

# Alderson Broaddus University

Office of the President  
101 College Hill Drive • Box 2035 • Philippi, West Virginia 26416 • AB.edu  
Phone: 304.457.6317 • Fax: 304.457.6395

August 4, 2023

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AUG 07 2023  
ES DIVISION

**Via Email and Certified Mail**

Ms. Maureen Persons  
Director of Employment Services Division  
WorkForce West Virginia  
1900 Kanawha Boulevard East  
Building 3, Suite 300  
Charleston, WV 25305

**Via Hand Delivery**

Mayor Philip Bowers  
City of Philippi  
344 South Main Street  
Philippi, WV 26416

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**Re: Announcement of Mass Layoff and Eventual Closure in Compliance  
the WARN Act**

Dear Ms. Persons and Mayor Bowers:

I am writing on behalf of Alderson Broaddus University to give you notice that there will be a mass layoff at the University, followed by a total closure of the University. The University is located at 101 College Hill Drive, Philippi, WV 26416. This is due to the unexpected action of the Higher Education Policy Commission on July 31, 2023 at an emergency meeting to revoke the University's authorization to confer degrees effective December 31, 2023, as well as the Commission's decision to prohibit enrollment of new and returning students (except for seniors who can complete their graduation requirements by December 31, 2023). The University will be winding down its operations to comply with the Commission's July 31, 2023 resolution, and operations will eventually cease entirely. The first separation of employment through layoff occurred on August 4, 2023, and the second separation of employment through layoff will occur on August 18, 2023. Additional layoffs will occur at later dates to be determined as the University continues to wind down its operations. These layoffs and the eventual closure of the University, when it occurs, will be permanent.

Affected employees of the first layoffs effective on August 4, 2023 and August 18, 2023 are being notified of their separation dates and that their separation from employment will be permanent. Those employees will be separated from employment beginning on August 4, 2023 or August 18, 2023, with additional layoffs to occur at future dates to be determined as soon as possible.

The attached is a list of the job positions and number of individuals who will be affected by the layoffs and the eventual closing of the University.

There will not be any bumping rights for the affected employees. In other words, employees will not be able to displace more junior employees out of their job positions as a result of this mass layoff and eventual closure. Further, there is no union representing affected employees.

If you have any questions or want additional information concerning this matter, please contact Chris Knotts, Director of Human Resources, at 304-457-6590 or [knottscb@ad.edu](mailto:knottscb@ad.edu).

Sincerely,

A handwritten signature in blue ink that reads "Andrea J. Bucklew". The signature is written in a cursive style with a long horizontal flourish at the end.

Dr. Andrea J. Bucklew

*Interim President*

*Alderson Broaddus University*

Enclosure