

**MINUTES**  
**WEST VIRGINIA UNIVERSITY AT PARKERSBURG**  
**BOARD OF GOVERNORS**  
**February 8, 2012**

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, February 8, 2012 in the College Theatre at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Joe Campbell, Matthew Santer, Violet Mosser, Jamie Six, Curtis Miller, Cindy Bullock, Steve Chancey, Loren Bell, Rock Wilson, Greg Smith, and Gerard El Chaar. Board members absent: Cheryl Donohoe, Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, staff, students, and members of the media, representatives from the National Guard, and representative from ZMM.

**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 with only one board member absent.

**3. Board Chair Report**

Salary Policy Task Force

Chairman Campbell reported that he will wait on appointing a Salary Policy Task Force until the budget for next year has been finalized. This will be discussed at the next meeting.

Retreat Date for Board of Governors

Board members were given several options for a date for the Spring Board Retreat, and agreed Tuesday, April 10 would be the scheduled date for the next Retreat and Board meeting.

**4. President's Report**

President Gnage provided updates on several projects on campus such as the recently signed Learn and Earn agreement with DuPont. She announced that Board member Jamie Six will be attending the ACCT Legislative Summit with her next week and they will have an opportunity to visit Senators offices. She announced that February 22 has been scheduled as a day for all college BOG's to visit the Capitol and meet with the Governor and Legislators. Reported that the Downtown Center is progressing. Recently a very successful Winter Farmers Market was held there, and grants have been received to start

our Culinary Arts Program and Diversified Agriculture Program which will also progress with the development of the Center. President Gnage introduced Mr. Adam Krason from ZMM Architects and Engineering who provided an update on the Downtown Center.

Next President Gnage introduced Loren Bell, President of the Student Government Association who provided an update on the activities on the WVU Parkersburg main campus and the WVUP Jackson County Center in Ripley. Ms. Bell introduced Tyler Ohrn, Vice President of Communications, and Josh Campbell, Vice President of Finance. Some of their activities this year have included a very successful Troops Week; JCC Haunted House; creation of SGA Twitter and Facebook accounts; and updating the SGA website. Ms. Bell invited Board members to participate in the April 15 Blood Drive.

## **5. Approval of Minutes**

Minutes of the regular Board meeting scheduled on November 2, 2011 meeting was approved upon a motion by Mr. Smith and second by Mrs. Bullock.

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

Chairman Campbell reported that there was a need to move some items around on the agenda. He entertained a motion to go into Executive Session to discuss the Partnership with the National Guard, Personnel Issues and the Building Acquisition. Mr. Miller moved to go into Executive Session. Mr. El Chaar seconded the motion. The motion passed and at approximately 6:15 p.m. the Board moved into Executive Session. Guests invited to participate in Executive Session were: Major General James Hoyer, Mr. Scott Barnett, General Mel Burch, General David Bucklew, LTC David Shafer, and Mr. Adam Krason. At approximately 7:28 p.m. invited guests were dismissed from Executive Session.

At approximately 7:37 p.m. Board members returned to the meeting room and Chairman Campbell entertained a motion to return from Executive Session. Mr. Six moved that the Board return from Executive Session. Mr. Miller seconded the motion. Motion passed.

Chairman Campbell requested that the meeting continue by moving to the Action Items with the first item to be discussed will be the Partnership with the National Guard.

## **7. Action Items**

### **Partnership with the National Guard**

President Gnage provided a report to the Board on the benefits of partnering with the National Guard on a project that will benefit the military and the college.

Mr. Miller moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves WVU Parkersburg pursuing a partnership with the National Guard that includes land use and use of the Millwood National Guard Facility.

Mr. Smith seconded the motion. The motion passed.

Mr. Campbell thanked members of the National Guard for their participation and presentation to the Board, and asked General Hoyer if he would like to add anything. General Hoyer addressed the Board, thanked them for their consideration, and noted that this co-location on the college's land will be great opportunity for WVU Parkersburg and the National Guard to partner together.

**Building Acquisition**

Dr. Mensah reported that West Virginia University at Parkersburg currently owns the 705, 707, 709, and 711 Market Street properties. The location, 713 Market Street, has become available. The Board was asked to approve the acquisition of this property.

Mr. Six moved to approve the resolution with the following amendment:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes the purchase of property at 713 Market Street. The price will be negotiated under the current appraised value.

Mr. Smith seconded the motion. Following discussions and questions, the motion was approved with ten votes in favor and one against. The motion passed.

**Reserve Funds for Capital Projects**

President Gnage reported that the college has the need to use reserve funds to fund capital projects that are necessary for college operations. Efforts have been made to acquire both federal and state funds as well as donations for most of these projects. It is possible that funding may come available to partially support the projects. While the request is for a specific amount of funds to be set aside, the amount will decrease if funding comes available from other sources. The following is the estimated cost, and she noted that the \$150,000 for the Child Development Center has already been approved by the Board last year.

|   |                  |
|---|------------------|
| Renovation of Tech Wing (Science Labs)                  | \$1,000,000      |
| Child Development Center                                | 150,000          |
| Downtown Center (Acquisition/Renovation/Infrastructure) | <u>1,200,000</u> |
| Total   | \$2,350,000      |

Mr. Smith moved to approve the resolution with the following amendment:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the designation of a specified amount of the college's reserve funds for capital projects with the understanding that any funds needed for renovations of the Tech Wing Science Labs and the Downtown Center will come back to the board for approval.

Mr. Miller seconded the motion. The motion passed and the resolution was approved as amended.

Mr. Miller seconded the motion. Motion passed.

### **Tuition and Fees**

Dr. Mensah provided the Tuition and Fees recommendation for FY 2012-13 to the Board of Governors that no more than 10% will be submitted to the West Virginia Community and Technical College Council for their approval.

Mr. El Chaar moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves tuition and fees recommendations for 2012-2013.

Bullock seconded the motion. After further discussion and questions, the motion passed.

### **Information Technology Services with Dynamic Campus**

Chairman Campbell announced that this item will be removed from the agenda and will be presented at the next Board meeting in April.

## **8. Committee Reports**

### Administrative Services Committee:

Mr. Miller reported that the Committee reviewed updates from Facilities area on the Applied Technology Center, Child Development Center, and Downtown Center. Additionally they discussed the new HVAC unit in the Activities Center, and a Disaster Drill planned for the Spring Semester. Business Services provided an update on the new ERP and changes in key positions in the Business Office. Human Resources provided an update on five key positions filled during late fall/early spring semester. Three unfilled faculty positions remain. The adjunct faculty pool is being renewed with an open house on the main campus and at JCC. The IT area provided an update on the wiring project and new lab. The President provided an update on naming opportunities.

### Academic Committee:

Ms. Bullock reported that the Academic Affairs provided an update on faculty, programs and grants noting important trends in retention and graduation rates. Over \$1,500,000 has been received this year. The Workforce and Community Education reported on their Fast Track programs in dental assistant, medical office assistant and Real Estate Pre-licensure. Phlebotomy and Home Inspection are scheduled to begin this Spring. There have been 135 students complete courses offered through correctional center education. An update was also provided on professional development for staff, WorkKeys, and partnerships with business and industry. Student Services reported on enrollment concerns and strategies for improving enrollment through late start classes and new advertising program targeting out of state students; update on Financial Aid Regulations and the Student Responsibility Program; discussed the Loan Default management plan; and provided an update on personnel noting a retirement in the Financial Aid Office and a resignation in the Records Office. Both positions are being reviewed.

## 9. Consent Agenda

Chairman Campbell entertained a motion to approve the Consent Agenda. Mr. Smith moved to approve the following Consent Agenda items:

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

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

### **Five-Year Program Reviews 2011/2012**

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2011/2012.

### **Phased Retirement Policy**

*Resolved*, That the West Virginia University at Parkersburg Board of Governors will take steps toward the adoption of a policy on phased retirement pursuant to W. Va. Code § 18B-1-1d, et seq.

### **Revision of Sabbatical Leave Policy B-03**

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy B-03, Sabbatical Leave, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

Ms. Bullock seconded the motion. Motion passed.

## 10. Information Items

### **Follow-up on Legislative Audit**

President Gnage provided an update to the WVU Parkersburg Board of Governors regarding the college's follow-up to the Legislative Audit noting that issues cited have been addressed.

### **State of the College Finance/Budget**

Dr. Mensah provided a report on the state of the college's finances noting that the college is in good shape with a current budget surplus of \$269,592.

### **Tuition Waiver for Affordable Tuition Program**

Mr. Underwood reported that in accordance with the directive from the Office of the Chancellor of the West Virginia Community and Technical College System that all system colleges account for metro rate programs through the use of tuition waivers, West Virginia University at Parkersburg will allocate necessary amounts of tuition waiver to account for the planned tuition discount as identified in Board Policy E-58, Affordable Tuition Program.

This action will supersede the Affordable Tuition Program tuition rates as approved on September 14, 2011 with tuition waivers of equal discount value. Specifically, all out-of-state students will be charged full out-of-state rate, and then all students who qualify for the Affordable Tuition Program will be given a waiver so that for the Spring 2012 semester their final tuition charge shall be:

1. Certificate/Associate \$2,400.00/semester (\$200 per CR)
2. Bachelor \$2,460.00/semester (\$205 per CR)

**Affordable Tuition for the Chemical and Polymer Operator Technology Certificate Program with DuPont Learn and Earn Initiative.**

Dr. Tracy reported that WVU Parkersburg plans to offer the affordable tuition rate for students in the Chemical and Operator Technology Certificate Program as WVU Parkersburg recently received a HB 3009 Learn and Earn grant award for \$500,784.00 in collaboration with DuPont Washington Works. The purpose of the award is to train Chemical and Polymer Operator Technology certificate students through cooperative learning experiences at the DuPont Washington Works site. Students will earn wages "on the job" while concurrently receiving college credit toward their certificate degree.

In order to provide opportunities for students throughout the Mid-Ohio Valley region to participate in this worthwhile program, students out-of-state will be allowed to enter this program using the West Virginia University at Parkersburg Board of Governors Policy E-58 for the Affordable Tuition Program.

**11. Board Comments/Announcements**

Chairman Campbell reminded Board members of the Distinguished Performance Series: *imani winds* to be held on Thursday, February 23, 2012.

Chairman Campbell reminded Board members that the next meeting will be held on Tuesday, April 10.

**12. Adjournment**

With no further business to be discussed, Mr. Wilson moved that the meeting adjourn. Mr. Miller seconded the motion. Motion passed.

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

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Joe D. Campbell, Chairman

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Jamie Six, Secretary