

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
August 22, 2012

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, August 22, 2012 in the College Theatre at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Joe Campbell, Violet Mosser, Jamie Six, Curtis Miller, Steve Chancey, Loren Bell, Greg Smith, Cheryl Donohoe, and Gerard El Chaar. Absent: Cindy Bullock, Rock Wilson and Matt Santer. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, staff, students, and WVU at Parkersburg Foundation Board Members.

1. Call to Order

Mr. Six, 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. Board Chair Report

Chairman Six asked Mr. Miller to make a presentation to former Chairman Mr. Joe Campbell. On behalf of the WVU Parkersburg Board of Governors, Mr. Miller presented Mr. Campbell with an engraved clock for his years of service as Chairman of the Board from 2008-2012.

Chairman Six announced some conflicts with the October 17 Board meeting and provided some possible dates to the Board. After some discussion it was agreed the next meeting will be held on Wednesday, October 3 at the regular time.

Chairman Six announced that the Board of Governors Retreat this semester will be held on December 5, and he asked Board members to hold that date for an all day session.

Chairman Six reminded Board members of the Committee assignments that were listed in their agenda.

4. President's Report

President Gnage welcomed Board members and guests. She thanked Mr. Campbell for his past service as chair. President Gnage provided an update on

college activities including several grants such as the Appalachian Regional Commission Grant in the amount of \$150,000 for the Culinary Arts program, and \$50,000 grant from Dominion for the Virtual Welding Program. She noted that Mr. Robert C. Orndorff, President of Dominion had planned to attend our meeting this evening but had to cancel at the last minute. He asked to be invited to the next meeting.

5. Approval of Minutes

Minutes of the special Board meeting scheduled on July 17, 2012 was approved upon a motion by Mr. Smith and second by Mr. Campbell.

6. Committee Reports

Executive Committee:

No Report

Administrative Services Committee:

Mr. Miller introduced and welcomed Mr. Bob Wright, Chair of the WVU at Parkersburg Foundation, who attended the Administrative Services Committee and received an update from the Foundation on the Capital Campaign noting that a total of \$85,000 has been raised to date. Additionally, an update was provided from Facilities and Grounds on the Applied Technology Center, Child Development Center, Downtown Center, new sciences labs, and an update on Fleet and Security operations. Business Services provided an update on the new ERP, and changes in office personnel. Human Resources provided a recruiting update, explained the performance management calibration and an update on SB 330. Information Technology provided an update on the IT Goals

Academic and Student Services Committee:

Mr. ElChaar reported that Academic Affairs provided an update on the accreditation process, new adjunct faculty, assessment and advising. Workforce and Community Education provided an update on programs, grants and WorkKeys. Student Services provided an update on personnel noting that two individuals in the Financial Aid Office, Heather Skidmore and Renee Dunn, were to be commended for a much improved process in Financial Aid this year. An update was also provided on the Student Success Summit that was recently attended, and a schedule for Student Activities and Engagement was provided to the Committee. Mr. ElChaar also provided copies of the schedule to all Board members.

National Guard Parkersburg Readiness Center at WVUP:

Mr. Campbell provided the committee with an update on the User Group meetings that have been held. Next steps were discussed and it was recommended that the Center be on the agenda item for the first Legislative Breakfast that will be scheduled on campus this semester.

7. Action Items

Approval of Funding for the Renovation of Tech Wing for Science Labs

President Gnage reported that at the February 8, 2012 meeting of the WVU Parkersburg Board of Governors, the Board approved reserving funds for capital projects that included the renovation of the Tech Wing for new Science Labs at a projected cost of \$1,000,000. This area will provide a 14,000 square footage for the new science labs. The original science labs were built in 1968 and are in desperate need of updating. The new labs will provide a much better learning experience for the students.

Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the use Reserve Funds in the amount of \$1 million dollars for the Renovation of the Tech Wing for new Science Labs

Mr. Miller seconded the motion. Following discussion and questions by the Board, the motion passed.

Tech Wing Roof Project

Mr. David White, Director of Facilities and Grounds provided a report to the board That the square footage for the welding shop area is 12,362. If these roofs are done with hot asphalt adhesive, as the others have been done in recent years, the cost could be \$275,000.00. Included in that amount is the estimated material portion that would be purchased directly from the GSA discounted price list for approximately \$70,000.00. An estimate for completion would be less than 35 days.

Mr. Miller moved to approve the following resolution as amended:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Welding Shop Roof Project as presented for \$275,000 plus or minus a 10% variance.

Ms. Bell seconded the motion. Following discussion and questions by the Board, the motion passed.

Institutional Undergraduate and Tuition Fee Waivers

Mr. Underwood reported that pursuant to W.Va. Code § 18B-10-5, which establishes the rules for tuition and fee waivers, WVU at Parkersburg awarded a total of \$525,809.02 in undergraduate waivers to a total of 360 students during FY 2011-12.

W.Va. Code § 18B-10-5 stipulates that, "The awarding of undergraduate fee waivers shall be entered into the minutes of the meetings of the governing board."

Therefore, in accordance with the statute and BOG Policy E-20, the WVU at Parkersburg Board of Governors is asked to enter this report of Undergraduate Tuition and Fee Waivers for FY 2011-12 into the minutes of this meeting of August 22, 2012.

Ms. Mosser moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors enter this report of the Institutional Undergraduate Tuition and Fee Waivers for FY 2011-12 into its minutes.

Mr. Smith seconded the motion. After discussion and questions by the Board, the motion passed. Chairman Campbell recognized that student representative, Ms. Bell, recused herself from voting.

Culinary Arts Degree Fee Request

Dr. Tracy reported that for all classes for CUL 101 to CUL 245, fees assessed to students will be utilized to offset operating expenses incurred by the Culinary Arts program. The monies will be used to purchase food items, chemicals, beverages, smallwares, and any other items vital to the operation of a foodservice establishment. With food prices continuing to rise, this is a necessary fee assessment to allow for adherence to American Culinary Federation guidelines and expected student competencies.

For CUL 275, the fees assessed will be utilized to purchase a student membership in the American Culinary Federation, pay for online written testing fees, cover costs associated with practical exam, and the purchase of food items for the administration of the practical exam.

Ms. Bell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves fees for the Associate of Applied Science in Culinary Arts program.

Mr. ElChaar seconded the motion. After discussion and questions by the Board, the motion passed.

8. Consent Agenda

No Consent Agenda Items.

9. Information Items

Fiscal Update

Dr. Mensah provided a report on the state of the college's finances and the budget.

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

No items were discussed.

11. Board Comments/Announcements

Distinguished Performance Series: *Kenya Safari Acrobats* - September 20, 2012
at 7:00 p.m. in the College Activities Center.

12. Adjournment

With no further business to be discussed, Ms. Donohoe moved that the meeting adjourn. Ms. Bell seconded the motion. Motion passed.

Respectfully submitted,

Patsy Bee
Executive Assistant to the President

Jamie Six, Chairman

Cheryl Donohoe, Secretary