

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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NOVEMBER 4, 2009  
AGENDA

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## Members

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

Kennad Lee Skeen, II  
Gregory K. Smith  
Rock Wilson  
Matthew Santer  
Violet Mosser  
Teresa Wamer

Marie Foster Gnage  
President



# SCHEDULE

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

**Wednesday, November 4, 2009**

**Rooms 2209-2211**

4:30 p.m.	Dinner	1300 (Community Room)
5:15 p.m.	Board Meeting	2209-2211 (2 <sup>nd</sup> Floor)
	Possible Executive Session	1300 (Community Room)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
 Meeting of November 4, 2009  
 5:15 p.m.  
 Room 2209-2211

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|-----|--|--|
| 1.  | Call to Order  | Board Chair, Joe D. Campbell   |
| 2.  | Roll Call  | Patsy Bee<br>Executive Assistant to the President  |
| 3.  | Board Chair Report   | Chairman Campbell  |
| 4.  | Possible Executive Session under the authority of WV Code §6-9A-4-2A <ul style="list-style-type: none"> <li>• Honorary Degrees for December Commencement</li> </ul>  |  |
| 5.  | Approval of Minutes (August 12, 2009).....   | 4  |
| 6.  | President's Report   | Dr. Marie Foster Gnage<br>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<br>Bill Hopkins<br>Gerard El Chaar/Greg Smith<br>Cindy Bullock                                       |
| 8.  | Action Items <ul style="list-style-type: none"> <li>• WVU Parkersburg Strategic Plan Goals</li> <li>• 2009 WVU Parkersburg Financial Statement Audit</li> <li>• WVU Parkersburg Cafeteria Renovations</li> </ul>   | President Gnage.....9<br>Christopher Clifford.....11<br>Interim Chief Financial Officer<br>Christopher Clifford.....12 |
| 9.  | Consent Agenda <ul style="list-style-type: none"> <li>• Honorary Degrees for December Commencement</li> </ul>  | President Gnage.....13   |
| 10. | Board Comments/Announcements   |  |
|     | Upcoming Events at WVU Parkersburg:  |  |
|     | <ul style="list-style-type: none"> <li>• Yamato: Drummers of Japan Thursday, November 19, 2009<br/>7 p.m. College Activities Center</li> <li>• Holiday Luncheon: Wednesday, December 16, 2009</li> <li>• Commencement: Friday, December 18, 2009<br/>7 p.m. College Activities Center</li> </ul> |  |

## 11. Next Meeting

Date: December 9, 2009  
Location: Room 2209-2211  
Time: 5:45 p.m.

## 12. Adjournment

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

**August 12, 2009**

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, August 12, 2009 in rooms 2209-2211 at WVU Parkersburg beginning at 5:45 p.m. Board members present were: Joe Campbell, Cindy Bullock, William H. Hopkins, Curtis Miller, Kennad Lee Skeen, II, Rock Wilson, Gerard El Chaar, Gregory K. Smith, Matthew Santer, Teresa Wamer, and Violet Mosser. Absent was Keith Burdette. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included Mr. David Underwood, President of the WVU at Parkersburg Foundation Board of Directors, administrators, faculty, staff, students, members of the community, and the media.

**1. Call to Order**

Mr. Campbell, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order.

**2. Oath of Office for New Board Members**

The Oath of Office was administered by Notary Public, Debbie Richards, to Ms. Teresa Wamer, the 2009-2010 student representative elected to serve on the Board of Governors. The Oath of Office was also re-administered to faculty representative Mr. Matthew Santer who was elected to the Board during the end of the 2008-2009 fiscal year. Chairman Campbell extended a welcome to the new Board members.

**3. Roll Call**

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

**4. Board Chair Report**

Chairman Campbell welcomed Board members and guests. He provided a brief recap of major events for the Board last year, and noted the following as some of the discussion items in the coming months.

- JCC Expansion
- Downtown Center
- Facilities Master Plan
- Strategic Plan
- Student Success Plan
- Retreat in October

Chairman Campbell introduced Mr. David Underwood, President of the WVU at Parkersburg Foundation. Mr. Underwood provided a report to the Board on the Foundation and its role in promoting and supporting WVU Parkersburg. In order to gain a greater understanding and future collaboration between the WVU Parkersburg Board of Governors and the WVU at Parkersburg Foundation, Chairman Campbell suggested a time be arranged for both Boards executive committee members to meet. A joint meeting of both Boards will also be held at a later date.

Next Chairman Campbell asked Board members to review the list of critical dates listed in the Board agenda that will require review and/or decisions on specific issues in the coming year.

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

Chairman Campbell entertained a motion to go into Executive Session to discuss items relating to personnel and the President's Goals. Ms. Mosser moved to go into Executive Session. Mr. Smith seconded the motion. The motion passed. At approximately 6:15 p.m., the WVU Parkersburg Board of Governors moved into Executive Session.

At approximately 6:55 p.m., Mr. Miller made a motion for the Board to return from Executive Session. Ms. Bullock seconded the motion. Motion carried.

Mr. Smith moved that with regard to the personnel matter discussed in Executive Session, that he would move that WVU Parkersburg adjust the budget to assist in meeting the necessary faculty requirements to maintain accreditation with NLC Nursing Accreditation. Mr. Miller seconded the motion. Motion passed.

## **6. Minutes**

Minutes of the regular Board meeting scheduled on June 10, 2009 were approved upon a motion by Mr. Wilson and second by Mr. El Chaar.

## **7. President's Report**

President Gnage welcomed guests, and provided an update to the Board on events at the college during our summer session, and preparations for the fall semester. As presented to the Board's Executive Committee, President Gnage reported that she has been asked by the American Association of Community Colleges Board of Directors to encourage community colleges to endorse a resolution to support President Obama's "America's Graduation Initiative" which seeks historic funding for community colleges. Mr. Miller moved that the resolution be presented to the full Board for approval. Ms. Bullock seconded the motion. Motion passed, and the resolution was approved as presented.

## 8. Committee Reports

- Executive Committee

Mr. Campbell reported that the Executive Committee met today at 3:00 p.m. to review the following items:

- Board of Governors Operating Procedures
- Agreement and Rules of Engagement of the WVU Parkersburg Board of Governors and the WU at Parkersburg Foundation
- Agreement with Ohio Valley Health Care
- Reciprocity Agreement with Washington State Community College
- Resolution of the WVU Parkersburg Board of Governors on President Obama's "American Graduation Initiatives"

- Audit Review Committee

Mr. Hopkins reported that the Audit Committee will meet on August 20, 2009.

- Administrative Services Committee

Mr. El Char reported that the Administrative Services Committee met today at 4:00 p.m. to discuss the following items:

- Facilities & Capital Planning Update
- Information Technology Update
- Update on Human Resources
- W. T. Grant Building Survey/Update

- Academic and Student Services Committee

Ms. Bullock reported that the Academic and Student Services Committee met today at 4:00 p.m. and was provided with an overview in the following areas:

- Academic Affairs - updates on grants, programs and new faculty.
- Workforce and Community Education – updates on projects and FastTrack enrollment.
- Student Services – Upcoming Convocation, enrollment trends, Financial Aid update, new student ID requirement, Student Engagement and Activity Calendar, Soft Skills Education through Student Life Academy.

## 9. Action Items

- 2009-2010 Budget Approval

Following a report by President Gnage, and questions by Board members, Mr. Smith moved to approve the FY 2009-2010 budget for WVU Parkersburg as presented. Mr. El Char seconded the motion. Motion passed.

- Institutional Undergraduate Tuition and Fee Waivers

Following a report by Vice President for Student Services Anthony Underwood, and questions from the Board, Ms. Bullock moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors enter the report of the Institutional Undergraduate Tuition and Fee Waivers for FY 2008-09 into its minutes and authorize the forwarding of the required report to the legislative auditor. Mr. Santer seconded the motion. Motion carried.

- Agreement and Rules of Engagement (WVU Parkersburg and WVU at Parkersburg Foundation)

Following a report by President Gnage, Mr. Smith moved for the approval of the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Agreement and Rules of Engagement between West Virginia University at Parkersburg and WVU at Parkersburg Foundation, Inc. for 2009-10, as presented. Mr. Hopkins seconded the motion. Motion carried.

- Higher Education Research and Development Institute (HERDI) Membership

Following a report by President Gnage, and questions from the Board, Mr. Miller moved for the approval of the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors supports the membership of WVU Parkersburg President to the Higher Education Research & Development Institute. Mr. El Chaar seconded the motion. Motion carried.

#### **Emergency Action Item:**

- FY 2009-2010 Classified Staff Salary Increases

Following a report by President Gnage, and questions from the Board, Mr. Smith moved for approval of the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves classified salary increases 50% of the salary gap calculated by comparing the salary of record on July 1, 2009 to the 2001 Classified Salary Schedule for like pay and years of experience effective October 1, 2009. Mr. Miller seconded the motion. Motion passed.

### **10. Consent Agenda**

Mr. Miller moved for the approval of the following resolutions:



- Board of Governors Operating Procedures

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves Operating Procedures as presented.

- Reciprocity Agreement with Washington State Community College

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Reciprocity Agreement between WVU Parkersburg and Washington State Community College.

- Agreement with Ohio Valley Health Care

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Agreement between West Virginia University at Parkersburg and Ohio Valley Health Care as presented.

- Proposed Policy B-54, Emergency Call-In

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy B-54, Emergency Call-In, without revision. Ms. Bullock seconded the motion. Motion passed

## **11. Board Comments/Announcements**

Faculty and Staff Professional Development Week will begin August 17. Board members are encouraged to attend.

## **12. Next Meeting**

The next regular meeting of the WVU at Parkersburg Board of Governors is scheduled for October 14, 2009 in room 2209. Board members will be contacted regarding rescheduling of the photo session and scheduling of the fall Retreat.

## **13. Adjournment**

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

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

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Joe D. Campbell, Chairman

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

**West Virginia University at Parkersburg Board of Governors  
Meeting of November 4, 2009**

**ITEM:** WVU Parkersburg Strategic Plan Goals

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the WVU Parkersburg Strategic Plan Goals as presented.

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

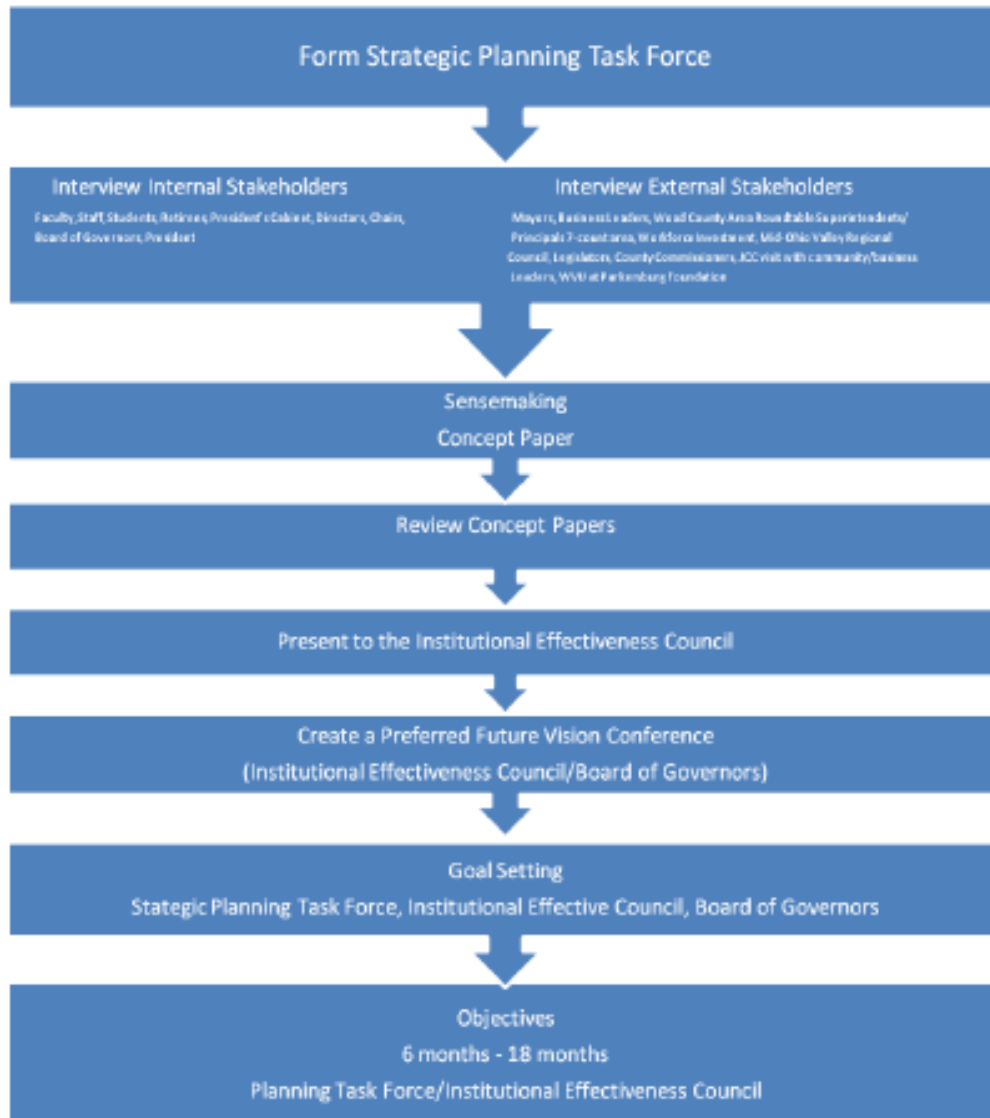
**BACKGROUND:**

Strategic planning is very important in achieving the mission and vision for the institution. For the past year, Mr. Bob D'Avria has led the Strategic Planning Task Force in gathering and synthesizing information input for the development of the college's next strategic plan. The flowchart that follows will show the process that was used to develop concept papers and ultimately the final goals that are being presented for approval today. The next step will be for our Institutional Effective Council to develop objectives and key indicators to assure that WVU Parkersburg accomplishes these goals.

To the College Community,

Strategic planning is very important in achieving the vision for the institution. For almost a year, Bob D'Avria has led a very dedicated group (Strategic Planning Task Force) in gathering and synthesizing information input for the development of the college's next strategic plan. The flowchart below will tell you where they have been and where they are going in the process. Attached are the concept papers that the Task Force has developed. Their next step will be to draft goals that will be presented to the Board of Governors for review and approval. This is your opportunity to review the concept papers and provide feedback via Faculty Senate, Staff Council, the Academic Council, Student Services Crew, and Student Government Association to the Task Force. My sincere thanks to Bob D'Avria and the Task Force members:

Lauriel Edwards  
Mary Kelly  
Denise McClung  
Christine Post  
Martha McGovern  
Stephen Smith  
Michele Wilson  
Patsy Bee



**West Virginia University at Parkersburg Board of Governors  
Meeting of November 4, 2009**

**ITEM:** 2009 WVU at Parkersburg Financial Statement  
Audit

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the West Virginia University at Parkersburg audited financial statements for the fiscal year ended June 30, 2009.

**STAFF MEMBER:** Christopher Clifford  
Interim Chief Financial Officer

**BACKGROUND:**

The draft 2009 WVU at Parkersburg audited financial statements prepared by Deloitte and Touche were presented to the WVU at Parkersburg Board of Governors Audit Committee for approval at their October 21 committee meeting. The committee voted to approve the financial statements. The final document is being presented today for full Board approval.

**West Virginia University at Parkersburg Board of Governors  
Meeting of November 4, 2009**

**ITEM:** WVU Parkersburg Cafeteria Renovation

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the proposed cafeteria renovation project for WVU Parkersburg.

**STAFF MEMBER:** Christopher Clifford  
Interim Chief Financial Officer

**BACKGROUND:**

The college recently entered into a ten year agreement with AVI Foodsystems Inc. for food service and vending operations. The contract, which began on July 1, 2009 offers the campus considerable improvements in its food service program. A new AVI Fresh concept provides a much wider variety of healthy foods for the patrons, with most being made on site daily. In addition, as part of the contract AVI will complete a major renovation of the servery and dining areas of the cafeteria. As part of this renovation, AVI will provide \$152,000 toward the construction and will fund an upfront loan of \$177,000 to the college which will be repaid over the life of the contract from commissions. The renovation will include a permanent coffee/breakfast bar to be constructed in the dining area, a stage for noon-time performances and a “soft seating” area among other improvements. This contract was awarded after careful evaluations of food service proposals received in response to the campus Request For Proposals which was advertised regionally. It also continues a 20+ year partnership between AVI and WVU Parkersburg. Since this contract affects multi-year expenditures of funds, Board approval is requested for renovation of the project.

**West Virginia University at Parkersburg Board of Governors  
Meeting of November 4, 2009**

**ITEM:** Approval of Honorary Degree Candidates

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves one Honorary Degree from West Virginia University at Parkersburg, as named by President Gnage and to be announced publicly at the December 17 Commencement.

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

**BACKGROUND:**

West Virginia University at Parkersburg requests approval of one individual for honorary degree. 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 nominee will be presented by Dr. Marie Foster Gnage.