

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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OCTOBER 8, 2008  
AGENDA

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## Members

Cindy Bullock  
Keith Burdette  
Joe Campbell  
Gerard El Chaar  
William H. Hopkins  
Curtis Miller

Kennad Lee Skeen, II  
Gregory K. Smith  
Rock Wilson  
Gregory Busch  
Violet Mosser  
Kim Starkey

Marie Foster Gnage  
President



WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of October 8, 2008  
5:45 p.m.  
Multi-Purpose Room

1. Call to Order	Board Chair, Joe D. Campbell	
2. Roll Call	Patsy Bee Executive Assistant to the President	
3. Possible Executive Session under the authority of WV Code §6-9A-4-2A		
• HB 3215 Agreements		
• Presidential Contract and Compensation Discussion		
4. Approval of Minutes (September 10, 2008)		3
5. Board Chair Report	Chairman Campbell	
6. President's Report	Dr. Marie Foster Gnage President	
7. Action Items		
• Revision of Institutional Admission Policy	Anthony Underwood Dean of Students	8
• Policies to be Rescinded	Debbie Richards Special Assistant to President for Policy/Social Justice	15
8. Consent Agenda		
• Board of Governors Policies	Debbie Richards	
Policy A-37 – Board of Governors Meetings		17
Policy A-45 – Adoption or Amendment of Rules		21
9. Information Items		
• Higher Learning Commission Approval for Delivery of Online Associate Degrees	Rhonda Richards Executive Dean Academic Affairs	26
• Articulation Agreement between WVU Parkersburg and the Community and Technical Colleges in West Virginia	Rhonda Richards	27
• Memorandum of Understanding between West Virginia University at Parkersburg and Angel Kanchev, the University of Ruse, Bulgaria	Rhonda Richards	30
• Committee Assignments	Chairman Campbell	32

10. Discussion

11. Announcements

12. Next Meeting

Date: November 12, 2008

Location: College Activities Center Multi-Purpose Room

Time: 5:45 p.m.

13. Adjournment

**MINUTES**  
**WEST VIRGINIA UNIVERSITY AT PARKERSBURG**  
**BOARD OF GOVERNORS**  
**September 10, 2008**

A meeting of the West Virginia University at Parkersburg Board of Governors was held on September 10, 2008 beginning at 5:45 p.m. in the Multi-Purpose Room of the College Activities Center. Board members present were: Cindy Bullock, Keith Burdette, Gregory Busch, Joe Campbell, Gerard El Chaar, William H. Hopkins, Curtis Miller, Violet Mosser, Kennad Lee Skeen, II, Gregory K. Smith, Kim Starkey, and Rock Wilson.

Guests Present: James Skidmore, Chancellor of the WV Community and Technical College System; Gregory Smith, Council Member for the WV Council for Community and Technical College Education; The Honorable J. D. Beane, Judicial Circuit Judge and his assistant Karen Holub; Robert Newell, Mayor City of Parkersburg; David Underwood and Randy Law, WVU at Parkersburg Foundation Board members; faculty, staff, students, members of the community, and members of the media.

**1. Call to Order**

Marie Foster Gnage, President of WVU Parkersburg called the meeting to order and noted that a quorum was present.

**2. Welcome and Introductions**

President Gnage introduced faculty, staff, students and guests present, and roll call of Board members noting that all members were present.

**3. Swearing in of Board Members**

Board members were sworn in by the Honorable J. D. Beane, 4<sup>th</sup> Judicial Circuit Judge for Wood and Wirt Counties

**4. Elections**

- Nominations/Election of Chair

Mr. Burdette nominated Mr. Campbell to serve as Chair of the WVU Parkersburg Board of Governors. With no further nominations, Mr. Miller moved that nominations be closed. Mr. Smith seconded the motion. The motion passed and Mr. Campbell was elected unanimously to serve as Chair.

- Nominations/Election of Other Officers

Mr. Smith nominated Mr. Curtis Miller to serve as Vice Chair of the WVU Parkersburg Board of Governors. With no further nominations, Mr. Burdette moved that the nominations be closed. Mr. Hopkins seconded the motion. The

motion passed and Mr. Miller was elected unanimously to serve as Vice Chair.

Mr. Miller nominated Mr. Burdette to serve as Secretary of the WVU Parkersburg Board of Governors. With no further nominations, Mr. Wilson moved that nominations be closed. Mr. Smith seconded the motion. The motion passed and Mr. Burdette was elected unanimously to serve as Secretary.

## **5. President's Report**

Dr. Marie Foster Gnage, President of West Virginia University at Parkersburg, provided a report to Board members.

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

- Presidential Contract and Compensation Discussion

Mr. Miller moved to go into Executive session. Mr. El Chaar seconded the motion. The motion passed. At approximately 6:10 p.m. the WVU Parkersburg Board of Governors moved into Executive Session.

At approximately 6:45 p.m., Mr. Miller made a motion for the Board to return from Executive Session. Mr. Busch seconded the motion. Motion carried.

Mr. Burdette moved that the Chair of the WVU Parkersburg Board of Governors work with the President to develop a presidential contract outlining goals, evaluation, and compensation, and report back to the Board at the next meeting. Mr. Busch seconded the motion. The motion passed.

## **7. Action Items**

- FY 2008-2009 Classified Staff Salary Increases

Following report by WVU Parkersburg, Chief Financial Officer Elizabeth Baker, Mr. Smith moved for the approval of the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves classified salary increases equal to the higher of 3% the salary of record on July 1, 2008 or 50% of the salary gap calculated by comparing the salary of record on July 1, 2008 to the 2001 Classified Salary Schedule for like pay and years of experience effective October 1, 2008.

Mr. El Chaar seconded the motion. Motion carried.

- Approval of Meeting Schedule

Mr. Busch moved for the approval of the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a FY 2008-2009 meeting schedule.

Wednesday at 5:45 p.m. on the following dates:

October 8, 2008  
November 12, 2008  
January 14, 2009  
March 11, 2009  
June 10, 2009

Mr. Wilson seconded the motion. Motion carried.

## **8. Consent Agenda**

- W.T. Grant Building Deed

Mr. Burdette moved to accept the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors acknowledges acceptance of the property deed for the W. T. Grant building located at 705-711 Market Street in Parkersburg, WV

Mr. Miller seconded the motion. Motion carried.

## **9. Information Items**

- 2007-2008 Tuition Waivers Report (read only)

This tuition waiver report for 2007-08 has been submitted to the West Virginia University Board of Governors as the governing body for that period. It is provided for information to the WVU at Parkersburg Board of Governor's.

- 2008 Maintenance Report (read only)

This report summarizes the Maintenance activities completed by the West Virginia University at Parkersburg Facilities and Grounds Department thus far in 2008.

- 2009-2010 Capital Budget Request (read only)

Each year state agencies and institutions of higher education are asked to submit requests for funding for capital improvements to the State Budget Office by the beginning of September. As a higher education institution, WVU at Parkersburg submits the request to Higher Education Policy Commission (HEPC) where all institutions' requests are aggregated and submitted to the State Budget Office from the HEPC and WV Council for Community and Technical College Education (WVCCTCE).

## **10. Discussion**

- Committees

The Board reviewed some possible committee selections. The Chair will make recommendations to the Board on committees after discussions with the President.

- Strategic Plan

President Gnage reported to Board members that the college is in the process of developing its strategic plan for the next five years. The Board of Governors will plan an important role in the development.

- WVU Parkersburg Board of Governors Retreat

President Gnage suggested some possible dates for a Board of Governors Retreat. Mr. Wilson moved that the Board Retreat take place on October 8, 2008 prior to the next Board meeting. Ms. Starkey seconded the motion. It was suggested that some Board members would need to review their schedules before the date could be confirmed. Mr. Wilson withdrew his motion. Board members will review their schedules and confirm availability for a retreat on October 8.

- West Virginia State Route 2 & Interstate 68 Authority

Mr. Burdette moved to accept the resolution provided by the Authority and to adopt a resolution supporting the upgrade of WV Route 2 to a modern four lane highway. Ms. Starkey seconded the motion. Motion carried.

## **11. Announcements**

- Legislative Breakfasts are scheduled for October 2 and November 13 at 8:30 a.m. in the President's Conference Room.
- WV Council for Community and Technical College System Board Orientation – state wide training session will be scheduled as soon as all community and technical college boards of governors are announced. Chancellor Skidmore addressed the Board members noting that there will be a lot of challenges and opportunities during the coming months.

- Association of Community Colleges Trustees (ACCT) Community College Leadership Conference is scheduled October 29 – November 1 in New York. President Gnage will try to arrange for Narcissa Polonio, Vice President, Board Leadership Services, for the ACCT, to visit with our Board of Governors on our campus.

**12. Next Meeting**

Date: October 8, 2008  
Location College Activities Center Multi-Purpose Room  
Time: 5:45 p.m.

**13. Adjournment**

With no further business to be discussed, Mr. Miller moved that the meeting be adjourned. Ms. Mosser seconded the motion. The motion passed.

Respectfully submitted,

Patsy J. Bee  
Executive Assistant to the President

\_\_\_\_\_ Joe D. Campbell, Chairman

\_\_\_\_\_ Keith Burdette, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 8, 2008**

**ITEM:** Revision of Institutional Admission Policy

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a revision in the institutional admission policy that allows additional options for test score submission and amends the general admission requirements for international students.

**STAFF MEMBER:** Anthony Underwood, Dean of Students

**BACKGROUND:**

This revision in the institutional admission policy expands the options for submission of test scores and updates the requirements for international students for general admission to West Virginia University at Parkersburg. Both changes are in compliance with the rules of the WV Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission.

The present admission policy for West Virginia University at Parkersburg requires submission of scores achieved on the American College Test (ACT) or Scholastic Aptitude Test (SAT) by students seeking general admission who have graduated from high school within the previous five years. Acceptance of scores achieved on the Accuplacer, Asset, or Compass tests will provide options for our students that will ultimately facilitate not only admission, but also their placement.

The update in admission requirements for international students will make West Virginia University at Parkersburg more competitive in the international student recruitment process by bringing policy into line with the practices of publicly supported higher education institutions in the State of West Virginia. Benchmarked institutions include: Concord University, Fairmont State University, Shepherd University and West Virginia University, Morgantown.

With the advent of WVU at Parkersburg's Center for Global Initiatives, the Cooperative Education Project between the West Virginia University at Parkersburg Education Division and the University of Ruse (Bulgaria), and the commitment to expanding our international student enrollment, the proposed changes are viewed as necessary to properly serve these and future programs.

This action will make the following changes in current policy:

- Replace the requirement for potential international students to deposit sufficient funds to cover one year's tuition with the West Virginia University at Parkersburg business office before issuance of an I-20, with a requirement to provide an Affidavit of Financial Support showing financial commitment by the student and/or sponsor(s) equaling no less than the amount calculated by the Office of Financial Aid for an out-of-state student not living at home.
- Allow international students to enter in either the fall or spring semester instead of only the fall semester.
- Provide modern and alternate means of meeting the TOEFL requirement, including flexibility for conducting cooperative education agreements.
- Requiring proof of immunization analogous to that required of domestic students.
- Requiring proof of passport.
- Requiring transcript analysis by an accredited international agency, to be paid by the applicant in cases involving international transfer students.

A copy of the institutional admission policy reflecting all changes by strike-through and underlining is attached.



**Title: #VI-9. Admission to West Virginia University at Parkersburg**

**Date: Proposed September 25, 2008** (updates version dated August 26, 2003)

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**Categories of Admission**

Students may be admitted to West Virginia University at Parkersburg under any of the following categories: Note: Admission to the institution does not necessarily imply admission to a particular program of study.

1. General Admission
  - a. Transfer Admission
  - b. Transient Admission
  - c. Early Admission of High School Students
  - d. Readmission
  - e. Non-degree Admission
  - f. International Admission
  
2. Provisional Admission

**Admissions Requirements - General Admission**

To be fully admitted under general admissions requirements, a student must:

1. Submit an Application for Admission.
  
2. Submit official high school transcript (indicating graduation date) or passing General Education Development (GED) scores. (High school transcript not needed from person who graduated from high school five years previous to WVU Parkersburg enrollment.)
  
3. Submit official transcripts from each college or university previously attended (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Admission office. Transcript marked "issue to student" or submitted directly by students cannot be accepted.)
  
4. Submit scores achieved on any one of the following: American College Test (ACT), or Scholastic Aptitude Test (SAT), Accuplacer, Asset, or Compass. (This requirement does not apply to applicants who graduated from high school more than five years previous unless ACT is a specific test score is required by for admission to a program or required for a specific scholarship award.)

5. Submit measles and rubella immunization records if a full-time student and if born after January 1, 1957. Acceptable documentation might include one of the following:
  - a. Proof that student was born before Jan. 1, 1957.
  - b. Copy of permanent health record with report of measles and rubella immunization from the high school.
  - c. Report of immune titer or a positive antibody test providing immunity from a physician or the Health Department.
  - d. Health history signed by a physician that the student had the disease (applies only to measles).
  - e. Proof that measles and rubella vaccines were given after one year of age.

### **Admissions Requirements-Transfer Students**

A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another regionally accredited college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study. To be fully admitted under transfer requirements, a student must:

1. Submit Application for Admission.
2. Submit a request to the registrars of all institutions previously attended to forward official transcripts of credit to the Admissions and Records of WVU Parkersburg. Only credits earned at regionally accredited institutions will be accepted for transfer. (These transcripts must be sent directly from issuing institution to the WVU Parkersburg Admission office. Transcripts marks "issue to student" or submitted directly by students cannot be accepted.)
3. Submit measles and rubella immunization records if full-time student and if born after January 1, 1957.
4. Submit a high school transcript indicating graduation date and ACT, ~~or~~ SAT, Accuplacer, Asset, or Compass scores IF
  - a. The applicant has fewer than 30 hours of college credit. And if
  - b. The applicant graduated from high school fewer than five years previous to WVU Parkersburg enrollment.

### **Admission Requirement - Transient Students**

A Transient student is defined as any student who is officially enrolled in another college (referred to as home college) and wants to take a course(s) at WVU Parkersburg and have the

courses transferred back to his/her home college. To be fully admitted under transient requirements, a student must:

1. Submit an Application for Admission.
2. Submit a transient approval form or letter of good standing from the home institution.

### **Admissions Requirements - Early Admissions Students**

An Early Admission student is defined as a high school junior or senior who has completed all high school requirements through the sophomore year and has maintained a minimum cumulative 2.8 grade point average. To be fully admitted under early admission requirements, a student must:

1. Submit Application for Admission form.
2. Submit a written recommendation either the high school principal or a high school counselor to take college courses while a high school student.
3. Submit a partial, official high school transcript.

Only high school students who meet these requirements are eligible to enroll in college course work while in high school. Early admission students are not eligible for financial aid.

### **Admission Requirements - Readmission Students**

A readmission student is defined as any student who has previously enrolled at WVU Parkersburg as a student. To be fully admitted under readmission requirements, a student must:

1. Submit a new application for admission if the student has not been enrolled for at least one academic year.
2. If the student has attended any other college since last enrolled with WVUP, complete additional requirements for admission transfer.

### **Admissions Requirements - Non-degree Students**

A non-degree student is a person who has no plans to earn a degree or certificate at WVU Parkersburg and who does not intend to register for more than two courses in any semester. To be fully admitted under non-degree requirements, a student must:

1. Submit Application for Admission.

The non-degree student is not eligible for financial aid.

## Admissions Requirements - International Students

An International student is defined as a resident citizen of a foreign country who seeks admission to WVU Parkersburg. All documents must be on file by ~~April 4~~ May 1 for fall-semester admission to the subsequent fall semester and by October 1 for admission to the subsequent spring semester. ~~International students are admitted only at the start of Fall Semesters. To be fully admitted under international requirements, a student must:~~

To be admitted as an international student, an applicant must, in addition to meeting the admission requirements of the student type for which they have applied:

1. Submit an International Application for Admission.
2. Submit a certified copy of secondary school transcripts.
- ~~3. Submit a recommendation of secondary school administrator or teacher.~~
3. If transferring to West Virginia University at Parkersburg submit a copy of all prior institution transcripts. If the prior institution's location is outside the United States they must be sent for evaluation to an accredited international transcript evaluation service as identified by the Registrar. Fees for such services are to be paid by applicant.
4. Submit regional examination scores, if applicable, that have been evaluated and verified by the testing agency; no failures are accepted, and test scores should represent competency levels equivalent to a grade of "C."
5. Submit a score on the ~~computerized~~ Test of English as a Foreign Language (TOEFL) of ~~213 or higher~~ 173 for the computerized test, 60 or higher on the Internet based TOEFL and 500 for the paper test. A score of 7 or higher on the IELTS academic test will also be acceptable. If TOEFL is not available, WVU at Parkersburg also accepts the STEP EIKEN Proficiency 2A which is equivalent to the 500 score TOEFL. These scores must be sent by the STEP EIKEN institute. An alternate means of English proficiency may be used if the student is attending WVU Parkersburg as part of a Cooperative Education Project Agreement between a recognized higher education institution and West Virginia University at Parkersburg as defined by said agreement. For a TOEFL application, contact TOEFL, Education Testing Service, Princeton, NJ 08540 USA.
6. Submit a ~~letter of financial sponsorship and certified bank records of the sponsor~~ notarized Affidavit of Financial Support showing financial commitment by the student and/or sponsor(s) equaling no less than the amount calculated by the Office of Financial Aid for an out-of-state student not living at home. Different levels and sources of necessary support may be defined by a Cooperative Education Project Agreement. Such agreements may supersede the requirement of an Affidavit of Financial Support if alternate forms of funding are defined in the Cooperative Education Project Agreement.

7. All individuals and institutions providing funds listed in the Affidavit of Financial Support (if required) must provide certified bank statements (private individuals) or statements of sponsorship (institutions). Bank and / or sponsorship statements can be no older than 6 months at the time of submission.
8. Submit a copy of a current passport.
9. Provide documentation from a doctor proving immunization from measles, mumps and rubella.

Upon receipt of all documentation, the ~~Registrar~~ Office of Admissions will complete an evaluation and notify the student of an admissions decision.

Upon confirmation of a positive admission decision, the Admissions Office will issue an I-20.

~~At that time, the student must deposit funds to cover one year's tuition with the WVU Parkersburg Business Office. Upon receipt of funds, the Admission Office will issue an I-20 form.~~

#### **Admission requirements - Provisional Admission**

Applicants for General Admission who do not meet all of the requirements stated above may be granted Provisional Admission for one semester. Requirements for General Admission must be met by the completion of the first semester enrolled to continue enrollment at WVU Parkersburg. Provisional Admission students are not eligible for financial aid.

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 8, 2008**

**ITEM:** Policies to be Rescinded

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors rescinds policies 21, 25A, 30, 31, 36, and 43 adopted by West Virginia University Board of Governors, but not applicable to West Virginia University at Parkersburg.

**STAFF MEMBER:** Debbie Richards, Special Assistant to the President for Policy and Social Justice

**BACKGROUND:**

As directed by H.B. 3215, effective July 1, 2008, policies adopted by the West Virginia University Board of Governors will continue in effect for WVU at Parkersburg until they are rescinded, revised, altered or amended by the West Virginia University at Parkersburg Board of Governors.

The attached list of policies of West Virginia University Board of Governors do not apply to West Virginia University at Parkersburg. Therefore, it is unnecessary for these policies to be adopted by the West Virginia University at Parkersburg Board of Governors.

**Policies of the West Virginia University Board of Governors  
Not Applicable to  
West Virginia University at Parkersburg**

- Policy 21, Funding of Intercollegiate Athletics  
Series 36 of the WV Council for Community & Technical College Education limits sports programs at community and technical colleges to intramural and club sports.
- Policy 25A, Surplus Property – WVU  
WVU Board of Governors adopted two policy versions regarding surplus property-- Policy 25A pertaining only to WVU and Policy 25B pertaining to regional campuses. Policy 25B will be retained.
- Policy 30, Salary Enhancement for Continued Academic Achievement (WVU)  
WVU Board of Governors adopted this policy to apply only to WVU-Morgantown.
- Policy 31, Student Code of Conduct (WVU/Potomac State)  
Policy 46, Code of Student Conduct, adopted by the WVU Board of Governors, applies specifically to WVU at Parkersburg and will be retained.
- Policy 36, Separation of Programs & Personnel at Administratively Linked Institutions (C&TC at WVUIT and WVUIT)  
WVU Board of Governors adopted this policy applicable only to the arrangement between the Community and Technical College at West Virginia University Institute of Technology and West Virginia University Institute of Technology.
- Policy 43, Investment Policy (WVU)  
WVU Board of Governors adopted this policy in accordance with Senate Bill 603 relative to investment of WVU funds with the WVU Foundation. By law, this policy is applicable only to WVU-Morgantown.

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 8, 2008**

**ITEM:** Policy A-37, Board of Governors Meetings

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors concurs with non-substantive alterations specific to WVU at Parkersburg with the transfer of WVU Board of Governors Policy 37 to the WVU at Parkersburg Board of Governors, as re-numbered A-37.

**STAFF MEMBER:** Debbie Richards, Special Assistant to the President for Policy and Social Justice

**BACKGROUND:**

As directed by H.B. 3215, effective July 1, 2008, policies adopted by the West Virginia University Board of Governors will continue in effect for WVU at Parkersburg until they are rescinded, revised, altered or amended by the West Virginia University at Parkersburg Board of Governors.

Non-substantive alterations are proposed in the attached copy of WVU Board of Governors Policy 37 to make the document specific to WVU at Parkersburg. All alterations are indicated by strike-through of text to be deleted and underlining of text to be added.

In addition, a re-numbering system to organize policies into functional categories, will result in an updated number for the policy, A-37. All policies in the category of General Administration will be prefaced by the letter "A" followed by the previously established consecutive numbering assignment. The effective date of the policy remains June 2, 2006, and no 30-day review period is required for non-substantive alterations of transferred policies.

With the consent of the WVU at Parkersburg Board of Governors the edited version of this policy will be posted on the Board's web page, as required.

West Virginia University at Parkersburg Board of Governors

**POLICY A-37**  
**BOARD OF GOVERNORS MEETINGS**

~~West Virginia University and its Regional Campuses~~

**Section 1. General**

- 1.1 This policy governs the meetings of the West Virginia University at Parkersburg Board of Governors. ~~It is also Section 3 of the WVU Board of Governors Operating Procedures.~~
- 1.2 Authority. – West Virginia Code: §18B 1-6; §6-9A-3;
- 1.3 Effective Date. – June 2, 2006  
(Transferred from WVU Board of Governors on July 1, 2008)

**Section 2: Meetings**

- 2.1 Frequency  
The West Virginia University at Parkersburg Board of Governors ("Board") shall meet in regular session not less than six times in each fiscal year. The schedule of meetings will be determined by the Chair in consultation with the Board.
- 2.2 Annual Meeting  
The annual meeting shall be held each year in June.
- 2.3 Notification and Access  
The date, time, place and agenda of all regularly scheduled meetings and the date, time, place and purpose of all special meetings shall be announced in advance in the State Register, as prescribed by the Open Governmental Proceedings Act. Meetings of the Board shall be open to the public as provided by law.
- 2.4 Emergency Meetings  
In the event of an emergency, the Chairperson may file an emergency meeting notice at any time prior to the meeting. The emergency meeting notice shall state the date, time, place and purpose of the meeting and the facts and circumstances of the emergency. The meeting shall be limited to the emergency agenda identified in the notice.
- 2.5 Meeting Location  
Meetings will ordinarily be held on the Parkersburg campus of West Virginia University at Parkersburg ~~in Morgantown~~, but may be held at such other places as the Board may determine.
- 2.6 Quorum  
A majority of members (~~9-7~~) shall constitute a quorum to do business, but a smaller number may meet and adjourn to some other time or until a quorum is obtained. Telephonic or other electronic means of attending the meeting shall qualify toward the quorum.
- 2.7 Parliamentary Procedure  
The business at each meeting shall be conducted under general parliamentary rules set forth in *Robert's*

*Rules of Order* as modified or interpreted by the Board.

2.8 Agendas

The agenda for every meeting of the Board shall be prepared by the Chair of the Board with the assistance of the President of the University institution. Any member of the Board of Governors may present to any meeting of the Board any item for information or discussion whether or not the same is on the agenda of the meeting, but no final action shall be taken on an item that is not consistent with the agenda or purpose of the meeting.

2.9 Minutes

Minutes of each meeting of the Board shall be prepared, approved by the Board, and recorded permanently with the signatures of the Chair and Secretary.

Subject to the exceptions set forth under the Open Governmental Proceedings Act, minutes of all meetings shall be available to the public within a reasonable period of time after the meeting and shall include, at least, the following information:

- a) The date, time, and place of the meeting;
- b) The name of each member of the Board, present and absent;
- c) All motions, proposals, resolutions, orders and measures proposed, the name of the person proposing the same and their disposition; and
- d) The results of all votes and, upon the request of a member, pursuant to the rules of the Board for recording roll call votes, the vote of each member by name.

2.10 Voting

2.10.1 Manner of Voting

Votes on all matters coming before the Board or any of its committees shall be taken by voice vote, but a roll call vote shall be taken upon the request of a member for a roll call vote.

2.10.2 Off-Site Voting

Whenever any member participates in a meeting of the Board by telephone or any other means when not physically present at the meeting location, such member(s) shall be individually polled as to each vote of the Board.

2.10.3 Proxy Voting

No member may vote by proxy.

2.11 Executive Session

By vote of a majority of the members present at any meeting of the Board, and in accordance with the West Virginia Open Governmental Proceedings Act, portions of a meeting may be closed to the public.

No decision may be made in the executive session. No person not a member of the Board shall be in attendance at such executive session except at the direction of the members.

2.12 Protocol for Meetings of the Board of Governors

All those in attendance at meetings of the Board of Governors may be asked to identify themselves before addressing the Board or in appropriate circumstances upon entry to the meeting. Only members of the Board of Governors, the President, or those recognized by the Chair or by majority vote of the members present may address the Board.

If space is limited in the meeting room, those with business before the Board of Governors and the members of the press shall have priority over those who are visitors.

The Board may remove from the meeting any member of the public who is disrupting the meeting to the extent that orderly conduct of the meeting is compromised.

2.13 Appearances before the Board

Persons who desire to have an item placed on the Board's regular or special meeting agenda may submit a request in writing to the Chair or to the President of the ~~University~~ institution. After consultation with the President, the Chair may either place the requested item on an upcoming agenda or reject it, notifying the person of the reasons for the decision; the Chair may also refer the item to a committee of the Board. Such a request may include a request to address the Board in relation to the proposed agenda item and shall be made in sufficient time to be considered prior to the issuance of the agenda.

At any meeting where the Board requests that persons who desire to address the Board register to address the body, persons may not be required to register more than fifteen (15) minutes prior to the time the scheduled meeting is to commence.

When deemed proper, a majority of the Board may waive these rules and hear any person on any subject, before either the committee of the whole or any committee of the Board.

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 8, 2008**

**ITEM:** Policy A-45, Adoption or Amendment of Rules

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors concurs with non-substantive alterations specific to WVU at Parkersburg with the transfer of WVU Board of Governors Policy 45 to the WVU at Parkersburg Board of Governors, as re-numbered A-45.

**STAFF MEMBER:** Debbie Richards, Special Assistant to the President for Policy and Social Justice

**BACKGROUND:**

As directed by H.B. 3215, effective July 1, 2008, policies adopted by the West Virginia University Board of Governors will continue in effect for WVU at Parkersburg until they are rescinded, revised, altered or amended by the West Virginia University at Parkersburg Board of Governors.

Non-substantive alterations are proposed in the attached copy of WVU Board of Governors Policy 45 to make the document specific to WVU at Parkersburg. All alterations are indicated by strike-through of text to be deleted and underlining of text to be added.

In addition, a re-numbering system to organize policies into functional categories, will result in an updated number for the policy, A-45. All policies in the category of General Administration will be prefaced by the letter "A" followed by the previously established consecutive numbering assignment. The effective date of the policy remains September 8, 2006, and no 30-day review period is required for non-substantive alterations of transferred policies.

With the consent of the WVU at Parkersburg Board of Governors the edited version of this policy will be posted on the Board's web page, as required.

West Virginia University at Parkersburg Board of Governors

**POLICY A-45**  
**ADOPTION OR AMENDMENT OF RULES**

~~West Virginia University and its Regional Campuses~~

**Section 1. General**

- 1.1 Scope - This Rule governs the adoption or amendment of Rules of the West Virginia University at Parkersburg Board of Governors.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-2A-4; Higher Education Policy Commission Series 4, 133 CSR 4; Council for Community and Technical College Education Series 4, 135 CSR 4.
- 1.3 Effective Date – September 8, 2006.  
(Transferred from WVU Board of Governors on July 1, 2008)

**Section 2. Purpose**

- 2.1 It is the purpose of the Board to encourage and facilitate, to the greatest reasonable degree, an active participatory governance process for the institution. To that end, this Rule shall be implemented to encourage and foster notice and an opportunity for comment on all institutional Rules that come before the Board for review and adoption.

**Section 3. Definitions**

- 3.1 Rule – Subject to Section 3.1.1, the name used for any regulation, policy, procedure, guideline, directive, standard, statement of policy or interpretation of general application and future effect that also has institution-wide effect or affects the rights, privileges or interests of employees, students or citizens.
  - 3.1.1 The term "Rule" shall not apply to (a) any regulation, policy, procedure, guideline, directive, standard, statement of policy or interpretation of general application and future effect established for an individual unit, division, department or school of the institution which deals solely with the internal management or responsibilities of that unit, division, department or school, or (b) an academic curricular policy that does not constitute a mission change for the institution.
- 3.2 Administrative Procedure – Any regulation, policy, procedure, guideline, directive, standard, statement of policy or interpretation of general application and future effect described in Section 3.1.1, above.
- 3.3 Chancellor – The Chancellor of the Higher Education Policy Commission ~~for Rules that apply to West Virginia University and its divisions and, through June 30, 2007, to West Virginia University Institute of Technology; and the Chancellor of the Community and Technical College System for Rules that apply to West Virginia University at Parkersburg and the Community and Technical College at West Virginia University Institute of Technology.~~

## Section 4. Application

- 4.1 This Rule shall apply to the adoption, amendment, or repeal of any Rule of the West Virginia University at Parkersburg Board of Governors. This Rule shall also apply to the adoption, amendment or repeal of any Administrative Procedure solely as it relates to the posting requirements set forth in Section 6.1. This Rule does not apply to subject-matter not included within the scope of Series 4 of the West Virginia Higher Education Policy Commission, 133 CSR 4, and/or Series 4 of the West Virginia Community and Technical College Council, 135 CSR 4.
- ~~4.2 Unless otherwise stated, all Rules of the West Virginia University Board of Governors apply to all institutions under the Board's jurisdiction, which consist of West Virginia University and its divisions, West Virginia University at Parkersburg, the Community and Technical College at West Virginia University Institute of Technology and, until it becomes a division of West Virginia University effective July 1, 2007, West Virginia University Institute of Technology.~~

## Section 5. Rulemaking Process

- 5.1 Every adoption, amendment or repeal of a Rule must be approved by the Board. Without limiting the foregoing, the Board delegates to the President the authority to initiate the procedures under this Rule.
- 5.2 If the President or Board determines that the institution should draft, amend or repeal a Rule, a notice of proposed rulemaking shall be provided to the Board, the Chancellor, representatives of students, faculty and classified employees at the affected institution(s), and other interested parties as identified by the President or his or her designee. Notice shall also be provided to students, faculty and employees through email and/or intranet announcements, or as otherwise deemed appropriate in the discretion of the President or his or her designee, and posted on the web-page of the Board of Governors. A copy of the notice will also be available at the Office of the President of the affected institution(s).
- 5.2.1 The notice shall specify that there shall be a public comment period of no less than thirty (30) days for the receipt of written comments. The notice shall contain a brief description of the subject matter of the rule, a copy of the proposed new or amended Rule or of the Rule to be repealed, as applicable, and an explanation of how to provide comments for consideration, including the deadline for submission of comments and contact information for the person or office designated to receive public comments. Copies of the notice shall be made available at no cost to any requester.
- 5.3 Following the passage of the public comment period, the President may, at his or her discretion, either present further drafts for additional comment or proceed with submission of a proposal to the Board of Governors for review and possible Board action pursuant to Section 5.4 or 5.5, below.
- 5.4 If the notice of proposed rulemaking was approved by the Board at a previous meeting and no comments are received during the comment period, the proposed rule, amendment or repeal shall take effect without further vote by the Board, but only if the Board, at the time of approving the notice, explicitly authorized such adoption, amendment or repeal without further Board action.
- 5.5 Except as set forth in Section 5.4, above, all proposals for adoption, amendment or repeal of a Rule shall require final Board action after passage of the public comment period before the adoption, amendment or repeal may take effect.
- 5.5.1 At least ten (10) days prior to a meeting in which the Board is to consider final approval to the adoption, amendment or repeal of a Rule, the final draft Rule, along with a copy of all written comments and evidence received and determinations made, shall be posted on the Board's web site

and provided to the persons identified in Section 5.2 using the same methods of notice as described in that section.

- 5.5.2 Comments received shall be summarized and proposed responses prepared by the President or his or her designee for submission to the Board for consideration at the meeting. The Board may amend a proposed rule as a result of the comments or evidence received without an additional notice period.
- 5.6 Within thirty days of the adoption, amendment or repeal of a Rule by the Board, copies of the Rule, or notice of the repeal, will be forwarded to the Chancellor.
- 5.6.1 Except as set forth in Section 5.6.2, any adoption, amendment or repeal of a Rule by the Board shall not take effect until approved by the Chancellor or his or her designee under the procedures specified in Higher Education Policy Commission Series 4 and/or Council for Community and Technical College Education Series 4, as applicable.
- 5.6.2 Any adoption, amendment or repeal by the Board of a Rule which relates to any subject matter over which the Legislature of the State of West Virginia has authorized the Board to act without further approval of the Commission or its Chancellor shall take effect upon Board approval or as otherwise specified by the Board.
- 5.7 Approved Rules shall be assigned a number to assist in identification of each such Rule. Rules adopted or amended by the Board will be posted prominently on the Board web site, and copies shall be made available, at no cost to the requester, in the Office of the President of the affected institution(s). Rules which have been repealed by the Board shall be marked "Repealed" on the Board web site. All written comments, evidence received and determinations made will be preserved and made available for inspection and copying in the Office of the President for a period of five years from the date of the final Board action.

## **Section 6. Administrative Procedures**

- 6.1 Each Administrative Procedure shall be posted prominently on the appropriate web site of the ~~unit, division, department or school~~ issuing the Administrative Procedure institution in a manner maximizing accessibility to affected persons, and shall be available at the main administrative offices of the ~~unit, division, department or school~~ institution.

## **Section 7. Emergency Action**

- 7.1 If it is determined that an emergency exists under which immediate action is necessary to adopt, amend or repeal a Rule, the Board may approve such an emergency adoption, amendment or repeal of a Rule without first following the procedures set out in this Rule. Emergency rules approved by the Board will be posted prominently on the Board's web site.
- 7.2 For purposes of this Section 7, an emergency exists when the adoption, amendment or repeal of a Rule is necessary for the immediate preservation of the public peace, health, safety or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive or rule of the Higher Education Policy Commission or the Council for Community and Technical College Education, or to prevent substantial harm to the public interest, or to deal with financial exigency. The facts constituting an emergency shall be communicated in writing in advance to the Chancellor, who may disapprove the action of the Board if the Chancellor, or his/her designee, disagrees that an emergency existed.
- 7.3 Any emergency policy shall remain in effect no longer than three (3) months, and shall expire unless a final policy has been approved under the normal process set out in this policy.

## **Section 8. Reporting Requirements**

- 8.1 No later than October 1 of each year, the Board shall file with the Higher Education Policy Commission and with the Council for Community and Technical College Education a list of all Board Rules that were in effect on July 1 of that year, as well as a list of Board Rules repealed during the preceding year. The list shall include the most recent date on which the Rule was adopted, amended or repealed, and a statement by the Chair of the Board certifying that the Board complied with the provisions of Section 18B-1-6 of the West Virginia Code and with Higher Education Policy Commission Series 4 and/or Council for Community and Technical College Education Series 4, as applicable, in the adoption of the Rule.

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 8, 2008**

**ITEM:** Higher Learning Commission Approval for  
Online Associate Degrees

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Rhonda Richards  
Executive Dean of Academic Affairs

**BACKGROUND:**

West Virginia University at Parkersburg has received formal notification from The Higher Learning Commission of its approval to extend the institution's accreditation to include distance delivery of the Associate of Applied Science in Business Technology, Associate of Applied Science in Business Administration, Associate of Applied Science in Multi-Craft Technology, and the Associate of Arts Degrees.

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 8, 2008**

**ITEM:** Articulation Agreement between WVU at Parkersburg and Community and Technical Colleges in West Virginia

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Rhonda Richards  
Executive Dean of Academic Affairs

**BACKGROUND:**

West Virginia University at Parkersburg has recently entered into agreements with the nine Community and Technical Colleges in the West Virginia Community and Technical College System. The agreements will allow students who have completed associate degree programs and wish to transition to one of the four WVU Parkersburg baccalaureate programs that meet the advanced training needs of the state in the areas of teacher education and the applied sciences. These baccalaureate degrees include the following: Bachelor of Applied Science in Business Administration; Bachelor of Applied Technology; Bachelor of Arts in Elementary Education; and the Regents Bachelor of Arts.

**ARTICULATION AGREEMENT**  
**between**  
**West Virginia University at Parkersburg**  
**and**  
**Community and Technical College System of West Virginia**

**I. PURPOSE**

West Virginia ranks near last in baccalaureate degree attainment and is experiencing significant shortages in teacher education and the applied sciences. To meet the economic needs of the state and to ensure an educated, prepared workforce, West Virginia University at Parkersburg will provide baccalaureate educational opportunities for students attending community colleges in the Community and Technical College System of West Virginia. The regional, community college pathway to baccalaureate degree programs will further ensure opportunities for non-traditional students who desire to meet local high demand workforce needs for training and education.

**II. ELEMENTS OF THE AGREEMENT**

Community and Technical College System of West Virginia students who have completed associate degree programs will be eligible to apply for the four baccalaureate programs that meet the advanced training needs of the state in the areas of teacher education and the applied sciences. These baccalaureate degrees include the following:

- a. The Bachelor of Applied Science in Business Administration (BASBA) degree is a workforce baccalaureate designed primarily for Associate in Applied Science degree holders desiring career advancement and/or advance technical training in business-related fields.
- b. The Bachelor of Applied Technology (BAT) degree is a technical workforce baccalaureate degree designed for Associate in Applied Science or Associate of Science degree holders desiring career advancement in technology-related fields.
- c. The Bachelor of Arts in Elementary Education (BA) degree is a professional baccalaureate degree designed primarily for Associate of Arts degree holders who wish to enter the teaching field in elementary education.
- d. The Bachelor of Arts in Multi-disciplinary Studies (BA/MDS) degree is a professional baccalaureate degree designed primarily for Associate of Arts degree holders who wish to construct a degree-program that is comprised of three minors from communications, fine arts, business, chemistry, history, biology, or psychology.

### III. ARTICULATIONS WITH WVCTCS COMMUNITY COLLEGES

West Virginia University at Parkersburg agrees to develop articulation agreements with the community colleges in the Community and Technical College System of West Virginia that will:

- a. Identify programs of study for the articulation of academic credit for baccalaureate degree programs;
- b. Develop pathways for transferring students that are seamless between the WVCTCS community college and WVU-P baccalaureate degree programs;
- c. Designate academic coordinators to work with WVCTCS students to ensure smooth coordination and transition;
- d. Ensure that relevant transfer information and current WVU at Parkersburg brochures and/or catalogs are made available;
- e. Provide up-to-date, accurate and timely information about the baccalaureate programs to WVCTCS colleges.
- f. Apply credit for general education taken as part of AA, AS, or AAS degrees toward the general education requirements of the baccalaureate degree.

DATE APPROVED BY COMMUNITY AND TECHNICAL COLLEGE SYSTEM OF WV:  
September , 2008

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James L. Skidmore  
Chancellor  
Community and Technical College System of West Virginia

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\_\_\_\_\_, President  
\_\_\_\_\_(CTC Institution)

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Marie Foster Gnage, President  
West Virginia University at Parkersburg

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Chair, Board of Governors, West Virginia University at Parkersburg

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 8, 2008**

**ITEM:** Memorandum of Understanding Between WVU  
at Parkersburg and Angel Kanchev, The  
University of Ruse, Bulgaria

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Rhonda Richards  
Executive Dean of Academic Affairs

**BACKGROUND:**

The attached Memorandum of Understanding formalizes a general cooperative relationship between West Virginia University at Parkersburg and Angel Kanchev, The University of Ruse, Bulgaria. Subsequent Agreements will be formulated, which will be submitted to the Board of Governors for its review and/or action.

**Memorandum of Understanding  
Between  
West Virginia University at Parkersburg, U.S.A.  
And  
Angel Kanchev, The University of Ruse, Bulgaria**

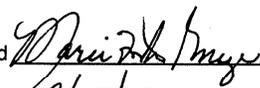
West Virginia University at Parkersburg and the University of Ruse believe that international relationships between institutions are to be encouraged. Having enjoyed a dialogue between our schools for many years, we wish to continue and deepen the relationship. In order to promote further cooperation and the advancement of academic and educational exchanges between West Virginia University at Parkersburg, U.S.A., and Angel Kanchev, University of Ruse, Bulgaria, the two institutions agree as follows:

Within fields that are mutually acceptable, the following general forms of co-operation may be pursued:

- Academic visits
- Joint teaching programs
- Joint research activities and publications
- Participation in seminars and academic meetings
- Exchange of students and faculty members
- Exchange of academic materials and other information
- Hosting groups of students on study programs

The terms of cooperation for each specific activity implemented under this Agreement of Cooperation shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of that activity. Any such agreements entered into, as outlined above, will form appendices to this Agreement of Cooperation. Each institution shall designate a liaison officer to develop and coordinate the specific activities agreed upon. The Agreement imposes no financial obligations on either party.

This Agreement becomes effective on the date of signature. It is valid for five years with the understanding that either party may terminate the Agreement with sixty days' notice, unless an earlier termination is mutually agreed upon. The Agreement is automatically renewed after the first five years unless either party notifies the other party of its intention to terminate through written statement.

Signed   
Date 9/25/08

Marie Foster Gnage, Ph.D, President  
West Virginia University at Parkersburg

Signed \_\_\_\_\_  
Date \_\_\_\_\_

Hristo Beloev, Ph.D, Rector  
Angel Kanchev, University of Ruse

**West Virginia University at Parkersburg Board of Governors  
Meeting of October 8, 2008**

**ITEM:** Committee Assignments

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Joe D. Campbell, Chair

**BACKGROUND:**

A committee structure for the Board of Governors is attached with assignment of Board members to each for 2008-09.

## Committees Assignments

### Executive Committee

- Officers
- Committee Chairs

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

- Bill Hopkins, Chair
- Gregg Busch
- Rock Wilson

**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.

- Gerard El Chaar/Greg Smith – Co-Chairs
- Keith Burdette
- Violet Mosser
- Gregg Busch
- Rock Wilson

**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
- Curtis Miller
- Bill Hopkins
- Kim Starkey

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

Committee meetings will begin at 4:00 p.m.

Dinner will begin at 5:00 p.m.

Board meetings will begin at 5:45 p.m.