per Hour	\$ 376.00	\$ 401.00
Tuition Per Semester	\$ 4,512.00	\$ 4,812.00
Add Mandatory Fees (no change)	\$ 50.00	\$ 50.00
Total per semester FY 26	\$ 4,562.00	\$ 4,862.00
Total annual tuition FY 26	\$ 9,124.00	\$ 9,724.00

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

Resolved, that the West Virginia University at Parkersburg Board of Governors recognizes the significant financial impact of higher education on our students. Therefore, we believe it is in the best interest of our students to hold tuition rates for the 2025-2026 academic year level with those approved in the prior academic year. We approve the submission of the following rates to the West Virginia Community & Technical College System for the 2025-2026 academic year.

Mr. Ananth seconded the motion. Motion passed.

- Approval of FY 2025-2026 Fees

Mr. Bradley Wilson, Director of Financial Analysis & Institutional Research, CFO, presented to the Board the resolution for approval of FY 2025-2026 Fees. The administration of West Virginia University at Parkersburg recommends the

approval of the attached fee schedule for the FY 2025-2026 academic year. New fees requested for FY 2026 are as follows:

- Livestock Fee - \$125.00 per course - Fee to cover the costs of procuring and maintaining livestock for Introduction to Livestock Production course (AGRI 150).
- Radiology Technician Fee - \$100.00 per course – Fee to cover the costs of equipment, maintenance, and consumables necessary for operation of the program (all RT courses).

Below is a summary of requests for changes to existing fees:

- Drug Testing Fee - \$45.00 per course - Current existing fee added to Radiology Technician courses (RT 101, 121, 131, 201, 221) to cover costs of mandatory testing.
- Education Field Placement Fee - \$25.00 per credit hour - Removed from the following courses due to curriculum changes in course numbering: EDUC 401, 402, 403, 404, 405, 406, 407, 408, 409, SPED 310. Fee added to EDUC 414 & 415.
- Capstone Course Assessment Fee - \$0.00 per course – Removal of the fee from the following courses due to other assessment methods being utilized: ATPT 260, CMS 440, DAGR 280, ELEC 260, ELEC 224, IM 260, MTEC 280, PSYCH 460 & WELD 260.
- PSB-ST Exam Fee - \$0.00 per exam – Removal of the fee as it is no longer utilized. Students now take the HESI A2 exam, which is already covered by another existing fee.

Except for the items listed above, all other fee levels remained the same as the prior year. The complete list of fees is included in the following attachment.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approve the fees recommended for the 2025-2026 academic year.

Mr. Bowles seconded the motion. Motion passed.

- Approval of One New Program: CAS Advanced Manufacturing Technology
Dr. David Lancaster, Executive Vice President for Academic Affairs, presented to the Board the resolution for approval of one new program: Certificate of Applied Science in Advanced Manufacturing Technology. Dr. Lancaster reported that the Advanced Manufacturing Technology, CAS is needed to serve Jackson County

students and Wood County students in early college to graduate with a certificate upon high school graduation. This program leads to the Advanced Manufacturing Technology, Associate of Applied Science degree. The plan is to encourage these students to continue after graduation for their second year into our Advanced Manufacturing Technology, AAS degree so that they will be ready to go to work for companies such as Timet, Nucor, Constellium, etc.

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

After review and discussion, Mr. Seese 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 Advanced Manufacturing Technology.

Ms. Shaver seconded the motion. Motion passed.

- Approval of Five-Year Program Reviews 2024-2025

Dr. David Lancaster, Executive Vice President for Academic Affairs, presented to the Board the resolution for approval of the Five-Year Program Reviews 2024-2025. Dr. Lancaster reported that as a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, Policy Regarding Program Review, the Outcomes Assessment Committee, as a standing committee for West Virginia University at Parkersburg has conducted an internal review of 5 programs based on strict criteria. The possible recommendations fall into six categories for the programs under review:

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

The recommendations are as follows:

CONTINUATION WITHOUT SPECIFIC ACTION:

Business Administration - Associate of Applied Science should be continued at the current level of activity with no specific action. The next five-year review is due in 2029-2030

Business Administration - Certificate of Applied Science should be continued at the current level of activity with no specific action. The next five-year review is due in 2029-2030

Computer Science - Associate of Applied Science should be continued at the current level of activity with no specific action. The next five-year review is due in 2029-2030

Electricity and Instrumentation - Certificate of Applied Science should be continued at the current level of activity with no specific action. The next five-year review is due in 2029-2030

General Education - Associate of Art should be continued at the current level of activity with no specific action. The next five-year review is due in 2029-2030

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2024-2025.

Mr. Irick seconded the motion. Motion passed.

- Approval of Updated Board of Governors Policies to reflect a review of the Equal Opportunity Policy (Policy A-34)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policies to reflect a review of the Equal Opportunity Policy. Dr. Jackson reported the current Board of Governors policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination, is designed to allow the college to create equal opportunity and nondiscrimination with respect to employment, admission and the administration of all educational programs and activities.

In October 2023, we updated this policy to remove affirmative action language for admissions to comply with recent a U.S. Supreme Court ruling.

We are seeking an update now to remove the words “gender identity” and “sexual orientation” from the list of equal employment opportunity adjectives as recommended by the WV Council for Community & Technical College System advisors. We will also remove the language of “affirmative action” and will focus on “equal opportunity.”

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Equal Opportunity, Nondiscrimination.” 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 several questions, review and discussion, Mr. Ananth moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors approves an updated to the Board of Governors policy A-34 “Equal Opportunity, Affirmative Action and Nondiscrimination” to be reflective of updates in any federal and state mandates

Ms. Morgan seconded the motion. Motion passed.

- Approval of Board of Governors Policies to reflect a review of the Harassment and Discrimination policy (Policy A-44)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policies to reflect a review of the Harassment and Discrimination policy. Dr. Jackson reported the current Board of Governors policy A-44, Policy and Procedures Regarding Harassment and Discrimination, is designed to provide a workplace and educational environment free from discrimination, harassment, and retaliation.

In August 2023, we updated this policy to be in compliance with findings from a civil rights audit for the institution. It was updated to include a nondiscrimination notice; updating Title IX/Title VI/Section 504 coordinator information. Policy A-44, Policy and Procedures Regarding Harassment and Discrimination, Appendix 2, is updated to include a nondiscrimination notice; updating Title IX/Title VI/Section 504 coordinator information.

We are seeking an update now to remove procedural aspects of policy, which will result in the title change of removing the words “and Procedures.” Much of the language of this policy is based on current federal and state guidelines in reference to harassment and discrimination and do not need to be restated in our policy as long as it references relevant State and Federal civil rights laws and regulations, which it does. The changes to this policy are recommended by the WV Council for Community & Technical College System advisors.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Harassment and Discrimination.” 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 approves an update to the Board of Governors policy A-44 “Policy Regarding Harassment and Discrimination” to be reflective of updates in any federal and state mandates.

Mr. Bowles seconded the motion. Motion passed.

- Approval of Board of Governors Policy updating the policy for adoption or amending BOG rules (Policy A-45)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for adoption or amending BOG rules. Dr. Jackson reported the current Policy A-45 for “Adoption or Amendment of Rules” establishes the procedures for adoption, amendment, or repeal of rules of the college’s Board of Governors. This policy was last updated in 2013.

Changes to Policy A-45 begin with updated definitions of rules and regulations, to comply with WV Council for Community & Technical College System, 135 C.S.R. 4. This policy update also includes a procedural aspect of notice requirements and responses to comments to posted policy changes. In addition, the policy includes updates to emergency rulemaking procedures.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Adoption or Amendment of Rules” policy. 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. Seese moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors approve an update to the Board of Governors policy A-45 “Adoption or Amendment of Rules”

Mr. Ananth seconded the motion. Motion passed.

- Approval of Board of Governors Policy updating the policy for making changes in organization at the college (Policy B-05)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for making changes in organization at the college. Dr. Jackson reported the current Policy B-05 for “Change in Organization” establishes the procedures for initiating and implementing changes to the administrative organization of the college. This policy was last updated in 2002.

Changes to Policy B-05 begin with a more clear scope of its purpose, assuring alignment with institutional mission, state laws, and stakeholder consultation. The theme of alignment with the strategic mission of the college is also part of the organizational changes update and compliance with accreditation standards. This policy update also includes a procedural aspect of how the President will inform the Board of Governors of changes at the college level involving major new programs, services, or structures.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Change in Organization” policy. 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. Shaver 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 B-05 “Change in Organization”

Mr. Seese seconded the motion. Motion passed.

- Approval of Board of Governors Policy updating the policy for alternative work schedules at the college (Policy B-27)

Dr. Torie Jackson, President, presented to the Board the resolution for approval of the Board of Governors Policy updating the policy for alternative work schedules at the college. Dr. Jackson reported the current Policy B-27 for “Work Scheduling” establishes the standards for determining alternative work schedules which accommodate both the business needs of the college and, as feasible, the personal needs of employees. This policy was last updated in 2005.

Changes to Policy B-27 include a revised definitions of terms like “workweek” and “variable times.” It includes updates to match the Fair Labor Standards Act. It adds procedural requirements, such as notification responsibilities of the institution when making changes to employee work schedules. It details the general provisions, including the President’s responsibilities to adjust or change employee work schedules to support the mission and goals of the institution. In addition, it updates the eligibility for employees to have alternative work schedules, as well as the responsibilities for supervisors and Human Resources. Updates to this policy comply with WV Council for Community & Technical College System, 135 C.S.R. 55.

A notice of proposed rulemaking will be issued proposing the revision of this policy in regards to “Work Scheduling” policy. 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. Irick 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 B-27 “Work Scheduling”

Mr. Walker seconded the motion. Motion passed.

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

Vice Chairman Hess asked for a motion to move into Executive Session, under authority of WV Code §18B-1B-6(c), to discuss the Presidential Evaluation. Ms. Morgan moved to adjourn to Executive Session. Mr. Seese seconded the motion. The motion passed and the Board moved into Executive Session at approximately 4:11 p.m.

Vice Chairman Hess announced the Board would return to the regular meeting at 4:25 p.m. Mr. Walker moved to return to regular session. Mr. Irick seconded the motion. Motion passed.

Vice Chairman Hess shared the following summary statement, regarding President Jackson’s Evaluation

Based on a careful review of responses from a variety of stakeholders, as well input from the Board of Governors, it is evident that Dr. Jackson’s performance in all five domains of her evaluation, as well as her progress on her established annual goals,

demonstrates **excellent performance** in her role as President of West Virginia University Parkersburg.

The Board of Governors values the outstanding work Dr. Jackson has performed on behalf of WVUP and the positive impact that work has had on our students, the faculty and staff, and WVUP's entire service region. The Board of Governors is excited to continue the progress underway at WVUP under Dr. Jackson's leadership.

9. Executive Session under the authority of WV Code §6-9A-4-2A, to discuss the President's Contract Renewal

Vice Chairman Hess asked for a motion to move into Executive Session, under authority of WV Code §6-9A-4-2A, to discuss the President's Contract Renewal. Mr. Ananth moved to adjourn to Executive Session. Mr. Seese seconded the motion. The motion passed and the Board moved into Executive Session at approximately 4:27 p.m.

Vice Chairman Hess announced the Board would return to the regular meeting at 4:59 p.m. Mr. Walker moved to return to regular session. Mr. Irick seconded the motion. Motion passed.

10. Action Items

- Approval of Proposed President's Contract Renewal

Mr. Blaine Hess, Vice Chairman of the Board of Governors, presented to the Board the resolution for approval of President's contract renewal. Mr. Hess reported that the Members of the West Virginia University at Parkersburg Board of Governors discussed the renewal of the President's contract during the Executive Session of the Board of Governors meeting. Board Vice Chair Blaine Hess provided a recommendation to members present. Members are asked to provide Hess with permission to negotiate the proposed contract, which will be sent to the West Virginia Community and Technical College System (WVCTCS) for final approval by the Chancellor and State Council.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the renewal of the President's Contract.

Mr. Seese seconded the motion. Motion passed.

11. Board Comments/Announcement

Mr. Andrew Walker & Dr. Torie Jackson shared the following announcements:

- On March 22, 2025, there will be a Lip Sync Battle at the Actors Guild of Parkersburg, with Dr. Torie Jackson and Olivia Reeder performing to raise money for the Student Emergency Fund.
- On March 28, 2025, there will be a Girl Scout Cookie and Wine Tasting at the Oakland Estate, to raise money for the Student Emergency Fund.
- On April 11, 2025, the Parkersburg Art Center will host a Portrait Artist Caper event, where Dr. Torie Jackson will sit for one of the portraits.

12. Next Meeting

Vice Chairman Hess shared the next meeting will be held April 15, 2025. There will also be a New Board Member Orientation on the morning of April 15, 2025 at 9:00 a.m. The June Board of Governors Meeting will be moving from June 17, 2025 to Wednesday, June 11, 2025. Updated calendar invites will be sent to Board Members.

13. Adjournment

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

Respectfully submitted,

Lauriel Rader
Secretary to the Board of Governors

Blaine Hess, Vice Chair

Savannah Morgan, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of April 15, 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 March 31, 2025.

Meeting Date: April 15, 2025

To: Board of Governors

RE: March 2025 Budget Report

Greetings Board Members,

As of March 31st, we are 75% through the budget year. Revenues total 81% of the annual budgeted revenue with expenses coming in at 72% of the annual budgeted expenses.

The expenditures of the college are structured to support the five pillars of the WVUP strategic plan. For example, to support the pillar of **Educational Program Quality**, WVUP allocates nearly \$70,000 for institutional and programmatic accreditation. By meeting the rigorous standards of these bodies, WVUP ensures not only quality education, but also establishes credibility, enables access to federal aid, while also benefiting students with transfer credits and job prospects.

Tuition & Fees – Billed tuition and fees for the Fall 2024, Spring 2025, and Summer 2025 terms are up \$1,262,637 over the prior year terms. Not surprisingly, collections of tuition and fees are also up over this time last year.

State Appropriations – WVUP collects its state appropriations 30% in the first quarter, 30% in the second quarter, 20% in the third quarter, and 20% in the fourth quarter. The accelerated cash flow helps ensure that we have sufficient funds to pay payroll costs at WVUP as 100% of the appropriation is used for payroll support.

Grant Revenue – The majority of non-state appropriated and tuition 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 \$ 2,352,463 due in outstanding invoices from grantors.

Personnel costs – Personnel costs (salaries, taxes, and benefits) are currently 72% and have remained in line with the budgeted amounts. I want to highlight this as payroll is over 60% of the annual budget.

Student Activities – This line is at 76% due to an increase in offered activities to encourage student engagement and retention.

Merchandise for Resale – The bookstore invoices for eCampus have been processed for the Spring semester, raising the expenses to 96%. The offsetting revenue for this increase has been coming in and is included in the billings sent to third-party payers of students' tuition, fees, and books.

Utilities – Utility costs are continuing to trend high at 81% due to increased enrollment and the record high temperatures experienced in the first and second quarters. Higher than average electric usage during that time and significant water usage at the farm to fight drought conditions elevated these costs.

Library Books & Materials – Many of our fiscal year subscriptions are payable early in the year and are of substantial enough size to cause the expended percentage to be higher at 82%. A renewal for ProQuest posted in March for \$26,407 skewing this higher.

Miscellaneous Other Expenses – Miscellaneous other expenses are high at 98% due to the \$5 million transfer to the WVU Parkersburg Foundation to aid in the renovation of the Innovation and Technology Center. Without this entry, the expenses in this category fall at 0.2% of the current budget.

Equipment – Equipment purchases are at 1021% due to the purchase of industrial equipment for the Jackson County Center Applied Technology programs. All equipment for this project has now been received, for a total of \$1,644,180 or 83% of the current budget. The farm has also been awarded a couple of grants to purchase equipment elevating these expenses more.

Overall, March results reflect a stable financial performance three-quarters of the way through the year.

Bradley Wilson, CFO

West Virginia University at Parkersburg Cash Basis Consolidated Budget Report Month Ended March 31, 2025						
	Approved FY 2025 Budget	Projected FY 2025 Budget	3/31/2024	3/31/2025	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,561,838	11,561,838	8,955,022	9,249,470	2,312,368	80%
Tuition & Fees, Net	9,647,000	9,647,000	8,935,371	9,159,271	487,729	95%
Rental income	32,580	32,580	17,755	22,830	9,750	70%
Workforce & Economic Development	315,000	315,000	336,988	290,829	24,171	92%
Grant Revenues	5,631,205	5,991,204	2,430,027	3,337,986	2,653,218	56%
Other Revenues	1,495,860	1,495,860	1,597,652	1,451,798	44,062	97%
Debt Service	-	-	(256,052)	-	-	0%
Less HERA Assessments	(105,000)	(111,240)	(70,344)	(83,429)	(27,811)	75%
Total Inflows	28,578,483	28,932,242	21,946,419	23,428,754	5,503,488	81%
Outflows:						
Faculty	4,710,000	4,960,000	3,019,786	3,504,548	1,455,452	71%
Nonclassified staff	4,060,578	4,060,578	2,737,482	2,772,858	1,287,720	68%
Classified staff	3,707,550	3,707,550	2,656,707	3,054,139	653,411	82%
Adjunct faculty	900,000	940,000	740,531	697,584	242,416	74%
Student workers	425,755	425,755	221,049	213,735	212,020	50%
Payroll taxes	1,023,430	1,023,430	632,452	690,435	332,995	67%
Employee insurance	1,500,000	1,525,000	1,180,147	1,294,572	230,428	85%
Retirement plan contributions	802,135	802,135	488,050	538,361	263,774	67%
OPEB	179,593	179,593	-	51,172	128,421	28%
Fringes	240,289	240,289	49,394	57,007	183,282	24%
Advertising and promotion	669,083	669,083	496,890	420,658	248,425	63%
Awards & Scholarships	331,882	331,882	194,355	113,787	218,095	34%
Household supplies	92,770	92,770	53,288	39,845	52,925	43%
Computer supplies	895,000	895,000	293,524	430,697	464,303	48%
Hospitality & food products	242,000	262,000	176,118	192,733	69,267	74%
Student activities	25,845	25,845	19,359	19,580	6,265	76%
Insurance	187,500	174,132	136,926	130,599	43,533	75%
Routine maint. contracts	117,435	117,435	110,358	40,540	76,895	35%
Office expenses	55,500	55,500	15,932	24,774	30,726	45%
Merchandise for Resale	75,000	75,000	5,345	72,143	2,857	96%
Other general expenses	36,500	61,500	13,063	46,013	15,487	75%
Postage & freight	35,800	35,800	13,048	17,267	18,533	48%
Printing & binding	50,000	50,000	16,656	25,931	24,069	52%
Rent expense	227,988	227,988	87,370	108,748	119,240	48%
Education supplies	724,432	724,432	445,007	513,095	211,337	71%
Telephone & cell phones	114,927	114,927	70,691	52,274	62,653	45%
Training	130,615	130,615	60,219	64,433	66,182	49%
Utilities	698,850	698,850	529,635	565,552	133,298	81%
Bank fees	65,000	65,000	43,046	36,943	28,057	57%
Fleet expenses	15,700	15,700	8,391	10,045	5,655	64%
Travel	217,335	217,335	101,068	112,758	104,577	52%
Professional, consultants, contract labor	2,476,028	2,476,028	1,178,331	1,632,044	843,984	66%
Repairs & Maintenance	316,050	316,050	174,879	164,404	151,646	52%
Library books & materials	92,000	92,000	77,266	75,495	16,505	82%
Miscellaneous other expenses	94,613	5,094,612	2	5,000,184	94,428	98%
Membership dues	66,790	66,790	45,548	44,308	22,482	66%
Service agreement WVU	250,000	250,000	187,500	187,500	62,500	75%
Equipment	1,930,010	2,005,010	538,738	2,029,187	(24,177)	101%
Capital projects	794,500	2,642,200	249,150	801,383	1,840,817	30%
Total outflows	28,578,483	35,847,814	17,067,299	25,847,331	10,000,483	72%
Surplus (deficit) from operations	-	(6,915,572)	4,879,121	(2,418,576)		
Surplus Utilization Approved	300,000	7,147,700	-	-		
Net surplus (deficit)	300,000	232,128	4,879,121	(2,418,576)	-	-

Benchmark Percentage for Period

75%

West Virginia University at Parkersburg Cash Basis Operating Budget Report Month Ended March 31, 2025						
	Approved FY 2025 Budget	Projected FY 2025 Budget	3/31/2024	3/31/2025	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	11,561,838	11,561,838	8,955,022	9,249,470	2,312,368	80%
Tuition & Fees, Net	9,647,000	9,647,000	9,088,502	8,831,844	815,156	92%
Rental income	32,580	32,580	17,755	22,830	9,750	70%
Workforce & Economic Development	315,000	315,000	336,988	290,829	24,171	92%
Grant Revenues	-	25,000	-	-	25,000	N/A
Other Revenues	1,495,860	1,495,860	1,597,652	1,451,798	44,062	97%
Debt Service	-	-	(256,052)	-	-	N/A
Less HERA Assessments	(105,000)	(111,240)	(70,344)	(83,429)	(27,811)	75%
Total Inflows	22,947,278	22,966,038	19,669,523	19,763,342	3,202,696	86%
Outflows:						
Faculty	4,196,632	4,196,632	2,441,382	2,815,006	1,381,626	67%
Nonclassified staff	3,598,929	3,598,929	2,544,998	2,384,998	1,213,931	66%
Classified staff	3,707,550	3,707,550	2,557,389	3,012,215	695,335	81%
Adjunct faculty	882,497	882,497	611,269	625,346	257,151	71%
Student workers	425,755	425,755	205,805	205,371	220,384	48%
Payroll taxes	941,833	941,833	553,803	612,230	329,603	65%
Employee insurance	1,392,111	1,392,111	1,054,374	1,152,921	239,190	83%
Retirement plan contributions	744,652	744,652	432,144	475,998	268,654	64%
OPEB	167,521	167,521	(0)	46,087	121,434	28%
Fringes	223,521	223,521	44,262	50,207	173,314	22%
Advertising and promotion	611,261	611,261	492,780	413,725	197,536	68%
Awards & Scholarships	15,000	15,000	-	50	14,950	0%
Household supplies	70,170	70,170	51,383	39,354	30,816	56%
Computer supplies	895,000	895,000	393,188	397,166	497,834	44%
Hospitality & food products	235,000	235,000	173,325	182,940	52,060	78%
Student activities	25,845	25,845	18,674	19,437	6,408	75%
Insurance	187,500	174,132	136,926	130,599	43,533	75%
Routine maint. contracts	117,435	117,435	32,707	40,540	76,895	35%
Office expenses	54,000	54,000	14,688	24,134	29,866	45%
Merchandise for Resale	75,000	75,000	5,345	72,143	2,857	96%
Other general expenses	26,000	51,000	12,675	19,611	31,389	38%
Postage & freight	35,800	35,800	12,069	17,147	18,653	48%
Printing & binding	50,000	50,000	14,956	25,931	24,069	52%
Rent expense	175,908	175,908	55,048	50,248	125,660	29%
Education supplies	465,757	465,757	257,102	298,010	167,747	64%
Telephone & cell phones	114,927	114,927	70,691	52,274	62,653	45%
Training	111,115	111,115	34,271	49,965	61,150	45%
Utilities	696,450	696,450	527,069	560,562	135,888	80%
Bank fees	65,000	65,000	43,046	36,943	28,057	57%
Fleet expenses	15,700	15,700	8,391	10,045	5,655	64%
Travel	170,010	170,010	60,204	83,519	86,491	49%
Professional, consultants, contract labor	745,634	745,634	374,011	454,289	291,345	61%
Repairs & Maintenance	316,050	316,050	172,429	164,404	151,646	52%
Library books & materials	92,000	92,000	77,266	75,495	16,505	82%
Miscellaneous other expenses	7,600	5,007,600	2	5,000,184	7,416	100%
Membership dues	66,790	66,790	45,548	44,308	22,482	66%
Service agreement WVU	250,000	250,000	187,500	187,500	62,500	75%
Equipment	180,825	180,825	234,122	143,284	37,541	79%
Capital projects	794,500	2,642,200	243,500	801,395	1,840,805	30%
Total outflows	22,947,278	29,806,610	14,194,340	20,775,579	9,031,031	70%
Surplus (deficit)	-	(6,840,572)	5,475,183	(1,012,237)	-	
Reserves Budgeted for Use	300,000	7,147,700	-	-	-	
Net surplus (deficit)	300,000	307,128	5,475,183	(1,012,237)	-	-

West Virginia University at Parkersburg Cash Basis Grant Budget Report Month Ended March 31, 2025						
	Approved FY 2025 Budget	Projected FY 2025 Budget	3/31/2024	3/31/2025	Remaining Unexpended Budget	% of Budgeted Total
Inflows:						
State Appropriations	-	-	-	-	-	0%
Tuition & Fees, Net	-	-	(153,131)	327,427	(327,427)	0%
Child Care	-	-	-	-	-	0%
Rental income	-	-	-	-	-	0%
Workforce & Economic Development	-	-	-	-	-	0%
Grant Revenues	5,631,205	5,966,205	2,430,027	3,337,986	2,628,219	56%
Other Revenues	-	-	-	-	-	0%
Debt Service	-	-	-	-	-	0%
Less HERA Assessments	-	-	-	-	-	0%
Total Inflows	5,631,205	5,966,205	2,276,896	3,665,412	2,300,793	61%
Outflows:						
Faculty	513,368	763,368	578,404	689,542	73,826	90%
Nonclassified staff	461,649	461,649	192,485	387,860	73,789	84%
Classified staff	-	-	99,318	41,924	(41,924)	N/A
Adjunct faculty	17,503	57,503	129,262	72,238	(14,735)	126%
Student workers	-	-	15,244	8,364	(8,364)	N/A
Payroll taxes	81,597	81,597	78,649	78,205	3,392	96%
Employee insurance	107,889	132,889	125,773	141,651	(8,762)	107%
Retirement plan contributions	57,483	57,483	55,907	62,363	(4,880)	108%
OPEB	12,072	12,072	0	5,085	6,987	42%
Fringes	16,768	16,768	5,132	6,800	9,968	41%
Advertising and promotion	57,822	57,822	4,109	6,933	50,889	12%
Awards & Scholarships	316,882	316,882	194,355	113,737	203,145	36%
Household supplies	22,600	22,600	1,906	491	22,109	10%
Computer supplies	-	-	(99,664)	33,531	(33,531)	N/A
Hospitality & food products	7,000	27,000	2,793	9,794	17,206	36%
Student activities	-	-	685	143	(143)	0%
Routine maint. contracts	-	-	77,651	-	-	0%
Office expenses	1,500	1,500	1,244	640	860	43%
Merchandise for Resale	-	-	-	-	-	N/A
Other general expenses	10,500	10,500	387	26,403	(15,903)	251%
Postage & freight	-	-	979	119	(119)	0%
Printing & binding	-	-	1,700	-	-	0%
Rent expense	52,080	52,080	32,322	58,500	(6,420)	0%
Education supplies	258,675	258,675	187,905	215,085	43,590	83%
Telephone & cell phones	-	-	-	-	-	0%
Training	19,500	19,500	25,948	14,468	5,032	74%
Utilities	2,400	2,400	2,566	4,990	(2,590)	0%
Fleet expenses	-	-	-	-	-	0%
Travel	47,325	47,325	40,863	29,240	18,085	62%
Professional, consultants, contract labor	1,730,394	1,730,394	804,320	1,177,755	552,639	68%
Repairs & Maintenance	-	-	2,450	-	-	0%
Miscellaneous other expenses	87,013	87,013	-	-	87,013	0%
Membership dues	-	-	-	-	-	0%
Equipment	1,749,185	1,824,185	304,616	1,885,903	(61,718)	103%
Capital projects	-	-	5,650	(12)	12	N/A
Total outflows	5,631,205	6,041,205	2,872,958	5,071,751	969,454	84%
Projected surplus (deficit)	-	(75,000)	(596,062)	(1,406,339)		

**West Virginia University at Parkersburg Board of Governors
Meeting of April 15, 2025**

ITEM: Acknowledgement of the Annual Staff Report

RECOMMENDED RESOLUTION: Information only

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The purpose of this information resolution is to allow the Staff Representative to the WVU Parkersburg Board of Governors, Cody Irick, to provide an update from the staff to the Board of Governors.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 15, 2025**

ITEM: Acknowledgement of the Annual Faculty Report

RECOMMENDED RESOLUTION: Information only

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The purpose of this information resolution is to allow the Faculty Representative to the WVU Parkersburg Board of Governors, Andrew Walker, to provide an update from the faculty to the Board of Governors.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 15, 2025**

ITEM: 2025-2026 Budget

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2025-2026

STAFF MEMBER: Bradley Wilson, Chief Financial Officer

BACKGROUND:

West Virginia University at Parkersburg (WVUP) is statutorily required to submit operating and capital budgets that have been reviewed and approved by the WVUP Board of Governors to the West Virginia Community and Technical College System. Therefore, the attached FY 26 operating budget for WVUP is presented for approval.

April 15, 2025

To: Board of Governors

RE: FY 26 Budget Development

Greetings Board Members,

Attached, please find copies of the FY 2026 budget for your review and approval. WVU Parkersburg is statutorily required to submit a budget to the West Virginia Community and Technical College System (WVCTCS) annually.

The budget preparation process began in November 2024 when budget worksheets were distributed to all budget managers. Budget managers were asked to submit a budget request that included all costs necessary to operate their programs and how each of their budget requests supports the five pillars of the WVUP FY 24 – 27 Strategic Plan. After the initial submission, the CFO held departmental budget meetings, allowing each division to explain its budget request.

Major Budget Points Explained:

Included in the FY 2026 budget is a request from the WVUP administration for Board approval to carry over unexpended reserve funds approved for various projects before 6/30/2025 totaling \$1,847,700 to the FY 2026 budget. Requests to utilize these reserve funds were approved in the prior fiscal year but remain unexpended because of delays at the state level. Approval of the carryover to FY 2026 will ensure that the college will have sufficient funding to meet its strategic objectives as we continue to improve our physical plant. If any of these funds are expended prior to 6/30/25, the carryover will be reduced by the same amount.

Appropriation Revenue – Appropriation revenue increases are due to a legislative pending appropriation increase of \$159,693. As of the day this is prepared, the budget bill has not passed. Any changes to this appropriation will be revised accordingly.

Grants Revenue – WVUP is submitting FY 26 budgets for twenty-eight (28) active federal, state, and private grants totaling \$5,527,306. Any grants awarded in subsequent periods will be added to the approved budget.

Tuition Revenues – The tuition and fee revenues are based on projected/actual FY 2025 tuition collections. Because the tuition rate will be the same as FY 25 and uncertain enrollments, we felt it was more conservative to hold the tuition and fees level with the current year's expected collections.

Other Revenues – Other revenue increases are due primarily to increases in auxiliary revenues collected from Ricky's Café (increased by \$37,000 over the prior year) and the Riverhawk Book & Supply Store conservatively estimated at \$117,500 of additional revenues.

Faculty Salaries – Faculty salaries decreased due to retiring long-serving faculty and realigning current staff to better suit the demands of enrollment.

Classified Staff – The FY 26 budget reflects the expansion of the campus community with opening of the Innovation Technology Center (ITC) in Vienna and other strategic changes.

Adjunct Faculty – The FY 26 budget reflects increases for expanded offerings in several programs such as Nursing and Cosmetology, in addition to new programs like Mechanical Engineering and Short-Term programs.

Payroll taxes, benefits, and employee insurance – Payroll taxes and most benefits changed in proportion to faculty and staff salary changes. Employee insurance has also been significantly increased to reflect the 14% premium increases to PEIA.

Computer Supplies - Increases in these categories are the result of general inflationary price increases experienced in the current year.

Hospitality & Food – This category includes increasing the cost of food to reflect more sales associated with the operation of Ricky's Café.

Utilities – Utility expenses have been adjusted to reflect operations of the ITC, as well as anticipated price hikes in current usage rates.

Training, Travel, & Fleet Expenses – The majority of the increases in training and travel are due to grant funding designated for faculty professional development.

Printing & Binding – An increase in printing costs is due to a significant grant-funded, statewide campaign in support of incumbent worker training.

Student Activities – The increase in student activities cost is due to increased enrollments and a larger emphasis on student engagement and retention efforts.

Routine Maintenance Contracts and Repairs & Maintenance – This budget has been increased to reflect anticipated increases in routine maintenance costs. Warranties for equipment, and ITC operations have also been calculated into this line.

Professional, consultants, contract labor – This category is a catch-all for all non-employee-related payments to consultants and other contractual services. This category also includes salary reimbursements paid to Learn & Earn participating companies. The increases relate directly to new grant programs and an increase in the amount budgeted for ongoing federal grant writing support.

Education Supplies – The increase in educational supplies is due to several significant grants to support the Nursing and Agribusiness programs.

Equipment – The decrease in equipment costs relates to the expense of new equipment for the JCC –Applied Technology Center purchased in the prior year.

As always, if you have questions, I will do my best to provide you with answers.

Bradley Wilson
Chief Financial Officer

West Virginia University at Parkersburg Board Approval Budget Report Year Ended June 30, 2026				
	FY 26 Preliminary Operating Budget	FY 26 Grant Budget	FY 26 Total Preliminary Budget	FY 25 Budget
Inflows:				
State Appropriations	11,721,531	-	11,721,531	11,561,838
Tuition & Fees, Net	10,538,879	-	10,538,879	9,647,000
Rental income	32,700	-	32,700	32,580
Workforce & Economic Development	325,000	-	325,000	315,000
Grant Revenues	-	5,527,306	5,527,306	5,631,205
Other Revenues	1,574,113	-	1,574,113	1,495,860
Debt Service	-	-	-	-
Less HERA Assessments	(115,000)	-	(115,000)	(105,000)
Total Inflows	24,077,223	5,527,306	29,604,529	28,578,483
Outflows:				
Faculty	3,491,383	992,447	4,483,830	4,710,000
Nonclassified staff	3,626,126	432,868	4,058,994	4,060,578
Classified staff	4,401,044	76,852	4,477,896	3,707,550
Adjunct faculty	845,910	144,594	990,504	900,000
Student workers	425,530	14,000	439,530	425,755
Payroll taxes	943,381	121,098	1,064,479	1,023,430
Employee insurance	2,166,804	263,597	2,430,401	1,500,000
Retirement plan contributions	743,204	106,022	849,226	802,135
OPEB	175,098	20,622	195,720	179,593
Fringes	225,124	29,491	254,615	240,289
Advertising and promotion	613,863	47,760	661,623	669,083
Awards & Scholarships	-	294,442	294,442	331,882
Household supplies	87,535	-	87,535	92,770
Computer supplies	888,715	32,470	921,185	895,000
Hospitality & food products	270,745	7,100	277,845	242,000
Student activities	28,650	1,900	30,550	25,845
Insurance	174,434	-	174,434	187,500
Routine maint. contracts	133,335	50,000	183,335	117,435
Office expenses	52,350	1,000	53,350	55,500
Merchandise for Resale	75,000	-	75,000	75,000
Other general expenses	26,090	-	26,090	36,500
Postage & freight	30,850	-	30,850	35,800
Printing & binding	45,000	35,000	80,000	50,000
Rent expense	160,058	-	160,058	227,988
Education supplies	567,075	528,440	1,095,515	724,432
Telephone & cell phones	110,051	-	110,051	114,927
Training	128,225	25,000	153,225	130,615
Utilities	941,700	-	941,700	698,850
Bank fees	65,000	-	65,000	65,000
Fleet expenses	16,000	-	16,000	15,700
Travel	178,558	76,469	255,027	217,335
Professional, consultants, contract labor	881,535	1,649,669	2,531,204	2,476,028
Repairs & Maintenance	342,400	-	342,400	316,050
Library books & materials	92,000	-	92,000	92,000
Miscellaneous other expenses	56,880	-	56,880	94,613
Membership dues	69,980	-	69,980	66,790
Service agreement WVU	250,000	-	250,000	250,000
Equipment	227,690	576,465	804,155	1,930,010
Capital projects	519,900	-	519,900	794,500
Total outflows	24,077,223	5,527,306	29,604,529	28,578,483
Cash outflows over inflows	-	-	-	-
Contingency from Reserve Fund	1,847,700	-	1,847,700	300,000
Unfunded Balance Operating Budget	1,847,700	-	1,847,700	300,000

**WVU Parkersburg Board of Governors
Meeting of April 15, 2025**

ITEM:	Approval of one new program: Associate of Applied Science in Engineering Technology
RECOMMENDED RESOLUTION:	<i>Resolved</i> , That the WVU Parkersburg Board of Governors approves the following programs: Associate of Applied Science in Engineering Technology
STAFF MEMBER:	Dr. David Lancaster, Executive Vice President for Academic Affairs

BACKGROUND: WVU offers a four-year degree in Engineering Technology. In partnership with WVU, we will offer the first two years of their curriculum and have an articulated agreement for their acceptance of our students into the third year of their program. The curriculum for Engineering Technology Degree focuses on applying current knowledge and practices to solve defined technical and standard design problems. Students who earn a degree in Engineering Technology will be eligible for professional registration in many states, including West Virginia, Ohio, and Virginia and are most likely to pursue positions in hands-on roles like product design, manufacturing, laboratory testing, construction, or technical services.

Engineering Technology provides instruction in technical and leadership skills necessary for manufacturing and industrial competitiveness and to enter careers in manufacturing process and systems design, operations, quality, continuous improvement, lean manufacturing and sustainability. It prepares students with knowledge, problem-solving ability and hands-on skills to enter careers related to design, installation, manufacturing, testing, technical sales, maintenance, improvement of integrated processes, and services within an organization. It draws upon specialized knowledge and skill in the mathematical, natural, physical and social sciences together with the principles and methods of engineering analysis and design, to design and fabricate products and specify, predict and evaluate the results to be obtained from integrated processes and systems.

Our specializations will be Mechanical and Energy:

Mechanical Engineering Technology

Provides additional focus on how things work, how they are made, their material properties, and the realization that most mechanical components and assemblies become parts of complex systems.

Energy Technology

Provides additional emphasis on the development of the knowledge, techniques and skills related to the energy sector, including topics such as surveying, land management, geographic information systems, property law, sustainability, and energy productions and operations.

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

AAS in Engineering Technology

Fall

ETEC 199	Intro to Engineering Tech	1	
ETEC 130	Manufacturing Processes 1	3	
ETEC 130L	Manufacturing Processes 1 Lab		0
MATH 150	Applied Calculus	3	
PHYS 101	Introductory Physics I	4	
PHYS 101L	Introductory Physics Lab	0	
ENGL 101	Composition 1	3	
ENGR 191	First Year Seminar	<u>1</u>	
Total Credit Hours This Term			15

Spring

BTEC 275	Advanced Business Apps	3	
ETEC 210	ENGR Graphics & Descriptive Geom		3
ETEC 210L	ENGR Graphics & Descriptive Geom Lab		0
MATH 151	Applied Calculus 2	3	
PHYS 102	Introductory Physics 2		4
PHYS 102L	Introductory Physics 2 Lab	0	
Aesthetics, Creativity & Appreciation OR Human Communication & Interaction (Choose 1)		<u>3</u>	
Total Credit Hours This Term			16

Fall

ETEC 220	Application of Technology	3	
ETEC 220L	Application of Technology Lab		0
ENGR 140	Engineering in History (People/Worlds)		3
ENGR 101	Engineering Problem Solving 1		2
CHEM 111	Intro to General Chemistry	4	
CHEM 111L	Intro to General Chemistry Lab		0
Math 211	Statistics	<u>3</u>	
Total Credit Hours This Term			15

Spring

ETEC 340	Electronic Circuits	4	
ETEC 340L	Electronic Circuits Lab		0
ENGR 102	Engr Problem Solving	3	
ETEC 260	Engineering Technology Capstone	1	
ENGL 102	Composition 2	3	
Area of Emphasis Elective		2	
Area of Emphasis Elective		<u>2</u>	
(Note that the above AoE courses will be developed from a list from WVU)			
Total Credit Hours This Term			<u>15</u>
Total Hours AAS:		61	

**West Virginia University at Parkersburg Board of Governors
Meeting of April 15, 2025**

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

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve additions and updates to the Board of Governors policy B-21 “Employee Discipline”

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Policy B-21 for “Employee Discipline” is established to outline the means by which WVU Parkersburg may take counseling and/or disciplinary action to correct an employee’s work-related behavior which does not meet the expectations set by the supervisor or other appropriate authority. This policy was last updated in 2017.

The Employee Discipline policy is already in effect. This update enhances the scope and applicability of the policy to better describe the progressive disciplinary process. In addition, this policy update includes the addition of a Professional Standards of Conduct section, which outlines expected workplace behavior in the areas of Academic and Professional Excellence, Ethical and Responsible Behavior, Respect and Nondiscrimination in the Workplace, Legal and Institutional Compliance, and Service and Community Engagement. The Human Resources department has been requesting a Professional Standard of Conduct be added to policy, and these standards were selected as they adhere to WV CTCS policies, as well as those of WVUP. Finally, this policy update includes a clear definition of gross misconduct, as explained in section 5.3. Clearly defining the employee discipline process allows all employees to know expectations set forth by the institution.

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

**POLICY B-21
EMPLOYEE
DISCIPLINE**

Section 1. General

- 1.1 Scope: This policy applies to employees of West Virginia University ~~at~~Parkersburg, except at-will and temporary employees.
- 1.2 Authority: [W.Va. Code §18B-1-6](#); [W.Va. C.S.R. §135-9-12](#)
- 1.3 Effective Date: ~~August 3, 2017~~[April 15, 2025 \(Replaces version dated - August 3, 2017\)](#)

Section 2. Purpose

- 2.1. The purpose of this policy is to outline the means by which West Virginia University ~~at~~Parkersburg may take counseling and/or disciplinary action to correct an employee's work related behavior which does not meet the expectations set by the supervisor or other appropriate authority.

Section 3. Scope and Applicability

- 3.1 This policy establishes a progressive disciplinary process for all classified staff as the method for remediating instances of inadequate work performance and inappropriate behavior. Each employee must maintain standards of performance and conduct as outlined by their immediate supervisor and comply with applicable policies, procedures, and laws.
- 3.2 It is best practice to administer progressive discipline for all classification of employees, and progressive discipline may be utilized for non-classified employees but is not required before suspension or termination. Non-classified employees are at-will, and their employment can be terminated at any time with or without notice or cause. Discipline for non-classified employees will be commensurate with the offense and solely at the discretion of the College.

Section 4. Professional Standards of Conduct

- 4.1 As a member of the West Virginia Community and Technical College System (WVCTCS), WVU Parkersburg will uphold professional standards of conduct through various policies and guidelines that emphasize integrity, responsibility, and ethical behavior among faculty and staff. Employees of WVU Parkersburg are expected to align their professional conduct with institutional policies, state regulations, and general expectations for public service
- 4.1.1. Academic & Professional Excellence:
 - 4.1.1.1 Upholding high teaching standards.

- 4.1.1.2 Engaging in scholarly activities and research.
- 4.1.1.3 Committing to continued professional development.

4.1.2 Ethical & Responsible Behavior:

- 4.1.2.1 Adhering to West Virginia Governmental Ethics Act provisions.
- 4.1.2.2 Avoiding conflicts of interest and maintaining transparency in professional duties.
- 4.1.2.3 Following institutional policies on workplace ethics and accountability.

4.1.3 Respect & Nondiscrimination in the Workplace:

- 4.1.3.1 Treating students, colleagues, and the community with fairness and respect.
- 4.1.3.2 Creating a positive and inclusive learning environment.
- 4.1.3.3 Preventing harassment, discrimination, and unethical behavior.

4.1.4 Legal & Institutional Compliance:

- 4.1.4.1 Following WVHEPC and WVCTCS policies on employee behavior.
- 4.1.4.2 Complying with federal and state laws governing higher education employees.
- 4.1.4.3 Acting responsibly in financial and administrative matters.

4.1.5 Service & Community Engagement:

- 4.1.5.1 Providing meaningful contributions to the institution and local community.
- 4.1.5.2 Encouraging student success and institutional growth.

Section 5. Policy

~~4.4~~ 5.1 When an employee does not maintain the standards of performance or conduct as outlined by the supervisor, or, does not comply with applicable policies, procedures or laws, disciplinary action, including but not limited to written notice, demotion, suspension, or dismissal may be taken, depending upon the actual and potential consequences of the offense. Employee misconduct may be considered minor misconduct or gross misconduct.

• 5.2 Minor misconduct, generally of limited actual and potential consequence, will result in the appropriate action being taken through progressive discipline. Progressive discipline includes notice of concern and expectations to the employee through letter(s) of warning, with subsequent similar offenses being addressed by suspension, demotion, and/or termination.

5.3 Gross misconduct, resulting in substantial actual and/or potential consequence to operations or persons, typically involving flagrant or willful violation of policy, law, or standards of performance or conduct, may result in any level of discipline up to and including immediate dismissal at the discretion of the supervisor in consultation with the Executive Director of Human Resources and the President. Supervisors have the right to recommend dismissal of an employee for gross misconduct without prior warnings or suspension. Reasons for immediate dismissal for gross misconduct include, but are not limited to, the following:

- 5.3.1 Theft of or malicious damage to or destruction of College property, the Board of Governors, or its visitors, patrons, or employees;
- 5.3.2 Insubordination by refusal, by action or inaction, to abide by legitimate reasonable directions of a supervisor or administrator;

- 5.3.3 Use or possession of illegal narcotics, consumption or possession of alcoholic beverages, or reporting to work under the influence of alcohol or narcotics, or partaking of these substances while at work;
- 5.3.4 A crime that could seriously affect the employee's work performance or the College;
- 5.3.5 Deliberate falsification of employment applications or other College records or any violation of the West Virginia Governmental Ethics Act or the Rules of the West Virginia Ethics Commission;
- 5.3.6 Regular, intentional, unauthorized obstruction or disruption of teaching, research, or administration;
- 5.3.7 Wrongful injury, including assault, verbal assault, battery, or physical abuse of employees or any persons on College property or at any College authorized function or event;
- 5.3.8 Absence from work for two consecutive work days without proper notification, explanation, reasonable cause, and/or authorization;
- 5.3.9 Conduct that directly or substantially impairs the individual's fulfillment of institutional responsibilities, including, but not limited to, verified instances of sexual harassment, sexual assault, or of racial, gender-related, or other discriminatory practices;
- 5.3.10 Refusal to comply with institutional rules;
- 5.3.11 Neglect of duty;
- 5.3.12 Dishonesty;
- 5.3.13 Sleeping on duty;
- 5.3.14 Failure to maintain established performance standards;
- 5.3.15 Habitual absence from work without permission or proper explanation;
- 5.3.16 Demonstrated incompetence or dishonesty in performance of professional duties, including academic misconduct; and
- 5.3.17 Failure to return at the end of a leave of absence.

Section 46. Due Process and Appeals

2.2. 6.1 Before disciplinary action may occur, the supervisor must give the employee written notice of the charges against him/her, why the behavior is unsatisfactory, an explanation of the employer's evidence, and an opportunity to present his/her explanation of the behavior in question.

6.2 Written notice of intent must be issued prior to actions impacting wages and/or terms of employment, i.e. demotion, suspension, or termination, with an opportunity for the employee to present his/her explanation of the behavior in question.

4.36.3 All disciplinary action taken will be confirmed in writing to the employee.

4.4.6.4 An employee who believes he/she has been disciplined unjustly may pursue a grievance pursuant to [W.Va. Code § 6C-2. et seq.](#)

Section 57. Disciplinary Procedures

5.4.7.1 Institutional procedures for implementing this policy, as approved by the institution's president, shall be communicated to employees.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 15, 2025**

ITEM: Approval of Board of Governors
Policy updating the policy for making changes
in mandatory reporting processes

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at
Parkersburg Board of Governors approve an
update to the Board of Governors policy B-62
“Mandatory Reporters”

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Policy B-62 for “Mandatory Reporters” establishes the procedures for the college in response to the Clery Act, Title VII and Title IX – all federal laws. This policy was last updated in 2014.

Changes to Policy B-62 include new code citations, updates to employee titles, and the role of the Campus Police. Section 5 includes five additions of Campus Police and Security as a campus entity to whom reports can be made. The previous policy asked for all reports to go to the Social Justice Officer, a position that the college no longer employs. This update allows the Campus Police to have authority, instead of a Social Justice Officer. It also includes the Title IX Coordinator as another college employee to whom a complaint can be filed. The Campus Police and Title IX Coordinator do work together when mandatory reporting occurs on campus.

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

POLICY B-62
MANDATORY REPORTERS

Section 1. General

- 1.1 This rule sets forth West Virginia University ~~at~~ Parkersburg's policy regarding mandated reporting by employees of concerning behaviors, discrimination, harassment and crimes. It explains briefly the meaning and purpose of mandatory reporters, outlines the legal context, and articulates a straightforward set of guidelines for all employees to follow.
- 1.2 Authority. – WV Code 18B-1-6; Title 135 Procedure Rule, Series 4, WV Council for Community and Technical College; Clery Act, 20 U.S.C. § 1092(f); Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq; Title VII of the Civil Rights Act of 1964, § 7, 42 U.S.C. § 2000e et seq; W. Va. Code ~~§ 49-6A-1, et seq~~ § 49-2-803.
- 1.3 Effective Date. – ~~June 5, 2014~~ April 15, 2025 (Replaces version dated June 5, 2014)

Section 2. Purpose

- 2.1 There are three federal laws that establish responsibilities for employees of colleges to report certain types of crimes and incidents, especially sexual misconduct--the Clery Act, Title VII and Title IX. Each of these areas of federal law has a different purpose, but generally the laws are intended to protect members of the campus community, visitors and guests from criminal and discriminatory behavior. The responsibilities established by these laws give rise to the term "mandatory reporter." Reporting of concerning and disruptive behaviors is not legally ~~mandated, but~~ mandated but is mandated by this policy to assist the institution in early identification and detection of at-risk situations. Additionally, state law imposes mandates with respect to the reporting of abuse, including sexual abuse, of children under the age of 18 [W. Va. Code ~~§ 49-2-803§ 49-6A-1, et seq~~]. Reporting requirements for all three federal laws exempt some employees from reporting requirements. This selective approach may create confusion and risk, and it fails to ask everyone to share the responsibility to create an environment free of sexual harassment and discrimination. The purpose of this policy is to explain some of the requirements of the Clery Act, Title VII, Title IX, and W. Va. Code ~~§ 49-2-803§ 49-6A-1, et seq~~, and to define all employees as mandatory reporters for purposes of reporting obligations under these and other laws that prohibit discrimination and harassment

Section 3. The Legal Context

- 3.1 The Clery Act
 - 3.1.1 The Clery Act creates a duty for institutions to report crimes in several different categories and has the broadest scope. It is the college that has the duty to report these crimes and failure to do so can result in substantial fines being imposed on the institution by the Department of Education. Guided by the language of the Clery Act and subsequent amendments, the college is required to define which employees must report crime information they receive.
- 3.2 Title VII

3.2.1 Title VII of the Civil Rights Act of 1964 prohibits sex discrimination (including sexual harassment) by covered employers. It also prohibits discrimination on the basis of race, color, religion, and national origin. In this case, the law creates a duty to report for employees who supervise other employees.

3.3 Title IX

3.3.1 Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Examples of the types of discrimination that are covered under Title IX include sexual harassment including but not limited to acts of sexual misconduct; the failure to provide equal opportunity in athletics; discrimination in a school's science, technology, engineering, and math (STEM) courses and programs; and discrimination based on pregnancy. Title IX creates obligations for the college to investigate alleged Title IX violations and to provide a "prompt and effective remedy." If the victim is a student, Title IX means among other things that the college must provide a safe environment that does not interfere with the victim's right to pursue an education. The college incurs this obligation when a victim has given notice to a "responsible employee," or when the college, in the exercise of reasonable care, should have known, about the assault or harassment.

3.4 W. Va. Code [§ 49-2-803§ 49-6A-1, et seq](#)

3.4.1 W. Va. Code [§ 49-2-803§ 49-6A-2](#) requires any WVU Parkersburg employee or volunteer over the age of eighteen who receives a disclosure from a credible witness or who observes any sexual abuse or sexual assault of a child to immediately notify WVU at Parkersburg, ~~and the Department of Health and Human Resources Services, the State Police, and or the~~any law enforcement agency having jurisdiction to investigate.

Section 4. Policy

- 4.1 This policy of West Virginia University at Parkersburg defines **all employees** as mandatory reporters for purposes of reporting obligations under the Clery Act, Title VII, Title IX, or W. Va. Code [§ 49-2-803§ 49-6A-1, et seq](#), and any other crime or violation explained in this policy.
- 4.2 For purposes of this policy only, "employee" is defined as any regular full-time or part-time classified staff, non-classified staff, all categories of faculty including adjunct faculty, faculty equivalent/academic professional, or any other individual who is paid wages, a salary or a stipend of any kind from WVU at Parkersburg payroll. The definition of "employee" under this policy also includes volunteers who work/volunteer in any formal capacity that is recognized and approved by the President and who have received training from WVU at Parkersburg on the obligations created by this policy. Neither a volunteer nor any other person satisfying the definition of "employee" under this policy may be exempted from the reporting requirements set forth in this policy. For the purposes of W. Va. Code [§ 49-2-803§ 49-6A-1, et seq](#), any WVU Parkersburg employee or volunteer over the age of eighteen who receives a disclosure from a credible witness or who observes any sexual abuse or sexual assault of a child, whether the employee has had training on this policy or not, must immediately notify WVU at Parkersburg, [the Department of Human Services, the State Police, and anyand the Department of Health and Human Resources orand/or the](#) law enforcement agency having jurisdiction to investigate.

Section 5 Reporting of Sexual Misconduct and Discrimination

- 5.1 If any employee learns about discrimination or sexual misconduct, including any violation of Policy A-44, "Sexual Misconduct and Other Forms of Discrimination and Harassment" or Policy A-34, "Equal Opportunity, ~~Affirmative Action~~ and Nondiscrimination," the employee is expected to promptly contact the

~~campus Social Justice Officer/Title IX Coordinator who will take responsibility for prompt notification of appropriate college officials, including Campus Police and Security when applicable.~~Campus Police and Security and campus Social Justice Officer/Title IX Coordinator.

- 5.2 Hate crimes, including larceny/theft, simple assault, intimidation, destruction/damage/vandalism of property, or other reportable criminal offense motivated by bias because of actual or perceived characteristics of race, gender, religion, sexual orientation, ethnicity, disability, gender identity, and national origin--must be immediately reported to the ~~SJO/Title IX Coordinator, who will take responsibility for prompt notification of Campus Police and Security.~~Campus Police and Security and campus Social Justice Officer/Title IX Coordinator.
- 5.3 Any employee who learns about sex/gender discrimination (including ~~forcible or non-forcible sex offenses, dating violence, domestic violence or stalking~~) must make an immediate report to the ~~SJO/Title IX Coordinator, who will take responsibility for prompt notification of Campus Police and Security.~~Campus Police and Security and campus Social Justice Officer/Title IX Coordinator.
- 5.4 When reporting sexual harassment, discrimination or sexual assault, a non-supervisory employee may initially be able to omit personally identifiable information (the name of the victim, the name of the accused individual, and other identifying details about witnesses, location, etc.) The ~~SJO/~~Title IX Coordinator will provide guidance regarding how much detail is needed in an initial report. Subsequent to an initial report, campus officials may need additional information in order to fulfill the institution's obligations under Title IX. In taking these subsequent actions, the college will always be guided by the goals of empowering the victim and allowing the victim to retain as much control over the process as possible. No employee (other than counselors, health care providers and clergy employed at WVU Parkersburg to serve in that role) can or should promise confidentiality. Counselors, health service providers and clergy are voluntary reporters, not mandated by law, but this policy creates an expectation to report non-personally identifiable information.
- 5.5 When an employee thinks that a student may be about to report an act of sexual harassment, discrimination or assault, the employee should, if at all possible, tell the student that the college will maintain the privacy of the information, but the employee cannot maintain complete confidentiality, and is required to report the act and may be required to reveal the names of the parties involved. If the student wishes to proceed, the employee should inform the student of the implications of sharing the names of the parties involved, which puts the college on notice.
- 5.6 Rather than speaking to the victim about confidential details, during office hours the employee should offer to accompany the victim to the college counselor for counseling services or to the ~~SJO/~~Title IX Coordinator or Campus Police and Security for filing a complaint. The employee may also refer the complainant to an area hospital emergency room, to Westbrook Health Services' Crisis Hotline at 304-485-1725 (within Wood County) or 1-800-579-5844 (outside Wood County), or to the Rape, Abuse and Incest National Network's Sexual Assault Hotline at 1-800-656-HOPE (4673).
- 5.7 If any employee (or volunteer) receives a disclosure from a credible witness or observes any sexual abuse or sexual assault of a child under the age of eighteen, the employee is expected to immediately notify the ~~SJO/Title IX Coordinator who will take responsibility for prompt notification of Campus Police and Security.~~Campus Police and Security and campus Social Justice Officer/Title IX Coordinator. Campus Police and Security shall take responsibility for promptly notifying the Department of Health and Human Resources or the law enforcement agency having external jurisdiction to investigate.

Section 6 Reporting of Clergy Crimes

- 6.1 Under the Clery Act, college employees are mandatory reporters for a broad array of serious crimes, including the following:
- a. Murder & Non-Negligent Manslaughter
 - b. Negligent Manslaughter
 - c. Robbery
 - d. Aggravated Assault
 - e. Burglary
 - f. Motor Vehicle Theft
 - g. Arson
 - h. Weapon Law Violations
 - i. Drug Abuse Violations
 - j. Liquor Law Violations
 - k. Hate Crimes
 - l. Sex Offenses, including ~~forcible and nonforcible~~, rape, fondling, incest, and statutory rape
 - m. Dating violence
 - n. Domestic violence.
 - o. Stalking
- 6.2 Employees are expected to report crimes covered by the Clery Act ~~(not including sexual misconduct crimes or hate crimes)~~ to Campus Police and Security without delay.
- 6.3 The Clery Act requires the reporting of crimes that occur: (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that WVU at Parkersburg owns or controls. The definitions for these geographic categories are defined by the Clery Act as follows [\[34 CFR 668.46\(a\)\]](#):
- 6.3.1 On Campus
“Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).”
- 6.3.2 Public Property
“All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.”
- 6.3.3 Non-campus Buildings or Property
“Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.”
- 6.4 All concerning and disruptive behaviors must be timely reported to the Threat Assessment Team using the online incident ~~reporting form~~reporting form.
- 6.5 When reporting Clery Act crimes, employees may choose -- but are not required -- to provide personally identifiable information (the name of the victim, the name of the accused individual, and other identifying details about witnesses, specific location, etc.) unless a clear threat to health or safety is present, as determined by Campus Police.

- 6.6 The Clery Act does not establish an obligation for Campus Police to conduct an investigation of the reported crime, only to report the crime as a statistic following Clery Act guidelines. In some cases, Campus Police may also be required to release a timely warning to the community about a threat to the community. In such cases, an initial investigation or determination of the nature of the threat may be conducted, after which a warning will be issued immediately.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 15, 2025**

ITEM: Recension of Board of Governors
Policy due to change in process

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves recension of Board of Governors policy C-23 “Credit for Public School Service”

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

The current Policy C-23 for “Credit for Public School Service” is dated in 2005, which was reflective of West Virginia University practices at the time. WVU Parkersburg became an independent institution again in 2008.

This policy notes an assurance that college students obtain credit toward graduation for service performed in public schools as tutors, student advisors, and mentors. The credit obtained for public school service falls within the Education degree and credit is appropriately provided there. Tutoring on our campus occurs on campus and not in public schools. Students in dual credit programs who are on public school campuses have the same services provided to them as all students as part of our equal access processes. Due to changes in process, we ask to rescind this policy.

A notice of proposed rulemaking will be issued proposing the revision of these policies in regards to credit for public school service policy. 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 C-23
CREDIT FOR PUBLIC SCHOOL SERVICE

Section 1. General

- 1.1 Scope - This rule establishes West Virginia University at Parkersburg Board of Governors policy regarding the awarding of credit for service in public schools.
- 1.2 Authority - West Virginia Code [§18B-2A-5](#)
- 1.3 Effective Date – February 11, 2005
(Transferred from WVU Board of Governors on July 1, 2008)

Section 2. Policy

- 2.1 West Virginia University at Parkersburg will implement procedures to assure that college students obtain credit toward graduation for service performed in the public schools as tutors, student advisors, and mentors to instill in public school students the benefits of postsecondary education attainment.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 15, 2025**

ITEM: Approval of Honorary Degree

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves awarding the degree Honorary Bachelor of Arts to Joseph Oliverio, Donna Smith, JP Hushion and Jason Landers, former Board of Governors, as is the custom of this board.

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

With support from the WVU Parkersburg Board of Governors Executive Committee, President Dr. Torie Jackson recommends former governors Joseph Oliverio, Donna Smith, JP Hushion, and Jason Landers for a WVU Parkersburg Honorary Degree.

Joseph “Joe” Oliverio, of Belmont, WV, in Pleasants County, spent 40 years in the field of education as a teacher, principal, central office administrator and Executive Director of RESA 5. He was an executive member of the National Association of Educational Service Agencies and serves on numerous local community boards and committees. He has an undergraduate degree from Fairmont State College and holds two Master's degrees from West Virginia University, is a graduate of Leadership WV, and completed post graduate work at Wheeling Jesuit University. He worked for 14 years for the WV Center for Professional Development in many capacities.

Mr. Oliverio was a member of the Board of Governors for WVU-Parkersburg where he served as Chairman of the Presidential Search Committee and most recently as Chairman of the Board until his appointment to this Council. He presently serves with the Pleasants County Sheriff's Department as an Officer of the Courts and as an observer/evaluator of college basketball officials. Joe and his wife Paula are the proud parents of one daughter Alyssa, and enjoy scuba diving, sharing the stage together in a variety of community theater productions and events and have traveled the world reaching all seven continents.

Donna Smith is a retired attorney who previously worked for SBR, Inc., Simonton Windows and Woodcraft Supply in Parkersburg, WV. Ms. Smith currently serves on the boards of Woodcraft Supply, LLC, the Parkersburg Art Center, the Parkersburg Catholic Schools Foundation and the Finance Council for the Diocese of Wheeling-Charleston. She is a past board member of the Parkersburg Area Community Foundation and the Board of Governors of WVU Parkersburg.

Ms. Smith graduated from Towson State University with a Bachelor of Science degree in Business Administration with a concentration in Accounting and earned her Juris Doctor degree from the Catholic University Columbus School of Law. She is admitted to practice law in West Virginia, Maryland and the District of Columbia. Ms. Smith and her husband, Fred Earley, reside in Vienna. They have two adult children who reside in San Francisco and Washington, D.C.

JP Hushion, a West Virginia native, earned a Bachelor of Science in Business Administration with a Marketing focus from West Virginia University. He began his career in operations management at FedEx Freight, then joined Tri-state Roofing and Sheet Metal Company in sales, estimating, and project management. In 2013, he was promoted to Vice President of the Davisville operation.

Mr. Hushion serves on the Roofers Local 242 Joint Apprenticeship and Training Committee. In addition to his time on the WVU Parkersburg Board of Governors, he is a past board member of the United Way Alliance of the Mid-Ohio Valley and currently volunteers on the golf tournament planning committee for the WVU Loyalty Permanent Endowment Scholarship. He and his wife, Kate, live in Vienna with their three children.

Jason Landers is a seasoned healthcare executive with over 30 years of experience in the insurance and healthcare industries. He currently serves as president of Highmark Health Options West Virginia (HHO WV), the state's newest Medicaid managed care organization, which launched statewide in August 2024. In this role, he oversees the plan's overall performance, including care quality and strategic partnerships. A native of West Virginia and a first-generation college graduate, Landers holds a Bachelor of Science in Business Management with a focus in economics from West Virginia Institute of Technology and an MBA from West Virginia University.

Before rejoining Highmark in 2022, Landers held executive roles at The Health Plan of WV including leading strategy, operations, provider network, and Medicaid. He also held key roles at Camden Clark Medical Center and Camden Clark Physicians Corporation, managing physician recruitment, business development, managed care, and practice administration. He also worked for Acordia of West Virginia and PrimeOne, the state's first statewide health maintenance organization. His extensive career began as a member service representative, providing him with a well-rounded understanding of the insurance landscape through hands-on experience in nearly every facet of the industry. In February 2025, Landers was inducted into the West Virginia Executive Health Care Hall of Fame, honoring his contributions to the advancement of healthcare across the state. Today, he continues to focus on strengthening healthcare access and developing the next generation of industry leaders while championing economic growth throughout West Virginia.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 15, 2025**

ITEM: Approval to enter into a lease agreement with the WVU at Parkersburg Foundation for use of the Innovation and Technology Center

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves a lease agreement with the WVU at Parkersburg Foundation for use of the ITC Facility

STAFF MEMBER: Dr. Torie Jackson, President

BACKGROUND:

Purpose:

To authorize WVU Parkersburg to enter into a lease agreement with the WVU at Parkersburg Foundation for designated space within the Innovation and Technology Center (ITC) to support institutional programs and operations.

Background:

The Innovation and Technology Center (ITC), located adjacent to the main campus of WVU Parkersburg, is owned and operated by the WVU at Parkersburg Foundation. The facility was developed as a long-term investment in the region's economic development and educational advancement, with the intent to serve as a hub for innovation, industry collaboration, and skills-based training. WVU Parkersburg has played a key role in supporting and shaping the vision for the ITC and intends to utilize space within the facility to further its mission of providing accessible, high-quality education and workforce development.

The college and Foundation joint vision plans to use the leased space to house programs and services that promote academic innovation, entrepreneurship, technology training, and industry partnerships. Locating these initiatives in the ITC enhances opportunities for student engagement, cross-sector collaboration, and regional impact. The nominal lease cost of one dollar (\$1.00) reflects the shared commitment between the college and the Foundation to use the facility in service of the community, the economy, and the students of WVU Parkersburg.

Action:

The WVU Parkersburg Board of Governors hereby authorizes the institution to enter into a lease agreement with the WVU at Parkersburg Foundation for the use of space within the Innovation and Technology Center, at a **one-time lease cost of one dollar (\$1.00)**.

Further Action:

The Board authorizes Dr. Torie Jackson, President of WVU Parkersburg, to negotiate, finalize, and execute the lease agreement and any related documents on behalf of the college, and to take any actions necessary to facilitate WVU Parkersburg's occupancy and operational use of the facility.