Board of Governors

September 10, 2008

Agenda

Members

Cindy Bullock          Kennad Lee Skeen, II
Keith Burdette        Gregory K. Smith
Joe Campbell           Rock Wilson
Gerard El Chaar        Gregory Busch
William H. Hopkins     Violet Mosser
Curtis Miller          Kim Starkey

Marie Foster Gnage
President
WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of September 10, 2008
5:45 p.m.
Multi-Purpose Room

1. Call to Order
   President Marie Foster Gnage

2. Welcome and Introductions

3. Swearing in of Board Members
   The Honorable J. D. Beane
   4th Judicial Circuit Judge
   Wood and Wirt Counties

4. Elections
   • Nomination/Election of Chair
   • Nomination/Election of Other Officers

5. President’s Report

6. Possible Executive Session under the authority of WV Code §6-9A-4-2A
   • Presidential Contract and Compensation Discussion

7. Action Items
   • FY 2008-2009 Classified Staff Salary Increases.........................................2
   • Approval of Meeting Schedule.................................................................3

8. Consent Agenda
   • W.T. Grant Building Deed.............................................................................4

9. Information Items
   • 2007-2008 Tuition Waivers Report (read only)...........................................5
   • 2008 Maintenance Report (read only)..........................................................8
   • 2009-2010 Capital Budget Request (read only).............................................10

10. Discussion:
   • Committees
   • Strategic Plan
   • WVU Parkersburg Board of Governors Retreat
   • West Virginia State Route 2 & Interstate 68 Authority.................................17

11. Announcements
   • Legislative Breakfasts (October 2 and November 13)
   • WV Council for Community and Technical College System
     Board Orientation (TBA)
   • Association of Community Colleges Trustees (ACCT)
     Community College Leadership Conference (October 29 – November 1)

12. Next Meeting

13. Group Photo

14. Adjournment
ITEM: FY 2008-09 Classified Staff Salary Increases

RECOMMENDED RESOLUTION: Resolved, That the West Virginia University at Parkersburg Board of Governors approves classified salary increases equal to the higher of 3% the salary of record on July 1, 2008 or 50% of the salary gap calculated by comparing the salary of record on July 1, 2008 to the 2001 Classified Salary Schedule for like pay and years of experience effective October 1, 2008.

STAFF MEMBER: Elizabeth Baker, Chief Financial Officer

BACKGROUND:

In an effort to bring the state’s classified salaries in line with market rates and provide fair and equitable pay for higher education institutions, the Higher Education Policy Commission adopted a new Employee Annual Salary Schedule in 2001. As a result, WVU Board of Governors Policy 29 states:

“Over the next five years, beginning with FY2003, WVU- Morgantown and all regional campuses will move classified staff who are below their new salary on the new Higher Education Policy Commission Employee Annual Salary Schedule in five incremental steps to full compliance on the new salary program. Entry rates will be similarly adjusted over the next five-year period.”

The cost to WVU at Parkersburg to implement fully the 2001 classified salary schedule for FY 2008-09 is $310,000. A lower amount is proposed given the cost of fully funding the schedule in addition to anticipated cost increases as a result of HB 3215 and concerns of static enrollment levels.

Approval is therefore recommended to fund the higher of a 3% salary increase or 50% of the salary gap. The percentage increase would be based on each employee’s salary of record on July 1, 2008. The salary amount would be compared to the 2001 HEPC salary schedule for like years of experience and pay grade. The pay raise will be effective October 1, 2008. This proposal will cost $166,000
West Virginia University at Parkersburg Board of Governors
Meeting of September 10, 2008

ITEM: Meeting Schedule

RECOMMENDED RESOLUTION: Resolved, That the West Virginia University at Parkersburg Board of Governors approves a FY 2008-2009 meeting schedule.

STAFF MEMBER: Marie Foster Gnage, Ph.D., President

BACKGROUND:

A meeting schedule is needed for FY Year 2008-2009 for the West Virginia University at Parkersburg Board of Governors. West Virginia State Code §18B-2A-2, regarding higher education institutional boards of governors, states:

“The boards of governors shall hold at least six meetings in every fiscal year, including an annual meeting each June”

Approval of one of the following meeting schedules is recommended:

Wednesday at 5:45 p.m. Thursday at 5:45 p.m.
October 8 October 9
November 12 November 13
January 14 January 15
March 11 March 12
June 10 June 11
ITEM: Acceptance of Deed for W. T. Grant Building

RECOMMENDED RESOLUTION: Resolved, That the West Virginia University at Parkersburg Board of Governors acknowledges acceptance of the property deed for the W. T. Grant building located at 705-711 Market Street in Parkersburg, WV

STAFF MEMBER: Marie Foster Gnage, Ph.D., President

BACKGROUND:

Following a walk-through inspection of the W. T. Grant building located at 705-711 Market Street in Parkersburg, West Virginia, and review of the proposed property deed by West Virginia University General Counsel, President Marie Foster Gnage, on July 16, 2008, accepted on behalf of the WVU at Parkersburg the generous donation by The Erickson Foundation of the W. T. Grant building. The 32,000 square-foot facility was appraised at $550,000.

This building will give West Virginia University at Parkersburg a valuable addition to its facilities and a needed downtown presence in Parkersburg.
ITEM: 2007-08 Tuition Waiver Report

RECOMMENDED RESOLUTION: Read Only

STAFF MEMBER: August Kafer, Director of Financial Aid

BACKGROUND:

This tuition waiver report for 2007-08 has been submitted to the West Virginia University Board of Governors as the governing body for that period. It is provided for information to the WVU at Parkersburg Board of Governor's.
West Virginia University at Parkersburg  
Undergraduate Tuition and Fee Waivers  
June 15, 2008  

Authorized number of full waivers: 139

Waiver equivalents granted to date: 138 24/30

Waiver equivalents granted to students within the various award categories who demonstrate financial need:

- Demonstrated Financial Need
- General Academic Ability 56 0/30
- Academic Ability in a Specific Field
- Athletic Ability
- Extracurricular Activity
- Part-Time Enrollment 39 4/30

TOTAL 95 4/30
### INVENTORY OF INSTITUTIONAL UNDERGRADUATE FEE WAIVERS

**Institution:** West Virginia University at Parkersburg  
**Date:** June 15, 2008  
**Number of Authorized Waivers:** 139

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<tr>
<th>Primary Award Category</th>
<th>Number Awarded</th>
<th>Dollar Value of Waivers</th>
<th>Demonstrated Need</th>
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<td>In-State</td>
<td>Out-of-State</td>
<td>International</td>
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<td>Science, Technology</td>
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<td><strong>Athletic Ability</strong></td>
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<td><strong>Extracurricular Ability</strong></td>
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<td>Student Government</td>
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<td>Other (Specify)</td>
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<td><strong>Part Time Enrollment</strong></td>
<td>55</td>
<td>9/30</td>
<td>6/30</td>
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<td><strong>Other (Specify)</strong></td>
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<td><strong>TOTAL</strong></td>
<td>136</td>
<td>24/30</td>
<td>2/30</td>
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**Foster Care Waivers**

Of the total awards shown above 16 employees received 3 29/30 waiver(s).
ITEM: 2008 Maintenance Report

RECOMMENDED RESOLUTION: Read Only

STAFF MEMBER: Dave White, Director of Facilities and Grounds

BACKGROUND:

This report summarizes the Maintenance activities completed by the West Virginia University at Parkersburg Facilities and Grounds Department thus far in 2008.
Attachment One of One

Maintenance Report:  January-August 2008

- Built new area for testing at Financial Aid
- Renovated 1300 Hallway: ceiling, HVAC, sprinklers, paint
- Renovated Multi-Purpose Room: lights, paint, flooring
- Room 2305 renovated into new Art Lab: ceiling, HVAC, paint, exhaust system
- Room 2212 renovated for Extended Learning: ceiling, HVAC, paint, wood trim, carpet, furniture
- Room 0132 renovated into Physics Lab: ceiling, lights, sprinklers, HVAC, paint
- Room 0134: ceiling, HVAC, lights, sprinklers, paint
- Room 0133: paint
- Rooms 2209-2211 renovated into two “Smart” classrooms: folding door, ceiling, paint, HVAC, lights, carpet, seating for 104 students
- Room 0410: reduced size of Print Shop to accommodate new equipment
- Room 0410: built three offices and a study room to expand the Learning Center
- Room 0113: removed walls and renovated to make a classroom study area for Learning Center
- Room 2309 renovated for Pharmacy Tech area: new ceiling, HVAC, paint, cabinets with counter tops, hood for drug mixing area
- Room 2536: two new glass Intensive Care rooms
- Room C105: built HVAC lab, lights, electric, gas, compressed air
- Performance contract on energy management savings: new heating, cooling, light replacement or retrofit, replaced all commodes and urinals
- New storage building for fork trucks
- Tapered steep banks around Workforce and Community Education building
- Carpeted commons area at JCC
- Concrete pad and flag pole at JCC
- New ADA compliant signage at main campus
- Constructed concrete pad to accommodate ten motorcycles
- Patched east and west parking lots, installed French drain
West Virginia University at Parkersburg Board of Governors
Meeting of September 10, 2008

ITEM: FY 2009-10 Capital Budget Request

RECOMMENDED RESOLUTION: Read Only

STAFF MEMBER: Elizabeth Baker, Chief Financial Officer

BACKGROUND:

Each year state agencies and institutions of higher education are asked to submit requests for funding for capital improvements to the State Budget Office by the beginning of September. As a higher education institution, WVU at Parkersburg submits the request to Higher Education Policy Commission (HEPC) where all institutions' requests are aggregated and submitted to the State Budget Office from the HEPC and WV Council for Community and Technical College Education (WVCCTCE).

BASIS FOR REQUESTS:

A new legislative committee called the Higher Education Capital Project and Facilities Needs Committee is meeting this summer and fall to develop a long-term policy to deal with funding of higher education capital projects and meeting deferred maintenance needs. Their charge is to look at recommending a more objective and systematic approach to funding capital projects. A recommendation will be forthcoming from this committee in December to Legislative Oversight Committee on Education Accountability (LOCEA) and the Legislature.

In the meantime, until this committee’s policies and priorities are in place, the following are the proposed higher education capital priorities for FY 2010 legislative session. HEPC and WVCCTCE staff will use the FY 2010 capital appropriation requests to develop capital project priorities that are consistent with the following.

- **4-Year Education and General Bond Projects**: A prioritized list of potential bond projects will be developed for the HEPC institutions with a request that funding for debt service be provided from state revenue similar to the 2004(b) Excess Lottery Revenue Bond Issue. The list of proposed bond projects submitted to the Legislature last year will be used as the starting point for FY 2010.

- **2-Year and 4-Year Funding for Education and General Code Compliance, Deferred Maintenance and Building/Campus Renewal Projects (matching required)**: A prioritized list of proposed E&G code compliance, deferred maintenance and building and campus renewal (i.e., roof replacements, exterior waterproofing, electrical, HVAC
and utility upgrades, etc.) projects will be developed to request an appropriation of $10 million for HEPC and WVCCTCE projects that do not exceed $1 million in total cost per project. For HEPC institutions, this funding would be matched on a 50/50 basis with institution funding. The matching requirement may be different for WVCCTCE institution projects since institution capital funds are limited. Projects would be prioritized by project type with code compliance projects receiving the highest priority followed by deferred maintenance and then building and campus renewal projects.

- **2-Year Bond Projects:** The WVCCTCE staff are considering a proposal for projects funded from another bond issue similar to the 4-year proposal.

The college’s capital project list is developed with these funding considerations. Attachment One lists the projects submitted for consideration identifying the cost, category and type (class) of project. Attachment Two provides a description of the project while Attachment Three is a tentative timeline of projected start and end dates.
<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Number</th>
<th>Project Name</th>
<th>Total Cost</th>
<th>Project Cost Category</th>
<th>Project Status</th>
<th>Funding Available</th>
<th>New Funding Requested</th>
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<td>31103</td>
<td>1</td>
<td>Technology Class Rms/Labs &amp; Child Dev Cntr*</td>
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<td>$2,700,000</td>
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<td>Fire Alarm System Replacement</td>
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<td>31101</td>
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<td>Facility Defer Maint</td>
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<td>311010</td>
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<td><strong>$6,100,000</strong></td>
<td><strong>$15,515,000</strong></td>
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*Note  Anticipate $6 million allocation from CTC Bond funding in FY 2008-09 and $100,000 from WVUP foundation. Requesting additional funding to complete projects as planned.
31103 Technology Class Rms/Labs & Child Dev Cntr*
In the 2008 legislative session funding authority for additional space for Applied Technology classrooms and labs was approved. The final amount available is contingent on the sale of bonds by the state late winter/early spring. Approximately 25,000 square feet is planned to include programs such as: welding, industrial technology, HVAC technology, etc.

Included in the bond sale will be funding to assist with the construction of a 12,000 square foot Child Development Center. The center will provide classroom and lab space for our early childhood development program as well as provide child care students, staff, and the community.

31107 Fire Alarm System Replacement
The college's current fire alarm control panel is obsolete as parts are no longer available for repairs. Additionally, a larger panel will be added as new space is added to the campus and as the sprinkler system is expanded to cover existing space.

31106 Sprinkler System Expansion
An upgrade to the college's existing sprinkler system is needed to meet the new building fire safety codes. As existing spaces are remodeled, sprinkler units must be added and existing sprinkler units need upgrading to meet code.

Science Lab
31102 Renovations
The current science labs are part of the original construction and are 37 years old. Significant changes in ventilation, natural gas access, plumbing, compressed air, and potable water supplies as well as lab waste water drainage are needed. Additionally, access to the labs is provided by an elevator original to the structure. Access becomes limited due to periodic shutoffs of the elevator and frequent service requirements. Virtually, any student in a degree program at the main campus is required to take a minimum of one laboratory science class and will use this space.
**31108 Renovation of Health Sciences Instructional Space**
This fiscal year, the college received additional funding to increase enrollments in health science programs to include nursing, surgical technology, paramedic technology, and pharmacy technology. The instructional space available to serve these programs and the expected increase enrollment is inadequate. The space currently housing the applied technology programs is tentatively planned to build the necessary classrooms and labs.

**31101 Roof Replacements**
Roof replacements are a necessary and ongoing capital spending item necessary to ensure and maintain the integrity of the physical plant. The funding requested stages the replacements over the next 5 years. The most pressing roof replacement is the roof over the third story of the main building as this is still original to the 1970 construction date.

**Jackson County Center**
**31105 Expansion**
Property adjacent to the Jackson County Center currently is available for purchase. It houses a 11,700 sq ft motel and 7,000 sq ft conference center. Purchasing the property now will allow for future expansion to meet the growing needs of Jackson and Roane counties.

**31109 Security Card Access System**
Safety and security awareness has increased significantly in the past few years due to several unfortunate K-12 and college events. A key-card system will protect students, employees, and state assets; provide documentation of entry; provide central security control during an unfortunate lock-down situation; and provide more convenient access to those needing entry to the facilities after hours.

**Commuter-Student Study**
**311010 Spaces**
Currently, space is very limited for our students for co-curricular activities and study and meeting spaces. As more on-line courses are offered that require project work, students may need meeting space to accommodate team-based assignments. Additionally to save on commuting costs, students are scheduling more classes on fewer days. Quiet space is needed to study and complete assignments between class times. Approximately, 7,000 of space is planned to include general space as well as individual study rooms.
WT Grant Building
The WT Grant building in downtown Parkersburg was recently donated to WVU at Parkersburg to serve the business and economic needs of the area. The building was originally built in the early 1900's with minor renovations during its life. To accommodate classrooms and technology advancements, extensive remodeling is needed. The building's infrastructure systems such as HVAC, fire alarm, sprinkler, energy conservation, etc. are in need of replacement. Many of these systems are original to the building.
## WVU at Parkersburg
### FY 2009-10 Capital Request
#### Projected Timeline

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<th>Apr-09</th>
<th>Jul-09</th>
<th>Sep-09</th>
<th>Dec-09</th>
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*Child Dev Cntr*
August 26, 2008

Dr. Marie Foster Gnage, President
West Virginia University at Parkersburg
300 Campus Drive
Parkersburg WV 26104-8647

Dear Dr. Gnage:

The West Virginia Route 2 & Interstate 68 Commission recently met with Governor Joe Manchin concerning Route 2. The Governor was optimistic that if we could show support for the upgrading of the highway, it could become a priority.

The Authority feels that one of the most important things we can do is to gather support from the governmental bodies, institutions, and businesses served by the highway. I have enclosed a copy of the resolution that was adopted by the Wood County Commission and ask that your Board of Governors consider adopting a similar resolution. We need to gather all of the support we can if we wish to see the development of WV Route 2 become a priority. I will be happy to meet with you at your convenience to discuss the resolution.

Sincerely,

[Signature]

Charles H. Clements
Executive Director

C: Senator Donna Boley
    Bill Hopp

243 P Thistle Court, New Martinsville, WV 26155-2608
(304) 455-5339 (304) 771-3530 chasclem@suddenlink.net
JANUARY 31, 2008

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

WHEREAS, the State of West Virginia has the responsibility of constructing and maintaining the highways and roadways within the State of West Virginia; and,

WHEREAS, the State of West Virginia should consider the potential for economic development and public safety when considering where and when to construct highways; and,

WHEREAS, the Ohio Valley area of West Virginia has great potential for economic development due to the availability of land, the availability of alternate forms of transportation needed for the transportation of manufactured goods and raw materials, the availability of sources of energy, and the availability of water; and,

WHEREAS, the current condition of West Virginia Route 2 is detrimental to the economic development of the Ohio Valley and many portions of the present highway present a significant risk to the many citizens who travel this busy highway; and

NOW THEREFORE BE IT RESOLVED, that the Wood County Commission requests and urges that the State of West Virginia place a high priority on the upgrading of West Virginia Route 2 to a modern four lane highway to save the Ohio Valley.

Given under our hand this 31st day of January, 2008 at a regular meeting of the Wood County Commission held in Parkersburg, West Virginia

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

[Signatures]

Robert K. Tebay, President

Rick Moretti, Commissioner

David Blair Cochran, Commissioner

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