

# **WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS**

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**SEPTEMBER 14, 2011  
AGENDA**

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## **Members**

Cindy Bullock  
Joe Campbell  
Steve Chancey  
Cheryl Donohoe  
Gerard El Chaar  
Curtis Miller

Gregory K. Smith  
Rock Wilson  
Jamie Six  
Violet Mosser  
Loren Bell  
Matthew Santer

Marie Foster Gnage  
President



# SCHEDULE

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

**Wednesday, September 14, 2011**

3:00 p.m.	Campus Development Committee	Community Room
4:00 p.m.	Administrative Services Committee Academic and Student Services Committee	President's Conference Room Community Room
5:00 p.m.	Dinner	Community Room
5:45 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of September 14, 2011  
Theatre  
5:45 P.M.

- |    |   |   |
|----|---|---|
| 1. | Call to Order   | Board Chair, Joe D. Campbell  |
| 2. | Roll Call   | Patsy Bee<br>Executive Assistant to the President   |
| 3. | Board Chair Report <ul style="list-style-type: none"><li>• Introduce New Board Member</li><li>• Board Retreat – November 2</li><li>• Committee Assignments</li></ul>  | Chairman Campbell   |
| 4. | Approval of Minutes <ul style="list-style-type: none"><li>• Regular Meeting – June 15, 2011 . . . . . 7</li></ul>   |   |
| 5. | President’s Report <ul style="list-style-type: none"><li>• Student Services Presentation</li></ul>  | Dr. Marie Foster Gnage, President   |
| 6. | Committee Reports <ul style="list-style-type: none"><li>• Executive Committee</li><li>• Audit Review Committee</li><li>• Administrative Services Committee</li><li>• Academic and Student Services Committee</li><li>• Campus Development Committee</li></ul> | Chairman Campbell<br>Greg Smith<br>Curtis Miller<br>Cindy Bullock<br>Curtis Miller  |
| 7. | Action Items <ul style="list-style-type: none"><li>• Approval for Certificate Program in General Studies</li><li>• Reduction in Graduation Fee</li><li>• Proposed Tuition Rates for Affordable Tuition Program</li></ul>                                      | Dr. Rhonda Tracy, Sr. Vice . . . . .13<br>President Academic Affairs<br>Anthony Underwood, Vice . . . . . 14<br>President Student Services<br>Anthony Underwood . . . . .15 |
| 8. | Consent Agenda <ul style="list-style-type: none"><li>• Institutional Undergraduate Tuition and Fee Waivers</li><li>• Proposed Policy E-58, Affordable Tuition Program</li><li>• Salary Policy B-29</li></ul>  | Anthony Underwood . . . . .18<br>Anthony Underwood . . . . . 19<br>President Gnage . . . . . 22   |
| 9. | Information Items <ul style="list-style-type: none"><li>• Fiscal Update</li><li>• Construction Updates</li><li>• Capital Campaign Feasibility Study</li></ul>   | Vincent Mensah, CFO . . . . .25<br>Dave White, Facilities Director . 26<br>Susan (Kim) Jones, Executive . 27<br>Director, WVU at Parkersburg<br>Foundation                  |

- Amendment to Memorandum of Understanding with St. Petersburg College Dr. Rhonda Tracy . . . . . 28
10. Possible Executive Session under the authority of WV Code §6-9A-4-2A
  11. Board Comments/Announcements
    - Performance: *The Profs* at 7:00 p.m. College Theatre
    - 50<sup>th</sup> Anniversary Gala – Friday, September 16, 7:00 p.m. College Activities Center
    - Convocation, Saturday, September 17, 10:00 a.m. College Activities Center
    - Distinguished Performance Series: *SFJAZZ*, Tuesday, October 18, 7:00 p.m.
  12. Next Meeting - Wednesday, November 2, 2011
  13. Adjournment

# **Committees Assignments**

## **2011-2012**

### **Executive Committee**

- Officers
- Committee Chairs

**Audit Review**—responsible for reviewing and recommending to the Board policies affecting accountability and audit.

- Greg Smith, Chair
- Matt Santer
- Gerard ElChaar

**Administrative Services (Facilities, Finance, Personnel)**—responsible for reviewing and recommending to the Board policies affecting physical plant and real property, the financial affairs of the college, and personnel services and benefits, and making recommendations to the Board. The Committee will review annually the capital improvement list; review and recommend approval of the Campus Master Plan, debt financing, budget, personnel salaries and increases.

- Curtis Miller, Chair
- James Six
- Cheryl Donohoe
- Matt Santer
- Greg Smith

**Academic and Student Services**—responsible for recommending to the Board policies relating to overseeing the implementation of the college's strategic plan; recruitment and retention of faculty; students—admission, conduct, financial aid, tuition and fees, campus environment; degrees and programs.

- Cindy Bullock, Chair
- Gerard ElChaar
- Violet Mosser
- Steve Chancey
- Rock Wilson
- Loren Bell

**Campus Development** - This Board Committee will have responsibility for reviewing the College Facilities Master Plan to monitor the manner in which the college facilities serve the needs of constituents and how the college might meet future facilities needs guided by the mission, educational vision, and core values. The Committee will receive updates on proposed and active projects. The Committee will review recommendations for acceptance of gifts of property (land, facilities, and art for public purposes) and naming opportunities. Members will work with college administration on seeking gifts to expand/enhance the college's facilities and grounds. The Committee will make recommendations to the full Board.

- Curtis Miller, Chair
- Cindy Bullock
- Loren Bell
- Greg Smith
- Jamie Six

Board Chair will serve on all committees as ex-officio member.

**MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS**

**June 15, 2011**

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, June 15, 2011 by conference call and in the President's Conference Room at the WVU Parkersburg campus beginning at 3:00 p.m. Board members present were: Joe Campbell, Matthew Santer, Violet Mosser, Cheryl Donohoe, Jamie Six, Curtis Miller, Greg Smith, Cindy Bullock, Rock Wilson. Absent were: Steve Chancey, Teresa Wamer, and Gerard El Chaar. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, staff, and members of the media.

**1. Call to Order**

Mr. Campbell, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order. Chairman Campbell welcomed those participating at the meeting and by conference call.

**2. Roll Call**

Roll Call was taken by Patsy Bee, Executive Assistant to the President, noting that a quorum was present.

**3. Board Chair Report**

Meeting Schedule for 2011-2012

Chairman Campbell presented the meeting schedule to the Board for 2011-2012.

Nomination/Election of Officers

Chairman Campbell asked for nominations from the floor for the positions of chair, vice chair and secretary for 2011-2012. Mr. Six nominated Mr. Campbell for chair. Mr. Miller seconded the motion. After some discussion, the motion was withdrawn. Mr. Smith moved to nominate the same slate of officers for 2011-2012 and that nominations be closed. Ms. Donohoe seconded the motion. The motion to approve the same slate of officers for 2011-2012 was approved.

**Minutes**

Minutes of the regular Board meeting scheduled on May 11, 2011 was approved upon a motion by Mr. Miller and second by Ms. Mosser.

Chairman Campbell announced a change in the order of the agenda. He entertained a

motion to remove two items from the Consent Agenda for discussion before voting on their approval. The first item will be the Suspension of Certificate in Paramedic Science. The second item will be Contracts for Demolition and Abatement of Downtown Facility.

Ms. Mosser moved to remove Suspension of Certificate in Paramedic Science and Contracts for Demolition and Abatement of Downtown Facility from the Consent Agenda to the floor for discussion before approval. Mr. Santer seconded the motion. Motion passed.

### **Suspension of Certificate in Paramedic Science**

Dr. Rhonda Tracy, Sr. Vice President for Academic Affairs provided a report to the Board on the suspension of Certificate in Paramedic Science. After some questions and discussion, Mr. Six moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the suspension of the certificate program in Paramedic Science.

Ms. Mosser seconded the motion. Motion passed.

### **Contracts for Demolition and Abatement of Downtown Facility**

Mr. David White, Director of Facilities and Grounds, provided a report to the Board on the contracts for the demolition and abatement of the downtown facility. After questions and discussion, Mr. Miller moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the bid awards for demolition and abatement contracts for the downtown facility.

Mr. Santer seconded the motion. Motion passed.

Chairman Campbell requested a motion to add personnel issues as an item of discussion during Executive Session. Mr. Miller moved to include personnel issues to the Executive Session agenda. Ms. Mosser seconded the motion. Motion passed.

## **4. Executive Session under the authority of WV Code §6-9A-4-2A**

Chairman Campbell entertained a motion for the Board to go into Executive Session to discuss the President's Goals for 2011-2012 and Personnel Issues.

Mr. Miller moved to go into Executive Session at approximately 3:16 p.m. Ms. Mosser seconded the motion. Motion passed.

At approximately 5:10 p.m. Mr. Miller moved to return from Executive Session. Ms. Mosser seconded the motion. Motion passed.

Chairman Campbell recognized President Gnage to introduce Ms. Katie Wootton the new Director of Marketing and Communications. Chairman Campbell and members of the



Board welcomed Ms. Wootton to WVU Parkersburg.

## **5. Consent Agenda**

Chairman Campbell entertained a motion to approve the Consent Agenda. Ms. Mosser moved to approve the following consent agenda items:

### **Program Reviews**

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2010-2011.

### **Revision of Salary Policy B-29**

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves Salary Policy B-29 as revised.

### **Revision of Policy D-51, Admission to WVU at Parkersburg**

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking to revise Policy D-51, Admission to WVU at Parkersburg, in compliance with the revised requirements of § 135 CSR 23, and hereby authorizes adoption of said revision without further action by the Board if no comments are received.

### **Institutional Compact Update for 2011-2012**

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the West Virginia University at Parkersburg Institutional Compact Update for 2011-2012.

### **Revised 2011-012 Student Fee Schedule**

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a revised Student Fee Schedule for 2011-12.

Mr. Santer seconded the motion. Motion passed.

## **6. Action Items**

### **2011-2012 Budget**

Dr. Vincent Mensah, Chief Financial Officer presented the budget for 2011-2012 for approval. After some questions and discussion, Mr. Six moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the final budget for West Virginia University at Parkersburg for 2011-2012 as presented.

Mr. Miller seconded the motion. Motion passed.

### **2011-2012 Salary Increases**

President Gnage provided a revised report to the Board on Salary Increases for 2011-2012 as follows:

*As approved by the Board of Governors on February 9, 2011, the college will fully fund the Mercer Schedule for classified staff, and faculty salaries will be adjusted according to the approved benchmark chart. Salary increases will be awarded in accordance with the approved salary policy, funded by a 2% pool for each group (faculty, classified staff, non-classified staff). Increases for non-classified staff will merit based with the scale categories "effective" and "outstanding" having the same point value. Classified Staff will receive across the board increases.*

After some questions and discussions, Mr. Six moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves salary increases for West Virginia University at Parkersburg for 2011-2012 as presented.

Mr. Santer seconded the motion. Motion passed.

Chairman Campbell reappointed the Faculty Salary Task Force to include Lisa Flowers-Clements, David Lancaster, Dr. Rhonda Tracy, President Gnage, Matthew Santer, Greg Smith, and Curtis Miller to review faculty benchmarks with focus on student ratios. Chairman Campbell noted that SB 330 will address the Mercer Schedule for Classified Staff. The salary study will be reviewed at the fall Board Retreat.

### **President Goals for 2011-2012**

Chairman Campbell noted that the President's goals for 2011-2012 will be updated and sent out to the Board for review. Mr. Six moved to accept revised goals for the President for 2011-2012. Ms. Bullock seconded the motion. Motion passed.

### **Proposed Policy E-58 on Affordable Tuition Program**

Mr. Anthony Underwood, Vice President for Student Services provided a report on the proposed Policy E-58 on Affordable Tuition Program. After discussion and questions, Ms. Mosser moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy E-58, Affordable Tuition

Program, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

Mr. Santer seconded the motion. Motion passed.

## **7. Information Items**

### **Faculty Promotion and Tenure Decisions**

President Gnage announced the following promotion and tenure decisions for 2011-2012:

#### **Promotions Awarded:**

John Altman, Assistant Professor  
Zachary Orcutt, Assistant Professor  
Rebecca Duckworth, Assistant Professor  
Stacey Watkins, Assistant Professor  
Stephen Smith, Assistant Professor

#### **Tenure Awarded:**

Rob Anderson  
Nancy Dew  
Lisa Flowers-Clements

### **Capital Campaign Feasibility Study Update**

Kim Jones, Executive Director of the WVU at Parkersburg Foundation provided an update on the Capital Campaign Feasibility Study.

### **Program Articulation Agreements**

Dr. Tracy reported that WVU Parkersburg has developed two comprehensive articulation agreements with two community colleges, New River Community and Technical College and Blue Ridge Community and Technical College that will allow their students to seamlessly complete applied baccalaureate degrees.

### **Delivery of Foreign Language Instruction to Belpre City Schools**

Dr. Tracy reported that WVU Parkersburg has been working with Belpre City Schools to articulate the delivery of foreign language instruction to high school students. One of the barriers encountered has been the out-of-state tuition. This is one example of an identified need that may be addressed with the inclusion of early admission students as a qualified category for the proposed "Affordable Tuition Program."

## **8. Board Comments/Announcements**

A Groundbreaking Ceremony for the Child Development Center and Applied Technology

Center has been scheduled for June 28, 2011. Faculty/Staff Professional Development Week will be held August 15 with former president Dr. Byron McClenny serving as keynote speaker. The week of September 12 will be Founders week with special events such as the 50<sup>th</sup> Anniversary Gala on September 16, and convocation on September 17. Other events that week will be announced. There have also been several network sessions with the Chamber of Commerce in other counties that are served by WVU Parkersburg.

## **9. Adjournment**

With no further business to be discussed, Mr. Miller moved that the meeting be adjourned. Ms. Mosser seconded the motion. Motion passed. The next meeting will be held on September 14, 2011.

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

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Joe D. Campbell, Chairman

Jamie Six, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 14, 2011**

**ITEM:** Program Approval for Certificate in General Studies

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Certificate in General Studies Program.*

**STAFF MEMBER:** Rhonda Tracy, Senior Vice President for Academic Affairs

**BACKGROUND:**

The Certificate in General Studies will provide a clear and targeted pathway for students who: (1) may not have an identified major program of study; (2) plan to transfer into a four year program but are not sure of the direction they wish to pursue; and/or (3) plan to move into the Associate of Arts degree or other associate degree programs that include a gateway or admission portal with specific requirements to be met at a later point in the program progression plan.

The 30-credit hour Certificate Program in General Studies has been approved by the Education and Humanities Division Curriculum Committee and the College-Wide Curriculum Committee. Upon approval by the WVU Parkersburg Board of Governors, the program will be submitted to the WV Community and Technical College system office for inclusion on the state listing of approved programs.

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 14, 2011**

**ITEM:** Reduction in Graduation Application Fee

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves a reduction in the fee for graduation applications as presented.*

**STAFF MEMBER:** Anthony Underwood  
Vice President for Student Services

**BACKGROUND:**

In keeping with the college's mission to remove all unnecessary barriers to degree completion, a reduction in the graduation application fee at West Virginia University at Parkersburg, previously approved at \$25, is proposed. To graduate with a certificate or associate degree, a graduation application fee of \$5 is proposed. To graduate with a bachelor's degree, a graduation application fee of \$10 is proposed. For students who apply to graduate with more than one degree at the same time, the fee for the highest degree attained would be assessed.

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 14, 2011**

**ITEM:** Proposed Affordable Tuition Program Rates

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the tuition rates for the Affordable Tuition Program as presented, effective for spring 2012.*

**STAFF MEMBER:** Anthony Underwood  
Vice President for Student Services

**BACKGROUND:**

Policy E-58, Affordable Tuition Program, upon its final approval, calls for the Board's annual approval of the Affordable Tuition rates, which shall be greater than in-state tuition and less than out-of-state tuition. In comparison, Mountwest Community and Technical College provides a \$230.00 per credit hour metro rate for students in Gallia, Jackson, Lawrence, Meigs, Pike, and Scioto counties in Ohio and Carter, Elliott, Floyd, Greenup, and Johnson counties in Kentucky. West Virginia Northern Community and Technical College offers a metro rate of \$190 per credit hour for students from Allegheny, Beaver, Butler, Washington and Greene Counties in Pennsylvania as well as two students from Columbiana and Washington Counties in Ohio. Washington State Community College of Ohio offers rates of \$168.50 per credit hour to West Virginia students.

It is recommended that these rates be approved for spring 2012 enrollment.

The proposed Affordable Tuition rates effective for spring 2012, are:

Certificate/Associate	\$2,400.00/semester (\$200 per CR)
Bachelor	\$2,460.00/semester (\$205 per CR)
Early Admission	\$70/credit hour

Additional guidelines established by the institution to implement Policy E-58 are attached to provide additional information.

Upon approval of these rates by the Board of Governors, final approval by the WV Council for Community and Technical College Education will be requested at its meeting of October 20, 2011.

## PROPOSED GUIDELINES FOR AFFORDABLE TUITION PROGRAM

Pursuant to WVU at Parkersburg Board of Governors Policy E-58, the Affordable Tuition Program provides reduced out-of-state tuition rates to qualified nonresidents; therefore, this program does not apply to West Virginia residents. To be considered for this program a student must complete an Application for Admission. There are three ways to qualify:

### 1. *Qualifying Programs of Study*

Students must declare one of the selected programs of study, be a student taking at least nine credit hours per semester, maintain a 2.0 GPA, and be in good standing with the college's student conduct system. Qualifying students will receive an approximate 40% discount on the out-of-state tuition rate schedule rounded down to the nearest amount divisible by 12 and ending in a "5" or "0." Should a student receiving the tuition reduction choose to change his or her program of study to one not covered by the Affordable Tuition Program that student will lose the tuition reduction.

#### Bachelor Programs

##### Business Administration (B.A.S.)

- Business Information Technology
- Financial Management
- Management and Marketing
- Public Relations

##### Business Administration (B.S.)

- Accounting
- General Business

##### Criminal Justice

##### Elementary Education

##### Information Systems (Mainframe Computing and Software Engineering Options)

- Network Engineering
- Management
- Technology

##### Multi-Disciplinary Studies

##### Regents Bachelor of Arts

#### Associate Programs

##### Engineering Technology

- Drafting
- Electronics
- Industrial
- Mechanical
- Specialized

##### Energy Assessment and Management Technology

##### Machining Technology



Multi-Craft Technology  
Solar Energy Technology  
Welding Technology

## 2. *Border Counties*

Students must be taking at least nine credit hours per semester, maintain a 2.0 GPA, and be in good standing with the college's student conduct system. Qualifying students will receive an approximate 40% discount on the out-of-state tuition rate schedule rounded down to the nearest amount divisible by 12 and ending in a "5" or "0." If a student receiving the tuition reduction moves out of the required geographic area, that student will lose the tuition reduction.

### List of Qualifying Counties in the State of Ohio

- Athens
- Guernsey
- Meigs
- Monroe
- Morgan
- Noble
- Washington

## 3. **Early Admission**

Students who are enrolled in high school, the accredited equivalent, or an approved home school environment whose permanent residence is in one of the following Ohio counties may apply for early enrollment admission status. The affordable tuition rate for eligible early admission enrollment is \$70 per credit hour, which is above the in-state tuition level established by WVU at Parkersburg pursuant to W.Va. C.S.R. § 135-19.

Approved counties in the State of Ohio for this rate shall be:

- Athens
- Guernsey
- Meigs
- Monroe
- Morgan
- Noble
- Washington

Tuition rates for the Affordable Tuition Program, effective Spring, 2012, are:

Certificate/Associate	\$2,400.00/semester (\$200 per CR)
Bachelor	\$2,460.00/semester (\$205 per CR)
Early Admission	\$70/credit hour

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 14, 2011**

**ITEM:** Institutional Undergraduate Tuition and Fee Waivers

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors enter this report of the Institutional Undergraduate Tuition and Fee Waivers for FY 2010-11 into its minutes.*

**STAFF MEMBER:** Anthony Underwood  
Vice President for Student Services

**BACKGROUND:**

Pursuant to W.Va. Code § 18B-10-5, which establishes the rules for tuition and fee waivers, WVU at Parkersburg awarded a total of \$282,974.28 in undergraduate waivers to a total of 271 students during FY 2010-11.

W.Va. Code § 18B-10-5 stipulates that, "The awarding of undergraduate fee waivers shall be entered into the minutes of the meetings of the governing board." Therefore, in accordance with the statute and BOG Policy E-20, the WVU at Parkersburg Board of Governors is asked to enter this report of Undergraduate Tuition and Fee Waivers for FY 2010-11 into the minutes of this meeting of September 14, 2011.

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 14, 2011**

**ITEM:** Proposed Policy E-58, Affordable Tuition Program

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy E-58, Affordable Tuition Program as presented.

**STAFF MEMBER:** Anthony Underwood  
Vice President for Student Services

**BACKGROUND:**

Upon approval by the Board, this proposed policy will allow the institution to offer an “Affordable Tuition Program” (also known as metro rates) that would float between the in-state and out-of-state rates for students in Athens, Guernsey, Meigs, Monroe, Morgan, Noble, or Washington counties in Ohio who would otherwise not qualify for any discount, despite being a resident of the greater Mid-Ohio Valley. Further, it would allow any student who is not a resident of West Virginia or the designated counties in Ohio to enroll in strategically targeted programs identified by the institution at a reduced out-of-state tuition rate to be established by the Board of Governors annually.

A preliminary draft of this proposal was shared with the Board of Governors at its June 15, 2011, meeting. A 30-day public comment period was announced on June 16, 2011, ending July 18, 2011. One comment was received and is attached. Approval of the proposal as presented is recommended.

COMMENTS RECEIVED  
**Proposed Policy E-58, Affordable Tuition Program**  
Public Comment Period: June 16, 2011 to July 18, 2011

<b>Date Received</b>	<b>Comments</b>	<b>Revisions to policy proposal</b>
6/23/11	<p>As an Admissions Counselor and recruiter for WVU Parkersburg, I am strongly in favor of the Affordable Tuition Program under consideration. We are just miles from Ohio. Some residents of Washington County are geographically closer to us then they are to Washington State Community College in Ohio. If we want to maintain and/or increase our enrollment, we should make our institution more affordable for residents of neighboring states. I have spoken with many out of state students who are greatly dismayed to find out they will be paying over triple the in state rate if they attend WVU Parkersburg. Many decide to attend college elsewhere. Offering reduced tuition to out of state students would be a huge selling point and would make us competitive with other border institutions such as WV Northern and Marshall.</p>	None

West Virginia University at Parkersburg Board of Governors

**POLICY E-58**  
**AFFORDABLE TUITION PROGRAM**

Section 1. General

- 1.1 This policy establishes the Affordable Tuition Programs for out-of-state students in qualifying geographic, academic and student populations.
- 1.2 Authority. §§ [18B-1-6](#); [18B-2A-4](#)
- 1.3 Effective Date.

Section 2. Purpose

- 2.1 This policy grants authority for WVU at Parkersburg to charge reduced out-of-state tuition to specific student populations.
- 2.2 As the college is centrally located in an important economic region that includes a significant population on the local state border and there are existing significant recruitment opportunities that current articulation agreements cannot fully address, a unique fee structure for students living across the state border or seeking admission into those academic programs as selected by the institution is necessary.
- 2.3 In no way should this policy be seen as a replacement for any articulation agreement that the college may have currently or negotiate in the future.

Section 3. Qualifications

- 3.1. Students shall qualify for the Affordable Tuition Program if:
  - 3.1.1 The student is a resident of Athens, Guernsey, Meigs, Monroe, Morgan, Noble, or Washington Counties in Ohio, **or**
  - 3.1.2 The student seeks admission to a degree program from a pre-defined list, as specified in institutional [procedures](#) approved by the President, **or**
  - 3.1.3 The student seeks admission as an Early Admission student, **and**
  - 3.1.4 The student is not considered a resident of the state of West Virginia for purposes of enrollment.

Section 4. Tuition Rate

- 4.1 The tuition rate to be charged will be approved on an annual basis by the Board of Governors and shall be greater than in-state tuition and less than out-of-state tuition.

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 14, 2011**

**ITEM:** Proposed Revision of Salary Policy B-29

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Salary Policy B-2 and hereby authorizes adoption of said policy revision without further action by the Board if no comments are received.*

**STAFF MEMBER:** Marie Foster Gnage, Ph.D  
President

**BACKGROUND:**

The addition of Section 3.5, highlighted on the attached copy of the Salary Policy, would permit an additional option for possible salary enhancement opportunities for faculty in the professor rank who have earned doctorate degrees.

West Virginia University at Parkersburg recommends a notice of proposed rulemaking to adopt this policy revision. If no comments are received during the 30-day comment period, authorization is sought to finalize this policy revision following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

**POLICY B-29  
SALARY POLICY**

**Section 1. General**

- 1.1 This rule delineates the procedures to be followed by the West Virginia University at Parkersburg Board of Governors in determining salaries and annual salary increases for its employees.
- 1.2 Authority. – West Virginia Code: §18B-8-2.
- 1.3 Effective Date. – July 1, 2011

**Section 2. Background**

- 2.1 The West Virginia University at Parkersburg Board of Governors is committed to a compensation program that will support the retention of quality faculty, staff and administrators so as to accomplish the institutional goals, objectives and priorities identified in state law, rules and master plan of the Council, and campus compact. The realization of salary increase goals is based upon continued increases in state support and the ability to raise tuition and fees.

**Section 3. Faculty and Faculty Equivalent Personnel**

- 3.1 Entry level salaries shall be based on academic degree and faculty rank (benchmarked with peer institutions and market), as defined annually and approved by the Board of Governors.
- 3.2 Annual salary increases shall be contingent upon available funding. Increases shall be based on annual performance evaluation according to institutional [procedures](#) and shall be consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.
- 3.3 A salary increase of at least ten percent shall accompany promotion in rank.
- 3.4 Upon appropriate verification, a base salary increase may accompany the attainment of a higher degree according to institutional procedures.

3.5 Salary enhancement opportunities may be offered to faculty in the professor rank with doctorate degrees according to institutional procedures.

**Section 4. Classified Employees**

- 4.1 All classified employees hired after June 30, 2011, shall have an initial salary equal to the zero step at the appropriate pay grade in accordance with the statutory salary schedule.
- 4.2 Annual salary increases shall be contingent upon available funding. Increases after June 30, 2011 may be based on annual performance evaluation outcomes according to institutional [procedures](#) and consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.

4.3 A classified staff member promoted to a position in a higher pay grade shall receive a salary increase in accordance with the personnel rules of the W. Va. Council for Community and Technical College Education.

## **Section 5. Non-Classified Employees**

5.1 Entry level salaries shall be based on academic degree, experience, and market salary analyses, as determined by the Classification and Compensation Unit of West Virginia University, a service provided through an established affiliation agreement.

5.2 Annual salary increases shall be contingent upon available funding. Increases shall be based on annual performance evaluation outcomes according to institutional [procedures](#) and shall be consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.

5.3 Upon appropriate verification, a base salary increase may accompany the attainment of a higher degree according to institutional procedures.



**West Virginia University at Parkersburg Board of Governors  
Meeting of September 14, 2011**

**ITEM:**

Fiscal Update

**RECOMMENDED RESOLUTION:**

Information Only

**STAFF MEMBER:**

Vincent Mensah, Chief Financial Officer

**BACKGROUND:**

Dr. Mensah will provide an update on the state of the college's finances and the budget.

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 14, 2011**

**ITEM:** Construction Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Dave White, Director of Facilities and Grounds

**BACKGROUND:**

Mr. White will provide an update on construction projects for the Downtown Center, Applied Technology Center, Child Development Center, and Energy Lab.

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 14, 2011**

**ITEM:** Capital Campaign Feasibility Study

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Susan (Kim) Jones, Executive Director  
WVU at Parkersburg Foundation

**BACKGROUND:**

The WVU at Parkersburg Foundation contracted consulting firm Crandall Croft and Associates to conduct a Feasibility Study for a Capital Campaign during the month of August 2011. The report has been completed and reviewed by the Foundation Board. The Foundation would like to present the report to the BOG for review along with its comments and recommendations. We ask that the BOG review the report and respond to the comments and recommendations.

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 14, 2011**

**ITEM:** Amendment to Memorandum of Understanding with  
St. Petersburg College, FL

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Rhonda Richards  
Senior Vice President, Academic Affairs

**BACKGROUND:**

WVU at Parkersburg entered into a Memorandum of Understanding with St. Petersburg College of St. Petersburg, Florida, to provide an opportunity for WVU at Parkersburg students to pursue the Veterinary Technology Program offered by St. Petersburg College in November, 2008. An amendment extending the Memorandum of Understanding is attached as well as a copy of the original Memorandum of Understanding that was presented to the Board at the November 12, 2008 meeting.

**FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING**

This First Amendment is entered into by and between the BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE, Post Office Box 13489, St. Petersburg, Florida 33733, hereinafter referred to as the "College" and the WEST VIRGINIA UNIVERSITY AT PARKERSBURG, 300 Campus Drive, Parkersburg, WV, 26104, hereinafter referred to as "WVUP".

**WITNESSETH:**

WHEREAS, the College and WVUP did enter into that certain Memorandum of Understanding on October 1, 2008 with respect to admission of WVUP students into SPC's Veterinary Technology Program (hereinafter, the "Memorandum of Understanding"); and

WHEREAS, the Memorandum of Understanding is set to expire on September 30, 2011; and

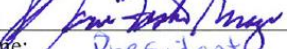
WHEREAS, the College and WVUP desire to extend the Memorandum of Understanding for an additional three (3) years commencing on October 1, 2011 and continuing through and until September 30, 2014 on such terms and conditions as are set forth in the Memorandum of Understanding, except as specifically modified herein;

NOW, THEREFORE, in consideration for the promises herein contained and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

- A. The College and WVUP do hereby agree to extend the term of the Memorandum of Understanding for an additional three (3) year term commencing on October 1, 2011 and continuing through and until September 30, 2014.
- B. All other terms and conditions of the Memorandum of Understanding shall remain in full force and effect except as specifically modified herein. If any of the provisions of this First Amendment conflict with any terms of the Memorandum of Understanding, the provisions of this First Amendment shall govern and control.

The parties have executed this First Amendment as of the dates indicated below.

**WEST VIRGINIA UNIVERSITY  
AT PARKERSBURG**

By:   
Name: President  
Its: Marie Foster Gnage  
Date: 8/30/11

**THE BOARD OF TRUSTEES OF  
ST. PETERSBURG COLLEGE**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on this 1st day of October, 2008, by and between the BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE, P.O. Box 13489, St. Petersburg, Florida 33733-3489, hereinafter referred to as the "College" or "SPC" and the WEST VIRGINIA UNIVERSITY AT PARKERSBURG, 300 Campus Dr, Parkersburg, WV, 26104, hereinafter referred to as "WVUP".

### WITNESSETH:

WHEREAS, the College is desirous of offering programs and courses in the area of Veterinary Technology to students at WVUP including courses offered through the Veterinary Technology Distance Program; and

WHEREAS, WVUP desires to promote and advertise the SPC Veterinary Technology Program to the students of WVUP;

NOW THEREFORE, in consideration of the premises, the mutual covenants and agreements contained hereinafter, the adequacy of which is hereby acknowledged, the parties do hereby agree as follows:

I. WVUP shall

- a. Provide a description of the SPC Veterinary Technology Program including the Distance Program in the WVUP College Catalog and generally promote and advertise the SPC Veterinary Technology Program.
- b. Provide academic advising to students at WVUP taking the general education and support courses required for the AS Degree in Veterinary Technology at SPC.
- c. Provide regular student access to campus libraries, open computing labs and testing centers for students enrolled in the Veterinary Technology Program at SPC even though they may not be concurrently enrolled at WVUP.
- d. Provide students enrolled in SPC's Veterinary Technology Distance Program from WVUP full use of WVUP's facilities including, but not limited to, the Internet, cafeterias, libraries and study areas with the same rights and privileges as any regularly enrolled student of WVUP would be entitled.

II. SPC shall:

- a. Admit WVUP students into the SPC Veterinary Technology Program who meet all the admission criteria for the SPC Veterinary Technology Program.
- b. Provide credentialed faculty to meet accreditation standards of the Committee on Veterinary Technician Education and Activities of the American Veterinary Medical Association.

- c. Provide qualified College students the opportunity to apply for financial and scholarship programs and assistance.
- d. Offer at least six (6) credit hours per semester to allow qualified College students the opportunity to be eligible for financial aid.

### III. SPC AND WVUP shall:

- a. SPC and WVUP shall comply with federal and state laws and related regulations including but not limited to Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act, the Family Educational Rights of Privacy Act, and shall not discriminate against any employee or student of SPC or WVUP on the basis of race, color, religion, age, sex, marital status or national origin nor will either discriminate against any individual with a qualified disability. WVUP and SPC recognize that sexual harassment constitutes discrimination on the basis of sex.
- b. Provide all academic support services required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act to its students.
- c. Comply with the public records requirements of Chapter 119, Fla. Stat. relating to this Memorandum of Understanding.

### IV. STUDENT'S RIGHTS AND RESPONSIBILITIES:

- a. Students enrolled in the SPC Veterinary Technology Program are subject to the rules and regulations of the College and may be enforced by the College and/or WVUP as necessary.

### V. TERMINATION

- a. This Agreement may be terminated by either party upon ninety (90) days prior written notice of the date of termination.
- b. If applicable, termination of this Memorandum of Understanding will not be executed without a prior concurring teach out agreement on programs or students enrolled at the time of termination. The teach out agreement may extend beyond the notice period as necessary for any individual baccalaureate degree program offered under this Memorandum of Understanding between the parties. The College shall provide students who have commenced a College degree program a reasonable opportunity to complete the degree program at WVUP.

### VI. TERM

- a. This Memorandum of Understanding shall continue in full force and effect for three (3) years from the date set forth above unless otherwise terminated by either party as set forth herein. This Memorandum of Understanding may be extended by written

agreement of the parties which may be in the form of a letter signed by appropriate authorized persons from the respective institutions.

**THE BOARD OF TRUSTEES OF ST.  
PETERSBURG COLLEGE**

By: *Carl M. Kuttler Jr.*  
Carl M. Kuttler, Jr., College  
President and Secretary to the Board  
of Trustees

**WEST VIRGINIA UNIVERSITY AT  
PARKERSBURG**

By: *President*  
Name: *Marie Foster Gnage*  
Its: *Marie Foster Gnage*

**APPROVED**  
AS TO FORM AND CONTENT  
COLLEGE ATTORNEY  
Approved by: *P. Res.*  
On: *9/30/08*