

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JUNE 10, 2009
AGENDA**

Members

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

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

Marie Foster Gnage
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, June 10, 2009

Caperton Center

3:00 p.m.	Audit Committee	C-200 (Caperton Center)
4:00 p.m.	Administrative Services Committee	C-200 (Caperton Center)
	Academic and Student Services Committee	C-105 (Caperton Center)
5:15 p.m.	Board Meeting	Auditorium (Caperton Center)
	Possible Executive Session	C-105 (Caperton Center)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of June 10, 2009
5:15 p.m.
Caperton Center Auditorium

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| 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"> • HB 3215 Agreements • Personnel and Legal Issues | |
| 4. | Approval of Minutes (May 18, 2009)..... | 4 |
| 5. | Board Chair Report | Chairman Campbell |
| | <ul style="list-style-type: none"> • Nomination/Election of 2009-2010 Officers
(Rock Wilson, Nominating Committee Chair) • Approval of Meeting Schedule for 2009-2010..... | 6 |
| 6. | President's Report | Dr. Marie Foster Gnage
President |
| | <ul style="list-style-type: none"> • Staff Council Presentation | Al Collins
Staff Council Representative |
| 7. | Committee Reports | |
| | <ul style="list-style-type: none"> • Executive Committee • Audit Review Committee • Administrative Services Committee • Academic and Student Services Committee | Chairman Campbell
Bill Hopkins
Gerard El Chaar/Greg Smith
Cindy Bullock |
| 8. | Action Items | |
| | <ul style="list-style-type: none"> • Service Agreement with WVU • Trademark License Agreement • Budget 2009-2010 • Electronic Campus of the Southern Regional
Education Board/New Program Nomination and
Certification | President Gnage
President Gnage
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Dr. Rhonda Richards.....9
Executive Dean
Academic Affairs |
| 9. | Consent Agenda | |
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 - E-04, Travel
 - E-14, Reduced Tuition and Fee Program for Residents at Least 65 Years of Age
 - E-20, Awarding of Student Tuition and Fee Waivers
 - E-25, Disposition & Sale of Surplus/Excess Property
 - F-11, Freedom of Expression and Use of Facilities
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 - E-40, Fiscal Responsibility

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11. Board Comments/Announcements

Upcoming Events at WVU Parkersburg:

- Shakespeare Fest 09 will be July 7-12. The summer’s productions will include "The Tempest" and "The Taming of the Shrew" and will be produced in an outdoor venue setting.
- Faculty and Staff Professional Development – In-Service Program – 8:30 a.m. Friday, August 21
- Faculty/Staff Welcome Back Picnic – Noon - Friday, August 21

12. Next Meeting

13. Adjournment

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

May 18, 2009

A special meeting of the West Virginia University at Parkersburg Board of Governors was held on Monday, May 18, 2009 in Rooms 2209-2211 at WVU Parkersburg beginning at 5:00 p.m. Board members present were: Joe Campbell, Gerard El Chaar, Curtis Miller, Gregory K. Smith, William H. Hopkins, Keith Burdette, Matthew Santer, Kim Starkey, and Violet Mosser. Absent were Cindy Bullock, Rock Wilson, and Kennad Lee Skeen, II. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included 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. Roll Call

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

3. Minutes

Minutes of the emergency meeting scheduled on April 27, 2009 were approved upon a motion by Mr. Burdette and second by Mr. Miller.

4. Board Chair Report

Chairman Campbell provided an update on the community forum held at the college and noted that a lot of good information was provided at all the forums and the online survey. He asked Connie Dziagwa, Executive Director of Institutional Advancement to provide a summary of the survey results. Board member Matthew Santer provided an update on the faculty forum. Board member Violet Mosser provided an update on the staff forum, and Board member Kim Starkey provided an update on the student forums.

5. President's Report

President Gnage provided an update to the Board on college events and activities. She also thanked Board members that were able to attend and participate in the commencement ceremony.

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

Mr. Smith moved to go into Executive Session Mr. Miller seconded the motion. Motion passed. The Board went into Executive Session at approximately 5:45 p.m.

At approximately 7:10 p.m. Mr. Burdette moved to return from Executive Session Ms. Starkey seconded the motion. Motion passed.

Mr. Smith moved to accept the Memorandum of Understanding with West Virginia University, and that a letter be sent to the WVU Board of Governors asking that the two-year termination clause in the Trademark License Agreement be changed to mirror the Memorandum of Understanding and then it would also be approved. Mr. Miller seconded the motion. Motion passed. Chairman Campbell announced that he would contact the WVU Board Chair by telephone and follow-up with a letter.

7. Next Meeting

The next regular meeting of the WVU at Parkersburg Board of Governors will be held on Wednesday, June 10 at 5:45 p.m. in Rooms 2209-2211.

8. Adjournment

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

Respectfully submitted,

Patsy Bee
Executive Assistant to the President

Joe D. Campbell, Chairman

Keith Burdette, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: 2009-10 Meeting Schedule

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves its schedule of meetings for 2009-10 as presented by the Chair.

STAFF MEMBER: Joe D. Campbell, Chair

BACKGROUND:

The Board of Governors is asked to approve the attached schedule of regular meetings for 2009-10.

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 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.

WVU at Parkersburg Board of Governors

Meeting Schedule 2009-2010

Meeting Date	Location	Agenda Items Due*
August 12, 2009	WVU Parkersburg Room 2209	July 22, 2009
October 14, 2009	WVU Parkersburg Room 2209	September 23, 2009
December 9, 2009	WVU Parkersburg Room 2209	November 18, 2009
February 10, 2010	WVU Parkersburg Room 2209	January 20, 2010
March 10, 2010	WVU Parkersburg Room 2209	February 17, 2010
June 9, 2010	WVU Parkersburg Room 2209	May 19, 2010

*Items for agenda must be received three weeks prior to the meeting date to allow sufficient time for staff review and preparation for publication of agenda materials. Agenda will be published on WVU Parkersburg website prior to the meeting.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: FY 2009-10 Budget

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors adopts a working budget for FY 2009, subject to approval of a final budget at the August 2009 BOG meeting.

STAFF MEMBER: Christopher Clifford
Special Assistant to the President for Business Services

BACKGROUND:

Mr. Clifford will present a proposed working budget for FY 2009. The Board is asked to approve this plan to allow the work of the college to proceed, with the understanding that a finalized budget will be presented at the August Board of Governors meeting.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: Electronic Campus of the Southern Regional Education Board/New Program Nomination and Certification

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves submitting four online degree programs (AAS in Business Technology; AS in Business Administration; Associate in Arts; and AAS in Multi-craft Technology) to the Southern Regional Education Board Electronic Campus for inclusion in their inventory.

STAFF MEMBER: Rhonda Richards, Executive Dean

BACKGROUND:

Through the Academic Common Market, a program coordinated by the Southern Regional Education Board, students in 16 Southern states, including West Virginia, can enroll in selected programs at public institutions in other states and pay in-state tuition. Programs are added and deleted continually. WVU Parkersburg is requesting that its four online degree programs are added to the SREB Electronic Campus inventory and has completed the New Program Nomination and Certification Form to initiate this process. If approved, the degree programs and all courses offered within these degree programs will be added to the inventory. The electronic campus component allows programs to be offered for students in the 16 state region listed below.

Alabama	Georgia
Mississippi	Tennessee
Arkansas	Kentucky
North Carolina	Texas
Delaware	Louisiana
Oklahoma	Virginia
Florida	Maryland
South Carolina	West Virginia

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: Proposed Policy D-54, "Emergency Call-In"

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of a policy on "Emergency Call-In" and hereby authorizes adoption of said policy without further action by the Board if no substantive changes in the proposal result following the 30-day comment period.

STAFF MEMBER: Dave White
Director of Facilities and Grounds

BACKGROUND:

West Virginia University at Parkersburg recommends a notice of proposed rulemaking to adopt a policy concerning emergency call-in. The proposed policy is consistent with one recently adopted by the West Virginia University Board of Governors and will provide nonexempt employees of WVU at Parkersburg at least 2.5 hours of compensation for returning to work outside of their regular work schedule to address an emergency work situation.

If no comments are received during the 30-day comment period or if no substantive changes result from comments received, authorization is sought to finalize this policy proposal following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

**POLICY B-54
EMERGENCY CALL-IN**

Section 1. General

- 1.1 This policy establishes that a regular, non-exempt employee will receive a guarantee of at least two and a half (2.5) hours of compensation, in consideration of the inconvenience of returning to work outside of his/her regular work schedule for emergency call-in situations.
- 1.2 Authority. – W. Va. Code §18B-1-6 and §18B-2A-4; HEPC Title 133, Series 4; CCTCE Title 135, Series 4; and WVU at Parkersburg Board of Governors Policy A-45
- 1.3 Effective Date. –

Section 2. Policy

- 2.1 All regular, non-exempt employees of the West Virginia University at Parkersburg Board of Governors who respond to a request for emergency call-in shall be guaranteed a minimum of least two and a half (2.5) hours of compensation, at the applicable rate of pay, for each occasion in which the employee responds to an emergency call-in situation, at the request of management.

Section 3. Definitions

- 3.1 Eligible Employee – a regular employee who is designated as non-exempt under the Fair Labor Standards Act.
- 3.2 Emergency Call-In – is when an eligible employee has left the work site, and is requested to respond, on short notice, to an emergency work situation to:
 - Protect or provide emergency services to people, property, facilities or equipment;
 - Mitigate unsafe situations or conditions; and/or
 - Avoid significant service disruption.
- 3.2.1 An emergency call-in may involve either going into work prior to the eligible employee's scheduled shift, coming back to work after the eligible employee's scheduled shift has ended, or coming into work on a scheduled day off.
- 3.2.2 An employee who is asked to report early for his/her regular shift, or stay late after his/her regular shift is not eligible for emergency call-in compensation, because these hours are adjacent to his/her normal working hours. Emergency call-in compensation does not apply to additional shifts scheduled in advance outside of normal work hours. However, the employee will be compensated for all hours worked in accordance with college policies and procedures.

Section 4. Implementation

- 4.1 The Director of Facilities and Grounds is responsible for interpreting this policy and may formulate specific procedures for its implementation in consultation with the Director of Human Resources.
- 4.2 The Director of Facilities and Grounds or his/her designee is responsible for determining when an emergency call-in situation exists. Supervisors of eligible employees are responsible for adhering to the requirements of this policy and ensuring that an eligible employee receives appropriate compensation for emergency call-in situations.
- 4.3 An eligible employee, who responds to a request for emergency call-in on a college recognized holiday or emergency closure, shall be guaranteed a minimum of two and a half (2.5) hours of holiday/emergency closure premium compensation for each occasion in which the eligible employee responds in an emergency call-in situation.
- 4.4 Supervisors will have the option to offer compensatory time off in lieu of monetary compensation. In order to provide compensatory time off in place of monetary compensation the employee must also agree to be compensated with compensatory time off in accordance with college policies and procedures.
- 4.5 Emergency call-in hours will count toward any calculations of overtime pay, in accordance with college policies and procedures.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: Policies B-12, Adjunct Faculty; E-04, Travel; E-14, Reduced Tuition and Fee Program for Residents at Least 65 Years of Age; E-20, Awarding of Student Tuition and Fee Waivers; E-25, Disposition & Sale of Surplus/Excess Property; F-11, Freedom of Expression and Use of Facilities

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 4, 11, 12, 14, 20, and 25 to the WVU at Parkersburg Board of Governors, as re-numbered E-04, F-11, B-12, E-14, E-20 and E-25.

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 B-12, Adjunct Faculty

- Changed *“West Virginia University”* to *“West Virginia University at Parkersburg”* (Sections 1.1, 3.1, 4.1)
- Changed *“traditional faculty”* to *“full-time faculty;”* deleted *“research”* and *“all campuses of”* (Section 1.1)
- Corrected State Code reference from *“§18B-7-6b”* to *“§18B-7-6”*
- Under Effective Date, added *“(Transferred from WVU Board of Governors on July 1, 2008)”* (Section 1.3)
- Updated policy reference from *“Policy 2”* to *“Policy B-2”*
- Deleted *“At the discretion of individual departments, divisions, colleges, or schools,”* (Section 3.1.6)
- Changed *“Each campus”* to *“The institution”* (Sections 4.1.1, 4.1.2)
- Deleted *“In Morgantown, the number of part-time faculty will not exceed the national average for public research or public doctoral institutions, as determined by US Department of Education data. Appropriate comparative data will be applied to the regional campuses”* and replaced with *“The appropriate balance between full-time and part-time faculty members shall be based on the institution’s mission, degree programs, availability of individuals qualified to serve as adjunct part-time faculty, and other relevant factors.”* (Section 4.1.2)
- Deleted *“The university will report to the Higher Education Policy Commission by November 1, 2003, the number of part-time and other adjunct faculty on each campus. Subsequent reports to the Commission will occur periodically, as requested.”* And replaced with: *“The college will report to the Higher Education Policy Commission and Council for Community and Technical College Education the number of part-time and other adjunct faculty as requested.”*

Policy E-04, Travel

- Changed *“West Virginia University”* to *“West Virginia University at Parkersburg”* (Sections 1.1.1, 10.3.4)
- Deleted *“members of institutional Boards of Advisors”* (Sections 1.1.1, 4.2, 4.2.1)
- Added authority reference to WVCCTCE Title 135, Series 29 (Section 1.2)
- Under Effective Date, added *“(Transferred from WVU Board of Governors on July 1, 2008)”* (Section 1.3)
- Deleted *“West Virginia University”* from Section 2 heading
- Deleted *“of any institution of higher education”* (Section 2.1)
- Changed *“an institution”* to *“the institution”* (Section 2.1)
- Changed *“the President of an institution of higher education, hereinafter called the ‘Chief Executive Officer’”* to *“the President”* (Section 3.1) and all references to *“Chief Executive Officer”* throughout the document to *“President.”*
- Changed *“within her or his respective institutions”* to *“the institution”* (Section 3.4)
- Changed *“disability or handicap”* to *“disability”* (Section 5.2.1.3)
- Changed *“Board and Commission members”* to *“Board members”* (Section 7.5.2)
- Changed *“West Virginia University”* to *“The institution”* (Section 10.2)

Policy E-14, Reduced Tuition and Fee Program for Residents at Least 65 Years of Age

- Changed “*West Virginia University*” to “*West Virginia University at Parkersburg*” (Sections 1.1, 7.1)
- Deleted “*or its Regional Campuses*” (Section 1.1)
- Under Effective Date, added “*(Transferred from WVU Board of Governors on July 1, 2008)*” (Section 1.3)
- Deleted “*undergraduate and graduate*” (Section 2.1)
- Changed “*Each campus*” to “*The institution*” (Sections 3.5, 6.1, 7.1, 8.1)
- Changed “*college or university bulletin*” to “*college catalog*” (Section 8.1)

Policy E-20, Awarding of Student Tuition and Fee Waivers

- Changed “*institutions governed by the WVU Board of Governors*” to “*West Virginia University at Parkersburg*” (Section 1.1)
- Deleted non-applicable authority reference to §18B-10-6a (Section 1.2)
- Under Effective Date, added “*(Transferred from WVU Board of Governors on July 1, 2008)*” (Section 1.3)
- Deleted Section 2.1 (specific to WVU and graduate or professional studies)
- Deleted “*and the Community & Technical College at West Virginia University Institute of Technology*” (Section 2.2)
- Deleted “*– Undergraduate Studies*” from Section 3 heading
- Changed “*Each institution*” to “*The institution*” (Sections 3.1, 3.3)
- Changed “*their institution*” to “*the institution*” (Section 3.2)
- Deleted Section 4, “*Tuition and Fee Waivers – Professional and Graduate Studies,*” in its entirety.

Policy E-25, Disposition & Sale of Surplus/Excess Property

- Changed “*West Virginia University and its Regional Campuses*” to “*West Virginia University at Parkersburg*” (Section 1.1)
- Added authority reference to WVCCTCE Title 135, Series 30, Section 14 (Section 1.2)
- Under Effective Date, added “*(Transferred from WVU Board of Governors on July 1, 2008)*” (Section 1.3)
- Changed “*West Virginia University*” to “*West Virginia University at Parkersburg*” (Section 2.1)
- Changed “*West Virginia University and its regional campuses*” to “*the institution*” (Section 2.1)

Policy F-11, Freedom of Expression and Use of Facilities

- Changed “*West Virginia University*” to “*West Virginia University at Parkersburg*” (Sections 1.1, 2.1)
- Replaced authority reference to HEPC policy with reference to WVCCTCE Title 135, Series 4 (Section 1.2)
- Under Effective Date, added “*(Transferred from WVU Board of Governors on July 1, 2008)*” (Section 1.3)

- Changed “*West Virginia University Board of Governors*” to “*West Virginia University at Parkersburg Board of Governors*” (Section 2.1)
- Changed “*each campus*” to “*the institution*” (Sections 3.4, 3.4.1)
- Changed “*50 participants**” and the associated footnote regarding Morgantown to “*20 participants*” consistent with our campus implementation (Section 3.4)
- Changed “*on each campus*” to “*by the institution*” (Section 4.1)
- Changed “*University*” to “*college*” (Sections 5.1, 5.2.5)
- Deleted “*or interfere with sleep between 10 p.m. and 7:30 a.m. at the residence halls*” (Section 5.2.7)
- Deleted Section 5.2.9, a restriction which pertains only to WVU per general counsel: “*Within 75 feet of the entrance to any campus health care facility, knowingly approach within 8 feet of another person in order to pass a leaflet or handbill, display a sign, or engage in oral protest, education, symbolic speech or counseling with that person, without that person’s consent.*”

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: Policies to be Rejected

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors rejects policies 33 and 40 adopted by West Virginia University Board of Governors, because they are 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 following 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:

- Policy 33, Computer Donation Program (adopted by WVU Board of Governors on June 2, 2006)
State Code §18B-3-2 regarding Computer and Computer Equipment Donation Program covers only West Virginia University and Marshall University. Therefore, WVU Board of Governors Policy 33 does not apply to West Virginia University at Parkersburg as an independent college.
- Policy 40, Fiscal Responsibility (adopted by WVU Board of Governors on June 2, 2006)
State Code §18B-5-9 regarding Higher Education Fiscal Responsibility covers only West Virginia University and Marshall University. Therefore, WVU Board of Governors Policy 40 does not apply to West Virginia University at Parkersburg as an independent college.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: Planning for BAS in Criminal Justice

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Rhonda Richards, Executive Dean

BACKGROUND:

Beginning July, 2009, planning will begin on a new Bachelor of Applied Science in Criminal Justice program. The timeline for the program will include:

July 1, 2009-December 2009	Development of Curriculum
January, 2010	Submission of Program to Curriculum Committee for approval.
February, 2010	Approval of new program by Academic Dean and President.
March, 2010	Letter to WV Higher Education Policy Commission adding new major under BAS degree program to inventory.
March, 2010	Accepting fall 2010 registrations for new program.
August, 2010	Roll out of new BAS in Criminal Justice program.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: Name Change: Children's Room to Early Learning Center

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Rhonda Richards, Executive Dean

BACKGROUND:

WVU at Parkersburg was one of the first public colleges in the state to develop and provide day-care services on campus for its students and employees. The campus "Children's Room" has been in operation since the early 1980s. The college is presently engaged in a \$3.5 million building campaign to develop a dynamic child development center focusing on the arts, literacy, culture and technology in collaboration with its Early Childhood Education program.

Upon the recommendation of the Children's Room Advisory Committee, steps are being taken to change the name of the college's licensed day care center from the "Children's Room" to the "Early Learning Center" effective July 1, 2009. The present center has highly qualified staff and uses best practices with the children in curriculum, problem solving, and center based learning. The change in name will:

- more accurately reflect the quality learning environment provided in the center;
- reflect industry standard names for campus based child care centers;
- ease transition to the new building once it is built;
- be more attractive for accepting community children;
- reflect current practice, which is important since a campus based center should serve as a model for the community.

In addition, the plan is to accept more children from the community to fill spaces not used by students in the morning program and in evening hours. The public and collaborative Pre-K's now serve the majority of four-year-old children; so, although the center will continue to serve children of students first and foremost, limited spaces for three-year-old children in the morning program will be available and the evening program can serve additional children ages 2 through 8 years. This is a sound financial decision and will be continued in the new program.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: Administrator Titles

RECOMMENDED RESOLUTION: Information Only

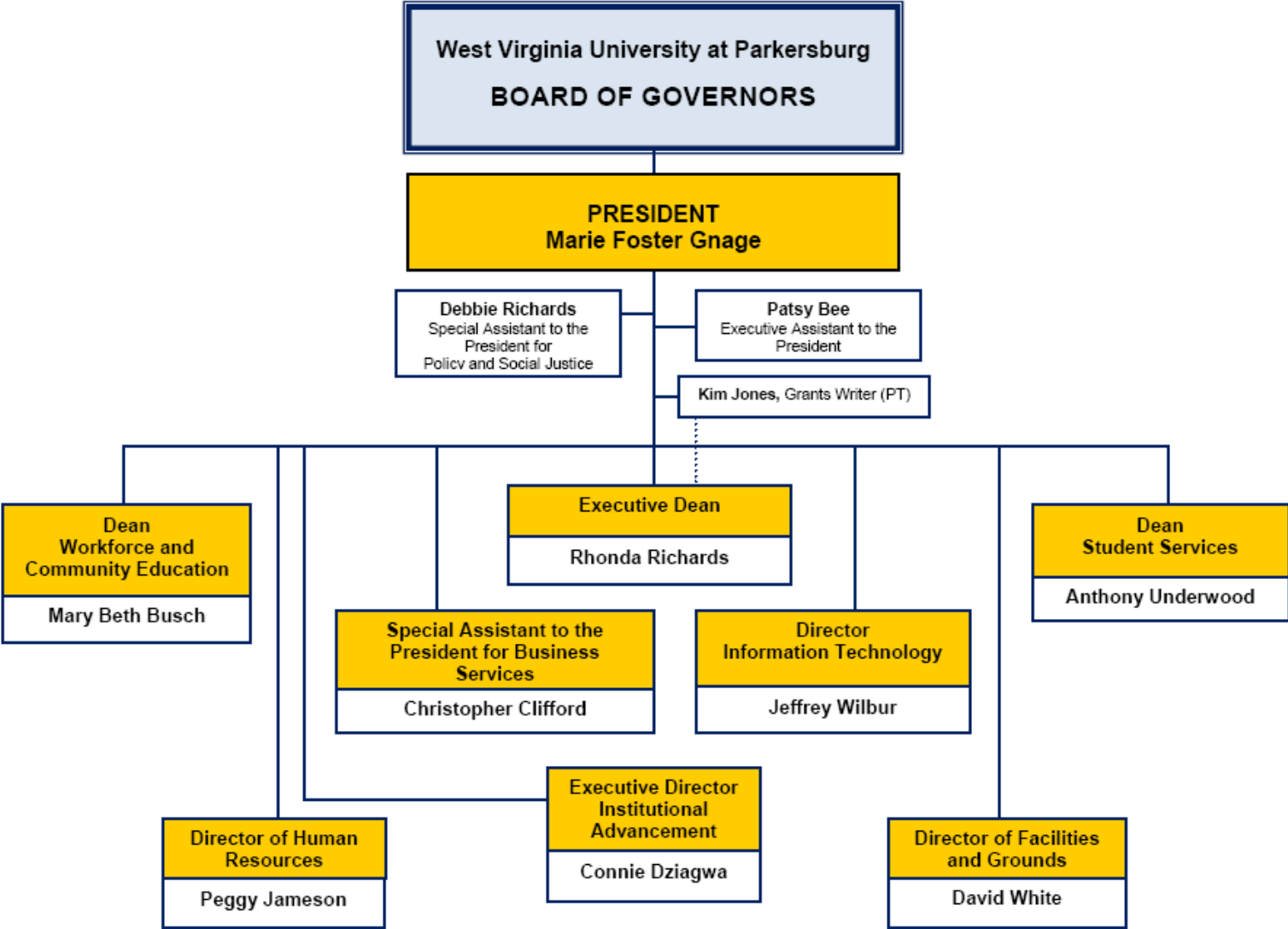
STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

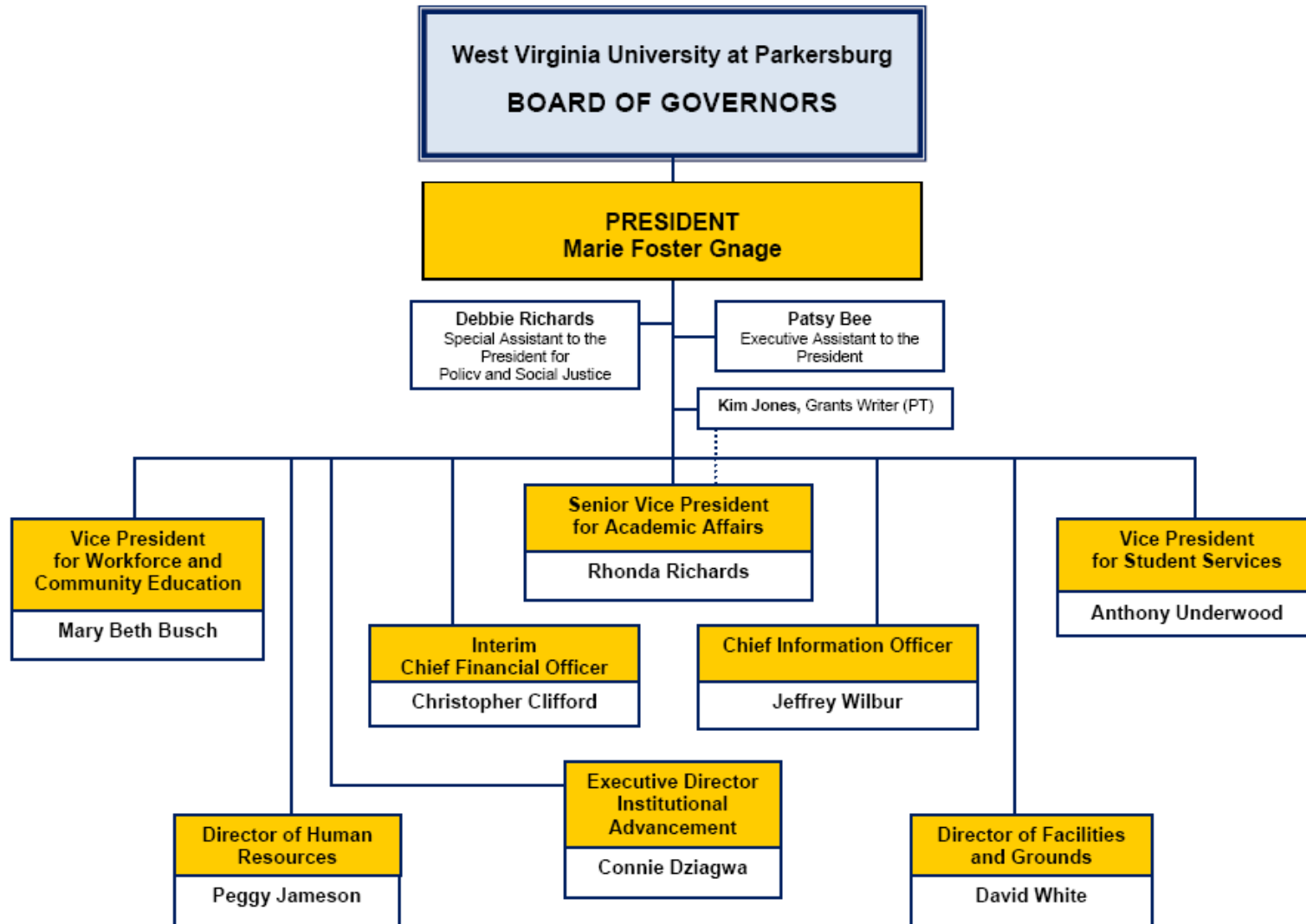
Effective July 1, 2009, to reflect the additional responsibility, authority and liability associated with the institution's independent status, the title for the Executive Dean, who is second in command to the President will be changed to Senior Vice President for Academic Affairs. In addition, the titles for both Deans—presently Dean of Students and Dean of Workforce and Community Education—will be upgraded to Vice Presidents. These titles are comparable to those for administrators in similar capacities at other institutions. Appropriate salary increases will be applicable only if the budget allows.

The attached organizational charts of the administrative reporting structure at West Virginia University at Parkersburg compare present status with these and other changes to be implemented as of July 1.

West Virginia University at Parkersburg Administrative Reporting Structure
Effective May 1, 2009



West Virginia University at Parkersburg Administrative Reporting Structure
Effective July 1, 2009



**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: Revised Structure for Academic Area

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

As provided by Board of Governors Policy B-05 regarding changes in administrative organization, the president has approved a revised organizational structure within the academic area of the college to become effective for the 2009-10 academic year. Discussions between the Executive Dean and the appropriate faculty and staff took place during the 2009 Spring Semester. The revised structure will reduce the number of academic divisions from seven to five:

Existing Structure

Business/Economics
Education
Health Sciences
Humanities
Natural Sciences & Mathematics
Social Sciences
Technology

Revised Structure

Business, Economics, & Mathematics
Education & Humanities
Health Sciences
Science and Technology
Social Sciences & Languages

Academic divisions are created structures that support both the academic and administrative needs of the college. The goal is for divisions to come together in new and innovative ways that will open doors for interdisciplinary conversations. No changes will be made in what faculty teach, and all existing faculty and staff will be assigned within the new structure. Academic division chair assignments will continue to be offered as supplemental appointments on an annual basis. Although the revised structure will result in fewer chair assignments, additional coordinator assignments will be made in the humanities, mathematics and science areas.

The attached organizational charts compare the existing and revised organizational structure for the academic area.

Existing Structure
(January, 2009)

ACADEMIC AREA

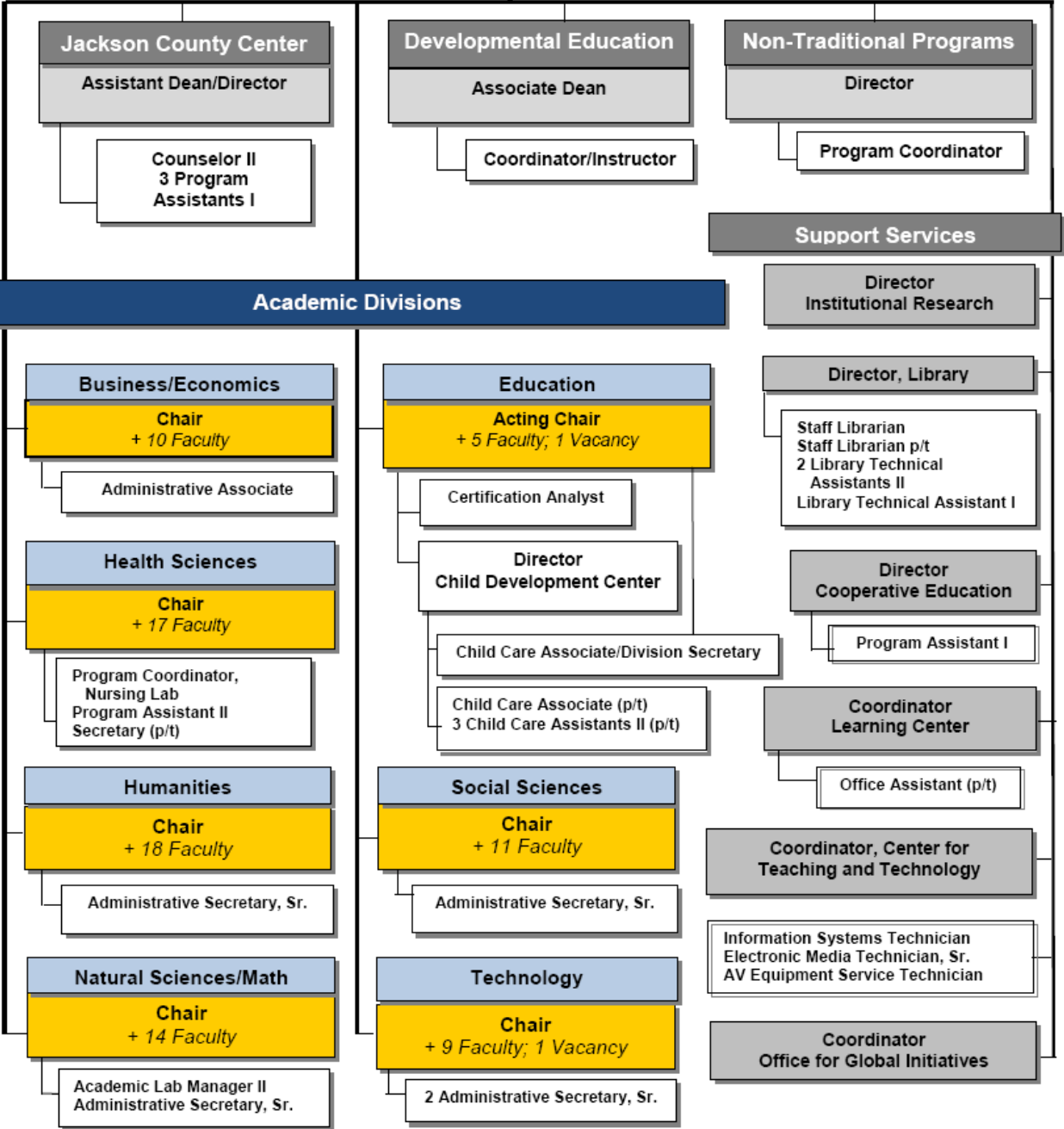


Executive Dean

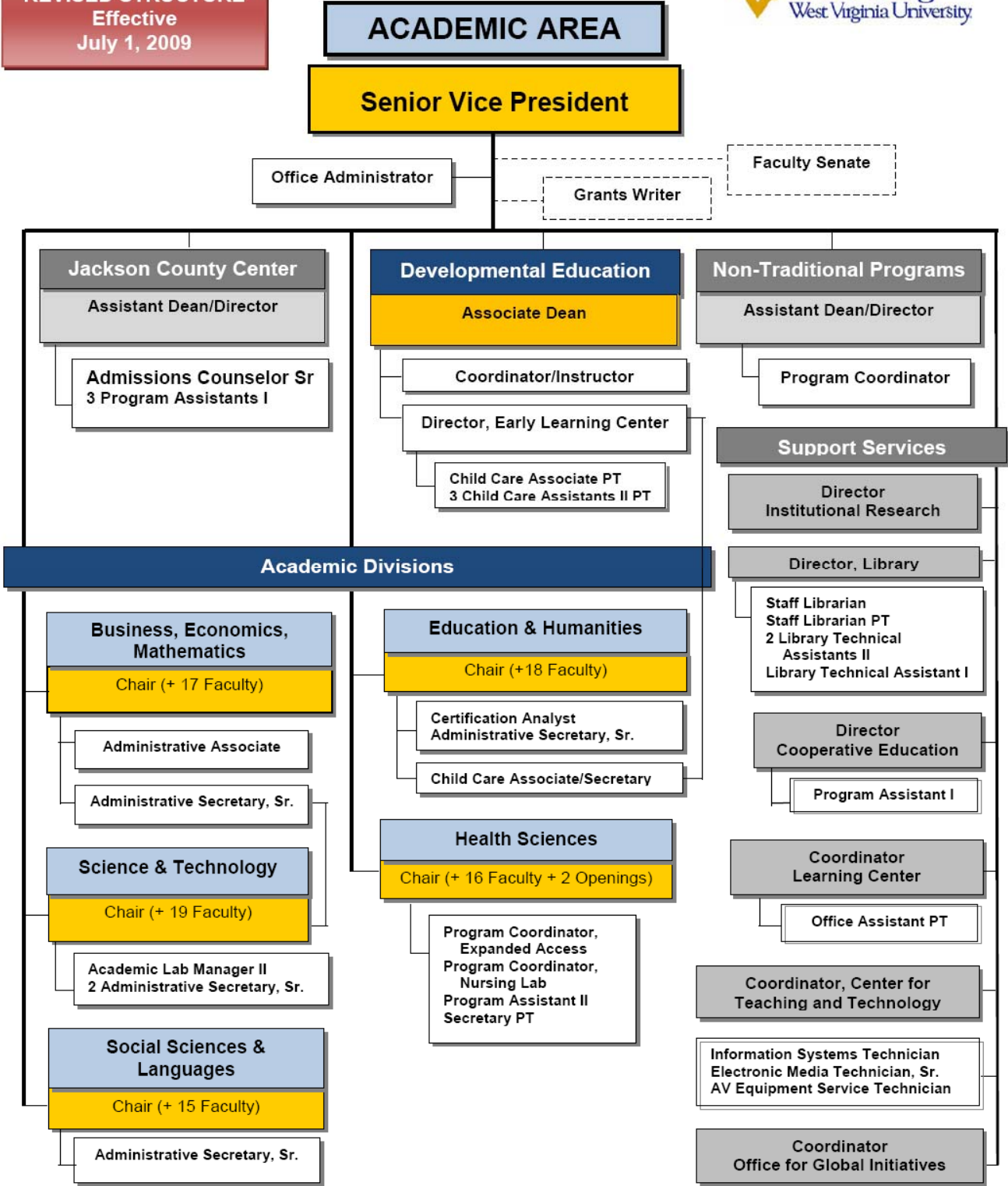
Office Administrator

Grants Writer

Faculty Senate



REVISED STRUCTURE
Effective
July 1, 2009



**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: Faculty Promotion Decisions

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

The faculty promotion and tenure review process at West Virginia University at Parkersburg runs from January through May 15. It involves faculty file preparation, reviews and recommendations by department colleagues and chair, college colleagues and the Executive Dean, and approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of this review process.

Attached is a list of the individuals who were promoted in rank during the 2009 review process. There were no candidates for tenure this year.

West Virginia University at Parkersburg

**FACULTY PROMOTIONS IN RANK
2009-10**

Professor

William Brown
Cynthia Gissy
Cathy Mutz
Randy Oldaker

Associate Professor

David Lancaster

Assistant Professor

Aaron Crites
Lisa Flowers-Clements
Nancy Dew
Karen Hanner
David Thompson

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: 2009-10 Holiday Schedule

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

As authorized by Board of Governors Policy B-08, a holiday schedule for 2009-10 has been established and approved for West Virginia University at Parkersburg, a copy of which is attached. This holiday schedule has been announced campus wide and is posted in the online "Answer Book" for ongoing accessibility.



Title: #IV-4A. WVU at Parkersburg Holidays for 2009-2010

Date: July 1, 2009

2009-10

July 3	Friday	Independence Day
September 7	Monday	Labor Day
November 26	Thursday	Thanksgiving Day
November 27	Friday	
December 24	Thursday	Christmas Eve
December 25	Friday	Christmas Day
December 28	Monday	
December 29	Tuesday	
December 30	Wednesday	
December 31	Thursday	New Year's Eve
January 1	Friday	New Year's Day
January 18	Monday	Martin Luther King Day
March 19	Friday	
May 31	Monday	Memorial Day

In accordance with HEPC [Series 14](#) and Board of Governors [Policy No. B-8](#), Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King Day, are holidays on which the college closes on the legal holiday dates. Additional holidays are observed by West Virginia University at Parkersburg each year by closing the college on dates that accommodate the academic calendar, as indicated above.

If an observed holiday occurs on a staff member's regular, scheduled day off, the staff member shall be granted the holiday leave entitlement at another time within 6 months of the holiday.

If any additional holidays are proclaimed by the Governor, a revised holiday schedule will be announced.

**West Virginia University at Parkersburg Board of Governors
Meeting of June 10, 2009**

ITEM: 2009-2010 Academic Calendar

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Marie Foster Gnage
President

BACKGROUND:

The attached academic calendar for 2009-10 has been established for West Virginia University at Parkersburg. This calendar lists registration dates, student recesses and deadlines consistent with the academic calendar of West Virginia University.

**WEST VIRGINIA UNIVERSITY AT PARKERSBURG
2009-10 Academic Calendar**

FALL 2009

Monday, March 30	Priority Pre-Registration for current students
Monday, April 6	Open Pre-Registration begins
Friday, July 31	Pre-Registration confirmation deadline
Monday, August 3	Registration closed for confirmation processing; Registration resumes in PM hours the same day
Monday, August 17	Faculty/Staff Professional Development
Monday, August 24	Classes Begin
Friday, August 28	All Fees Due
	Registration closes 4:00 pm
Monday, September 7	Labor Day Holiday (college closed)
Friday, September 25	Last Day to Apply to Graduate in December
Sunday, October 18	Mid-Term D and F Grades Due
Monday, November 2	Priority Pre-Registration for Current Students
Monday, November 9	Open Pre-Registration for Spring
Friday, November 13	Last Day to Withdraw from a full semester class
November 23 – 27	Thanksgiving Recess (no classes)
November 26-27	Thanksgiving Holiday (college closed)
Friday, December 11	Last day of classes
Monday, December 14	Final Exams begin
Wednesday, December 16	Reading Day (limited day finals)
	Evening Finals continue
Friday, December 18	Final Exams End
	Commencement, 7:00 pm
	Pre-Registration Confirmation Deadline
Monday, December 21	All Grades Due by 8:00 am
	Registration closed for confirmation processing; Registration resumes in PM hours the same day

SPRING 2010

Monday, November 2	Priority Pre-Registration for current students
Monday, November 9	Open Pre-Registration begins
Friday, December 18	Pre-Registration confirmation deadline
Monday, December 21	Registration closed for confirmation processing
Monday, January 4	Faculty/Staff Professional Development
Monday, January 11	Classes begin
Friday, January 15	All Fees Due
	Registration closes 4:00 pm
Monday, January 18	Martin Luther King Jr. Holiday (college closed)
Friday, February 12	Last day to apply to graduate in May
Sunday, March 7	Mid-Term D and F Grades Due
Monday, March 15	Spring Break Recess begins (no classes)
Monday, March 22	Classes resume
Monday, March 29	Priority Pre-Registration for current students
Friday, April 2	Last Day to Withdraw from a full semester class
	Friday before Easter Recess (no classes)
Monday, April 5	Open Summer and Fall Pre-Registration
Friday, April 30	Classes End
Monday, May 3	Final Exams begin
Wednesday, May 5	Reading Day (limited day finals)
	Evening finals continue
Friday, May 7	Final Exams End
Monday, May 10	All Grades Due by 8:00 am
Saturday, May 15	Commencement

SUMMER 2010	
DATES COMMON TO ALL SESSIONS	
Monday, March 29	Current Student Priority Pre-Registration Begins
Monday, April 5	Open Pre-Registration Begins
Friday, June 18	Last Day to Apply to Graduate in August
Twelve-Week Session May 17 – August 6	
Monday, May 17	Classes Begin
Wednesday, May 19	Registration Closes; All Fees Due
Monday, May 31	Memorial Day Holiday (college closed)
Monday, July 5	Independence Day Holiday (college closed)
Wednesday, July 14	Last day to withdraw from the session
Final exams for this session are scheduled for the last class day during finals week.	
Monday, August 9	All Grades Due by 8:00 am
First Four-Week Session May 17 – June 11	
Monday, May 17	Classes Begin
Tuesday, May 18	Registration Closes; All Fees Due
Monday, May 31	Memorial Day Holiday (college closed)
Monday, June 7	Last day to withdraw from the session
Thursday, June 10	Final Exams for 3 credit hour course
Friday, June 11	Final Exams for 4 credit hour course
Monday, June 14	All Grades Due by 8:00 am
Eight-Week Session June 14 – August 6	
Monday, June 14	Classes Begin
Wednesday, June 16	Registration Closes; All Fees Due
Monday, July 5	Independence Day Holiday (college closed)
Wednesday, July 28	Last day to withdraw from the session
Friday, August 6	Final Exams
Monday, August 9	All Grades Due by 8:00 am
Second Four-Week Session June 14 – July 9	
Monday, June 14	Classes Begin
Tuesday, June 15	Registration Closes; All Fees Due
Monday, July 5	Independence Day Holiday (college closed)
Monday, July 5	Last day to withdraw from the session
Thursday, July 8	Final Exams for 3 credit hour course
Friday, July 9	Final Exams for 4 credit hour course
Monday, July 12	All Grades Due by 8:00 am
Third Four-Week Session July 12 – August 6	
Monday, July 12	Classes Begin
Tuesday, July 13	Registration Closes; All Fees Due
Monday, August 2	Last day to withdraw from the session
Thursday, August 5	Final Exams for 3 credit hour course
Friday, August 6	Final Exams for 4 credit hour course
Monday, August 9	All Grades Due by 8:00 am