



## **BOARD OF GOVERNORS**

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**SEPTEMBER 10, 2008**  
**AGENDA**

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### **Members**

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

**Kennad Lee Skeen, II  
Gregory K. Smith  
Rock Wilson  
Gregory Busch  
Violet Mosser  
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  
4<sup>th</sup> 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

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 10, 2008**

**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.

October 8  
November 12  
January 14  
March 11  
June 10

Thursday at 5:45 p.m.

October 9  
November 13  
January 15  
March 12  
June 11

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 10, 2008**

**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.

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 10, 2008**

**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.



INVENTORY OF INSTITUTIONAL UNDERGRADUATE FEE WAIVERS

Institution: West Virginia University at Parkersburg

Number of Authorized Waivers: 139

Date: June 15, 2008

Primary Award Category	Number Awarded					Dollar Value of Waivers			Demonstrated Need
	In-State	Out-of-State	International	Total	(%)	In-State	Out-of-State & International	Total	
<b>Demonstrated Financial Need</b>									
<b>General Academic Ability</b>	81 15/30	2 0/30		83 15/30	60.2	167,509.53	13,040.20	180,549.73	56 0/30
<b>Academic Ability/Specific Field</b>									
Allied Health									
Business, Commerce									
Creative Arts									
English/Humanities									
Science, Technology									
Social Sciences									
Other (Specify)									
<b>Athletic Ability</b>									
<b>Extracurricular Ability</b>									
Music									
Speech/Forensics									
Student Government									
Other (Specify)									
<b>Part Time Enrollment</b>	55 3/30	6/30		55 9/30	39.8	133,566.38	1,614.90	135,181.28	39 4/30
<b>Other (Specify)</b>									
<b>TOTAL</b>	136 18/30	2 6/30		138 24/30	100.0	301,075.91	14,655.10	315,731.01	95 4/30
<b>Foster Care Waivers</b>									

Of the total awards shown above 16 employees received 3 29/30 waiver(s).



**West Virginia University at Parkersburg Board of Governors  
Meeting of September 10, 2008**

**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.

**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.

WVU at Parkersburg  
**FY 2009-10 Capital Budget Request**

Project Number	Prtly	Name	Total Cost	Project Category	Project Class	Project Status	Funding Available	New Funding Requested
31103	1	Technology Class Rms/Labs & Child Dev Cntr*	\$8,800,000	Instruct	New	Prelim Plan	\$6,100,000	\$2,700,000
31107	2	Fire Alarm System Replacement	\$200,000	Admin	Life/safety	Prelim Plan	\$0	\$200,000
31106	3	Sprinkler System Expansion	\$200,000	Admin	Life/safety	Prelim Plan	\$0	\$200,000
31102	4	Science Lab Renovations	\$1,800,000	Instruct	Life/safety	Prelim Plan	\$0	\$1,800,000
31108	5	Health Sciences Instructional Space Renovations	\$250,000	Instruct	Renew/Renov	Prelim Plan	\$0	\$250,000
31101	6	Roof Replacements	\$1,400,000	Facility	Defer Maint	Prelim Plan	\$0	\$1,400,000
31105	7	Jackson County Center Expansion	\$2,365,000	Instruct	New	Prelim Plan	\$0	\$2,365,000
31109	8	Security Card Access System	\$500,000	Admin	Life/safety	Prelim Plan	\$0	\$500,000
311010	9	Commuter-Student Spaces	\$1,600,000	Instruct	Renw/Renov	Prelim Plan	\$0	\$1,600,000
311011	10	WT Grant Building	\$4,500,000	Instruct	Renw/Renov	Prelim Plan	\$0	\$4,500,000
			<b>\$21,615,000</b>				<b>\$6,100,000</b>	<b>\$15,515,000</b>

\*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.

**WVU at Parkersburg  
FY 2009-10 Capital Budget Request  
Project Descriptions**

**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.

**311011 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**

	Apr-09	Jul-09	Sep-09	Dec-09	Jan-10	Mar-10	May-10	Jun-10	Aug-10	Dec-10	Mar-11	<2014
1 Technology Class Rms/Labs & Child Dev Cntr*	[Brown]											
2 Fire Alarm System Replacement				[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]				
3 Sprinkler System Expansion				[Orange]	[Orange]							
4 Science Lab Renovations		[Blue]	[Blue]	[Blue]	[Blue]	[Blue]	[Blue]	[Blue]				
5 Renovation of Health Sciences Instructional Space					[Purple]	[Purple]	[Purple]	[Purple]				
6 Roof Replacements	[Dark Blue]											
7 Jackson County Center Expansion		[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]	[Yellow]				
8 Security Card Access System		[Green]	[Green]									
9 Commuter-Student Study Spaces							[Cyan]	[Cyan]	[Cyan]	[Cyan]	[Cyan]	
10 WT Grant Building			[Red]	[Red]	[Red]	[Red]	[Red]	[Red]	[Red]	[Red]		

*West Virginia State Route 2 and Interstate 68 Authority*

Officers:

President  
Don Shenefiel  
304 455-2748

Vice President  
David Yoder  
304 737-0829

Treasurer  
Eric Peters  
304 652-1760

Secretary  
Jim Mirasola  
304 527-2261

Executive Director  
Charles Clements  
304 455-5339

Members:

Hancock County  
Romie Costelli  
Marvin Six

Brooke  
Jim Mirasola  
Dewayne Heck

Ohio County  
John Winter  
David Sims

Marshall County  
Anthony Chieffalo  
Tom Stern

Wetzel County  
Charles Clements  
Don Shenefiel

Tyler County  
Eric Peters

Pleasants County  
Jack Boley  
Mike Nelson

Wood County  
Michael Matheny  
Bill Hupp

Monongalia County  
David Yoder  
Don Reinke

Marion County  
Al Babcock  
Richard Walton

Recording Secretary  
Dianna Lawrence

August 26, 2008

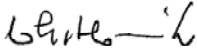
Dr. Marie Foster Gnage, President  
West Virginia University at Parkersburg  
300 Campus Drive  
Parkersburg WV 26104-8647

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,

  
Charles H. Clements  
Executive Director

C: Senator Donna Boley  
Bill Hupp

242 E 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,

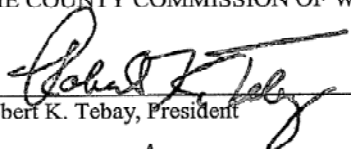
WHEREAS, the current condition of West Virginia Route 2 is detrimental to the economic development of the Ohio Valley and many portions of the present highway present a significant risk to the many citizens who travel this busy highway; and


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 31<sup>st</sup> 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

  
Robert K. Tebay, President

  
Rick Modest, Commissioner

  
David Blair Couch, Commissioner