

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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NOVEMBER 12, 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



# SCHEDULE

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

**Wednesday, November 12, 2008**

### **Caperton Center**

4:00 p.m.	Administrative Services Committee (Facilities, Finance, Personnel)	C-200
	Academic and Student Services Committee	C-102 (Auditorium)
5:00 p.m.	Dinner	C-105
5:45 p.m.	Board Meeting	C-100 (Atrium)
	Possible Executive Session	C-102 (Auditorium)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of November 12, 2008  
5:45 p.m.  
Caperton Center Atrium

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	
<ul style="list-style-type: none"> <li>• HB 3215 Agreements</li> <li>• Presidential Contract and Compensation Discussion</li> <li>• Honorary Degrees.....4</li> </ul>	4
4. Approval of Minutes (October 8, 2008).....5	5
5. Board Chair Report	Chairman Campbell
6. President’s Report	Dr. Marie Foster Gnage President
7. 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> </ul>	Chairman Campbell Bill Hopkins Gerard El Chaar/Greg Smith Cindy Bullock
8. Action Items	
<ul style="list-style-type: none"> <li>• Approval of Candidacy for RN to BSN</li> </ul>	Dr. Rhonda Richards.....10 Executive Dean Academic Affairs
9. Consent Agenda	
<ul style="list-style-type: none"> <li>• Board of Governors Policies.....11 <ul style="list-style-type: none"> <li>○ A-06, Naming of Buildings</li> <li>○ A-18, Alcoholic Beverages on Campus</li> <li>○ A-19, Regulation of Credit Card Solicitation and Marketing</li> <li>○ A-44, Sexual Harassment</li> <li>○ D-46, Code of Student Conduct</li> <li>○ D-47, Student Academic Rights and Responsibilities</li> </ul> </li> </ul>	11
10. Information Items	
<ul style="list-style-type: none"> <li>• Memorandum of Understanding with St. Petersburg College</li> </ul>	Rhonda Richards.....14

11. Discussion

12. Announcements

- Holiday Luncheon – Wednesday, December 10 at noon – Multi-Purpose Room

13. Next Meeting

Date: January 14, 2009

Location: Room 2209-2011

Time: 5:45 p.m.

14. Adjournment

**West Virginia University at Parkersburg Board of Governors  
Meeting of November 12, 2008**

**ITEM:** Approval of Honorary Degree Candidates

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves two individuals for Honorary Degrees from West Virginia University at Parkersburg, as named by President Gnage and to be announced publicly at the December 12 Commencement.

**STAFF MEMBER:** Marie Foster Gnage, President

**BACKGROUND:**

West Virginia University at Parkersburg requests approval of two individuals for honorary degrees. This recommendation is presented to the Board of Governors with the endorsement of the Honorary Degree Screening Committee and the Faculty Senate.

Information about the nominees will be presented by Dr. Marie Foster Gnage.

**MINUTES**  
**WEST VIRGINIA UNIVERSITY AT PARKERSBURG**  
**BOARD OF GOVERNORS**  
**October 8, 2008**

A meeting of the West Virginia University at Parkersburg Board of Governors was held on October 8, 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. Absent was Rock Wilson. Others present included Dr. Marie Foster Gnage, Patsy Bee, Dr. Rhonda Richards, Anthony Underwood, and Debbie Richards.

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.

**2. Roll Call**

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

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

Mr. Smith moved to go into Executive Session. Mr. El Chaar seconded the motion. The motion passed. At approximately 5:50 p.m. the WVU Parkersburg Board of Governors moved into Executive Session.

At approximately 6:30 p.m., Mr. Burdette made a motion for the Board to return from Executive Session. Mr. Miller seconded the motion. Motion carried.

**4. Approval of the Minutes**

The minutes of the September 10, 2008 meeting were approved upon a motion by Mr. Burdette and second by Mr. Smith.

**5. Board Chair Report**

Chairman Campbell thanked everyone for the information provided at the Board Retreat. He noted that some social gatherings will be planned in the future so Board members can get to know faculty, staff and students.

## 6. President's Report

President Marie Foster Gnage provided a report to Board members and thanked them for attending the day-long retreat.

## 7. Action Items

- Revision of Institutional Admission Policy

Following a report by the WVU Parkersburg Dean of Students, Anthony Underwood, and questions by Board members, Mr. Busch moved for the approval of the following 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.

Ms. Mosser seconded the motion. Motion carried.

- Policies to be Rejected

Following a report by the WVU Parkersburg Special Assistant to the President for Policy and Social Justice, Debbie Richards, Mr. Burdette moved for the approval of the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors rejects policies 21, 25A, 30, 31, 36, and 43 adopted by West Virginia University Board of Governors, because they are not applicable to West Virginia University at Parkersburg.

Mr. Miller seconded the motion. Motion carried.

## 8. Consent Agenda

- Policy A-37 – Board of Governors Meetings

Mr. Burdette moved for the approval of the following 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.

Mr. Miller seconded the motion. Motion carried.

- Policy A-45, Adoption or Amendment of Rule - amended

Mr. Burdette moved for the approval of the following 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.

Mr. Miller seconded the motion. Motion carried.

### **Information Items**

- Higher Learning Commission Approval for Online Associate Degrees - amendment

Dr. Rhonda Richards, Executive Dean of Academic Affairs, reported that 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.

- Articulation Agreement between WVU at Parkersburg and Community and Technical Colleges in West Virginia

Dr. Richards reported that 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.

- Memorandum of Understanding Between WVU at Parkersburg and Angel Kanchev, The University of Ruse, Bulgaria

Dr. Richards reported that a Memorandum of Understanding formalizing 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.

- Committee Assignments

Chairman Campbell announced the following committees and committee 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, 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
- Kennad Skeen
- Kim Starkey

## 9. Discussion

There was a discussion, and it was suggested, that a spreadsheet be created listing

all policies that the WVU Parkersburg Board of Governors needs to oversee.

**10. Announcements**

**11. Next Meeting**

Date: November 12, 2008  
Location Caperton Center Atrium  
Time: 5:45 p.m.

**12. Adjournment**

With no further business to be discussed, Mr. Miller moved that the meeting be adjourned. Mr. Burdette 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 November 12, 2008**

**ITEM:** Approval of Candidacy for RN to BSN

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the submission of a candidacy application to the National League for Nursing Accrediting Commission for offering the RN to BSN program.

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

**BACKGROUND:**

After being granted approval by the Chancellor of the West Virginia Higher Education Policy Commission to transition WVU's RN-BSN program to a RN-BSN program offered by WVU Parkersburg, West Virginia University at Parkersburg seeks approval of the Board of Governors to submit the application for candidacy to the National League for Nursing Accrediting Commission (NLNAC). Being committed to excellence, this is the first step toward NLNAC accreditation.

The candidacy fee is \$2,500 and is required with the candidacy application. Once eligibility requirements have been determined by NLNAC, a mentor will be assigned to WVU at Parkersburg to facilitate the self-review and planning for candidacy status. Candidacy is granted after a staff review of the program's potential to achieve NLNAC accreditation.

The projected timeline for submission of the program proposal and date of implementation follows:

- October 2008-Submission of Intent to Plan to Chancellor Noland, WV Higher Education Policy Commission
- November 2008-Action agenda item for WVU Parkersburg Board of Governors to approve candidacy application pending approval of Intent to Plan by Chancellor.
- November 2008 - Candidacy Application to National League for Nursing Accrediting Commission (NLNAC)
- December 2009 - Submission of full proposal to WVHEPC
- December 2009 – Candidacy presentation to NLNAC
- January 2010 – Request for Change in Affiliation Status to Higher Learning Commission for New Program
- August 2010 – Projected date of implementation

**West Virginia University at Parkersburg Board of Governors  
Meeting of November 12, 2008**

**ITEM:** Policies A-06, Naming of Buildings; A-18, Alcoholic Beverages on Campus; A-19, Regulation of Credit Card Solicitation and Marketing; A-44, Sexual Harassment; D-46, Code of Student Conduct; D-47, Student Academic Rights and Responsibilities

**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 Policies 6, 18, 19, 44, 46, and 47 to the WVU at Parkersburg Board of Governors, as re-numbered A-06, A-18, A-19, A-44, D-46, and D-47.

**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 list of WVU Board of Governors Policies to make the documents specific to WVU at Parkersburg.

In addition, a re-numbering system to organize policies into functional categories will result in updated numbers for these policies, as reflected on the attached list. The 30-day review period is not required for non-substantive alterations of transferred policies.

With the consent of the WVU at Parkersburg Board of Governors the edited versions of these policies will be posted on the Board's web page, as required.

### **Policy A-06, Naming of Buildings**

- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed 1 reference from “West Virginia University Board of Governors” to “West Virginia University at Parkersburg Board of Governors” (Section 2.1)
- Changed “his advisory board” to “the related advisory committee” (Section 2.1)

### **Policy A-18, Alcoholic Beverages on Campus**

- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed 2 references from “West Virginia University Board of Governors” to “West Virginia University at Parkersburg Board of Governors” (Sections 2.1, 3.1)
- Deleted “(including student housing)” (Section 3.1)
- Deleted “In dwellings located thereon and occupied as a family residence; and” (Section 3.1.2)

### **Policy A-19, Regulation of Credit Card Solicitation and Marketing**

- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Deleted “and/or its regional campuses (collectively, ‘WVU’)” (Section 1.1)
- Changed 2 references from “West Virginia University” to “West Virginia University at Parkersburg” (Sections 1.1, 4.3)
- Changed all references in the document from “WVU” to “WVU at Parkersburg”

### **Policy A-44, Sexual Harassment**

- Changed 2 references from “West Virginia University Board of Governors” to “West Virginia University at Parkersburg Board of Governors” (Sections 1.1, 2.1)
- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Deleted “(WVUBOG or Board)” (Section 2.1)
- Changed 4 references from “WVUBOG” to “WVU at Parkersburg” (Sections 2.1, 2.2, 6.3)
- Changed 3 references from “WVUBOG” to “WVU at Parkersburg Board of Governors” (Sections 4.1, 5.1, 5.3)
- Changed 2 references from “University” to “college” (Section 6.1)

### **Policy D-46, Code of Student Conduct**

- Changed 3 references from “West Virginia University Board of Governors” to “West Virginia University at Parkersburg Board of Governors” (Sections 1.1, 2.1, 4.1.8)
- Changed “the WVU campuses as noted above” to “WVU at Parkersburg” (Section 1.1)
- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Updated reference from “Policy 47” to “Policy D-47” (Section 4.1.8)

- Deleted “(found in WVUP Answer Book #V-13)”. (Section 4.1.8)
- Changed “(See ‘Institutional Policy and Procedures on Sexual Harassment,’ found in WVUP Answer Book #IV-21.)” to “(See WVU Board of Governors Policy A-44, Sexual Harassment.)” (Section 4.1.14.b.)
- Changed all references in the document from “*university*” to “*college*.”
- Changed all references in the document from “*WVUP*” to “*WVU at Parkersburg*.”

**Policy D-47, Student Academic Rights and Responsibilities**

- Under Effective Date, added “(Transferred from WVU Board of Governors on July 1, 2008)” (Section 1.3)
- Changed 2 references from “*West Virginia University Board of Governors*” to “*West Virginia University at Parkersburg Board of Governors*” (Sections 1.4, 2.1)
- Updated reference from “*Policy 46*” to “*Policy D-46*” (Section 1.4)
- Deleted “(found in WVUP Answer Book #VI-4.)” (Section 1.4)
- Deleted “*or university*” (Section 3.1.2)
- Changed all references in the document from “*university*” to “*college*.”

**West Virginia University at Parkersburg Board of Governors  
Meeting of November 12, 2008**

**ITEM:** Memorandum of Understanding with St.  
Petersburg College

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

WVU at Parkersburg has 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. A copy of the Memorandum of Understanding is attached.

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on this 1<sup>st</sup> 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 V. J. [unclear]  
Name: Maria Foster Conage  
Its: Maria Foster Conage

**APPROVED**  
AS TO FORM AND CONTENT  
COLLEGE ATTORNEY  
Approved by: [Signature]  
On: 9/30/08