

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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APRIL 7, 2010  
AGENDA

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## Members

Cindy Bullock  
Keith Burdette  
Joe Campbell  
Gerard El Chaar  
Curtis Miller

Gregory K. Smith  
Rock Wilson  
Matthew Santer  
Violet Mosser  
Teresa Wamer

Marie Foster Gnage  
President



# SCHEDULE

## **West Virginia University at Parkersburg Board of Governors**

**Wednesday, April 7, 2010**

3:00 p.m.	Campus Development Committee	McCoy Conference Center (Salon #2)
4:00 p.m.	Administrative Services Committee	McCoy Conference Center (Salon #3)
	Academic and Student Services Committee	McCoy Conference Center (Salon #2)
5:00 p.m.	Dinner	JCC Lobby
5:30 p.m.	Tour of Jackson County Center Tour McCoy Conference Center	JCC McCoy Conference Center
6:00 p.m.	Board Meeting	McCoy Conference Center (Salon #1)
	Possible Executive Session	McCoy Conference Center (Salon #3)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of April 7, 2010  
6:00 p.m.  
Jackson County Center  
(McCoy's Conference Center)

1. Call to Order	Board Chair, Joe D. Campbell	
2. Roll Call	Patsy Bee Executive Assistant to the President	
3. Board Chair Report	Chairman Campbell	
• Board Retreat – May 5		
• Required Board Training (reminder to the Board)		
○ May 20, 2010, Charleston Town Center Marriott		
• Appoint Committee to Elect Officers for 2010-2011		
4. Possible Executive Session under the authority of WV Code §6-9A-4-2A		
• Progress on President's Evaluation		
• Honorary Degrees.....		5
5. Approval of Minutes (February 10, 2010).....		6
6. President's Report	Dr. Marie Foster Gnage President	
• Faculty Senate Presentation	Lisa Flowers-Clements Faculty Senate President	
7. Committee Reports		
• Executive Committee	Chairman Campbell	
• Audit Review Committee	Rock Wilson	
• Administrative Services Committee	Gerard El Chaar/Greg Smith	
• Academic and Student Services Committee	Cindy Bullock	
• Campus Development Committee	Curtis Miller	
8. Action Items		
• Tuition and Fees	Dr. Gnage.....	10
• Five-Year Program Reviews	Dr. Rhonda Richards..... Sr. Vice President, Academic Affairs	11

9. Information Items

- Faculty Emeritus Dr. Richards.....12
- Sabbatical Leave 2010-2011 Dr. Richards.....13
- Comprehensive Master Plan Dr. Gnage.....14

10. Consent Agenda

Board Comments/Announcements

- Employee Recognition Brunch – May 5, Multi-Purpose Room
- Nurses Pinning – Friday, May 14, 7:00 p.m. Multi-Purpose Room
- Commencement – Saturday, May 15, 2:00 p.m., Multi-Purpose Room

11. Next Meeting

Date: June 9, 2010  
Location: Room 2209-2211  
Time: 5:45 p.m.

12. Adjournment

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 7, 2010**

**ITEM:** Approval of Honorary Degree Candidates

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves two individuals for Honorary Degrees from West Virginia University at Parkersburg, as named by President Gnage and to be announced publicly at the May 15 Commencement.

**STAFF MEMBER:** Marie Foster Gnage, President

**BACKGROUND:**

West Virginia University at Parkersburg requests approval of two individuals for honorary degrees. This recommendation is presented to the Board of Governors with the endorsement of the Honorary Degree Screening Committee and the Faculty Senate.

Information about the nominees will be presented by Dr. Marie Foster Gnage.

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

**February 10, 2010**

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, February 10, 2010 in Room 2209-2211 WVU Parkersburg beginning at 6:00 p.m. Board members present were: Joe Campbell, Curtis Miller, Keith Burdette, Rock Wilson, Matthew Santer, Violet Mosser, Teresa Wamer, and Gregory K. Smith. Absent were Gerard El Char and Cindy Bullock. 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. Board Chair Report**

Chairman Campbell welcomed guests attending the meeting today, and thanked them for their support throughout the year.

- Appointment of the Audit Committee Chair

Mr. Campbell appointed Mr. Greg Smith to the Audit Committee, and appointed Mr. Rock Wilson to chair the committee.

- Board of Governors Retreat

Mr. Campbell announced that a Spring Board Retreat needs to be held sometime in April or May. Board members agreed that May would probably be the best time. Board members will be notified of a specific day and time.

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

There was no Executive Session held.

**5. Minutes**

Minutes of the regular Board meeting scheduled on December 9, 2009 were approved upon a motion by Mr. Burdette and second by Mr. Miller.

## 6. President's Report

President Gnage welcomed guests, and provided an update to the Board on campus activities since the last meeting. President Gnage announced the sad news that Health Sciences adjunct clinical instructor and WVU Parkersburg graduate Denae Schartiger died in a car accident. She also noted there have been several staff and faculty that have been ill this semester which has caused some offices to be short on staff, and double duty for some employees. WVU Parkersburg continues to meet challenges including a 3.86 percent reduction in allocation for next year.

President Gnage introduced Mr. Rodney Parker, Chairman of WVU Parkersburg Staff Council who made a presentation to the Board on activities, projects and events that involved classified staff and/or were sponsored by the Staff Council this year.

## 7. Committee Reports

- Campus Development Committee – Mr. Curtis Miller, Chair  
Mr. Miller reported that the Campus Development Committee met to discuss property acquisition; public/private partnership opportunities and how to address the questions; discussion of naming opportunities; and campus as sculpture garden.
- Executive Committee – Mr. Joe Campbell, Chair  
Mr. Campbell reported that the Executive Committee met with the Staff Council Executive Committee during their meeting today. The Committee reviewed information regarding the Legislative agenda; campus development; schedule for President's evaluation; Board of Governors evaluation; and update on HB3215 transition. Appointed to the Evaluation Committee for the President's evaluation were Keith Burdette, Violet Mosser and Curtis Miller. Mr. Miller was appointed to chair the committee.
- Audit Review Committee  
The Audit Review Committee did not meet.
- Administrative Services Committee—Mr. Gerard El Chaar/Mr. Greg Smith Co-Chairs

Mr. Smith reported that updates were provided on Facilities and Capital Planning including on campus renovation/construction projects and costs for the projects; Information Technology projects such as a new scheduling program, donor software, and other technology updates. Human Resources updates including an update on the hiring process for the Chief Financial Officer position.

- Academic and Student Services Committee – Ms. Cindy Bullock, Chair

Mr. Campbell provided an update to the Board in Ms. Bullock's absence. He reported that Academic Affairs provided an update on programs, faculty and grants. In the Workforce and Community Education area an update was provided on on-going projects, Fast Track program enrollment, and other new projects. In the area of Student Services, an update was provided on enrollment, degree audit update, recruiting and admissions, counseling services, alumni program and the sports program.

## 8. Action Items

- Comprehensive Master Plan

As suggested by Chairman Campbell, a vote on the resolution was tabled. Mr. Burdette moved that the Comprehensive Master Plan be tabled until the next meeting so Board members will have an opportunity to review more thoroughly. Mr. Smith seconded the motion. Motion passed.

- Proposed Policy Creating the Employee and Family Tuition Waiver Program

Following a report by Anthony Underwood, Vice President for Student Services and questions/discussion by the Board members, Mr. Miller moved that the following resolution be approved:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy B-55, Employee and Family Tuition Waiver Program, without revision. Mr. Burdette seconded the motion. Following additional questions by Board members, the motion passed.

- Bachelor of Applied Science in Criminal Justice

Following a report by Dr. Rhonda Richards, Sr. Vice President for Student Services and questions/discussion by the Board members, Mr. Burdette moved that the following resolution be approved:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Bachelor of Applied Science in Criminal Justice degree program at West Virginia University at Parkersburg.

Ms. Wamer seconded the motion. Following additional questions by Board members, the motion passed.

- Roof Replacement Project

Following a report by Mr. Dave White, Director of Facilities and Grounds, and questions/discussion by the Board members, Mr. Burdette moved that the following resolution be approved:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the roof replacement project as presented. Ms. Mosser seconded the motion. Following additional questions by Board members, the motion passed.



## 9. Information Items

- Elevator Control Upgrade

Mr. Dave White provided information regarding the elevator control upgrade.

- Heating & Air Conditioning Upgrade

Mr. Dave White provided information regarding heating and air conditioning upgrade.

## 10. Consent Agenda

Mr. Burdette moved to approve the following consent agenda item. Mr. Santer seconded the motion. Motion passed.

- Policy F-28, Regulation of Parking and Traffic

*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 Policy 28 to the WVU at Parkersburg Board of Governors, re-numbered as F-28.

## 11. Board Comments/Announcements

Upcoming Events at WVU Parkersburg:

- U. S. Air Force Band of Flight – Saturday, March 6, 2010-7:00 p.m. Multi-Purpose Room

## 12. Next Meeting

The next regular meeting of the WVU at Parkersburg Board of Governors is scheduled for Wednesday, March 10. Board members agreed that the next meeting should be scheduled at the WVU Parkersburg Jackson County Center in Ripley, WV.

## Adjournment

With no further business to be discussed, Mr. Burdette moved that the meeting be adjourned, Ms. Wamer seconded the motion. Motion passed.

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

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Joe D. Campbell, Chairman

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Keith Burdette, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 7, 2010**

**ITEM:** 2010-2011 Approval of Student Fees

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves Student Fees for 2010-2011.

**STAFF MEMBER:** Marie Foster Gnage  
President

**BACKGROUND:**

The West Virginia University at Parkersburg Board of Governors has the responsibility and authority for the financial management of the College. A major component of sound financial management is the setting of student tuition and fees.

Student tuition and fees provide financial resources to the West Virginia University at Parkersburg necessary to conduct academic programs and to support program needs.

The comprehensive list of Student Fees for 2010-2011 for West Virginia University at Parkersburg will be presented to the West Virginia University at Parkersburg Board of Governors for approval.

Additionally, a summary of potential tuition increase scenarios will be presented for information purposes only.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 7, 2010**

**ITEM:** Program Reviews

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2009-10.

**STAFF MEMBER:** Rhonda Richards  
Senior Vice President for Academic Affairs

**BACKGROUND:**

As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, "Policy Regarding Program Review," WVU at Parkersburg has conducted an internal and external five-year review of two programs this academic year in accordance with these procedures. The internal review consisted of an initial review by the Outcomes Assessment Committee, an Academic Affairs standing committee. The external review was subsequently conducted by professionals in the discipline who are noted in their fields of study and who were willing to serve as external, third party reviewers. At these levels of review, both programs were recommended for continuance. The external reviewers concurred with the Committee's recommendations.

The recommendations are as follows:

**AAS in Journalism (AAS)** –The Associate in Applied Science Degree in Journalism should be continued at the current level of activity with a follow-up report due October 15, 2011, to identify improvements in assessment and curriculum revisions as described in the 2009 Program Review.

**Associate of Arts (AA)** –The Associate of Arts should be continued at the current level of activity with no further action needed.

In accordance with Series 10, the Board's decision regarding these program reviews will be submitted to the Chancellor of the WV Council for Community and Technical College Education by May 31.

**Meeting of April 7, 2010**

**ITEM:** Faculty Emeritus

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Rhonda Richards  
Senior Vice President for Academic Affairs

**BACKGROUND:**

The following faculty member has been approved as Faculty Emeritus at West Virginia University at Parkersburg and will be recognized at the May graduation ceremony:

**Les Bennett**, who joined the faculty at WVU Parkersburg in 1975 and was a full professor in the Education and Humanities Division until his retirement, has been named Professor Emeritus of English.

**ITEM:** Sabbatical Leave for 2010-11

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Rhonda Richards  
Senior Vice President for Academic Affairs

**BACKGROUND:**

One application for Sabbatical Leave has been approved for the coming academic year by the President of West Virginia University at Parkersburg in accordance with Board of Governors Policy B-03.

Edward L. Crisp, Ph.D., Professor of Geology, will be on Sabbatical Leave during the Fall 2010 semester. The objectives for this sabbatical leave are to:

1. Complete two online courses through the American Museum of Natural History dealing with (1) genetics and genomics and (2) evolution;
2. Revise and seek a publisher for a second edition of an Earth Sciences Laboratory Manual;
3. Continue stratigraphic, sedimentologic, and paleontologic research on the Glenshaw Formation of the Pennsylvania System of rocks in western West Virginia and southeastern Ohio;
4. Continue work on a book dealing with the geology of building stones and monuments of Marietta, Ohio, with Dr. Swayne Stone, Emeritus Professor of Geology, Marietta College.

The first two objectives will be completed during the sabbatical, and work will continue on the third and fourth objectives after the sabbatical.

**ITEM:** Comprehensive Master Plan

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Marie Foster Gnage  
President

**BACKGROUND:**

The Comprehensive Master Plan is designed to provide direction to West Virginia University at Parkersburg. The goal of the Plan is to ensure that the facilities and grounds establish an appropriate environment for teaching and learning that supports Campus programs and students. The Plan is a component of the Strategic Plan for the institution. All planning for WVU Parkersburg is guided by the college's mission.

In 2004 representatives from administration, faculty, staff, students, WVU Parkersburg Board of Advisors, and WVU at Parkersburg Foundation formed the team charged with developing the Master Plan. West Virginia University planners provided leadership and assistance in the Plan's development. The planning process began with a review of 1994 Facilities Master Plan and the 2004 update. The foundation for the Plan in its present form was a series of planning sessions and meetings in 2004. After review and discussion, the planning team agreed upon the following guiding principles:

- Support the mission, vision and values of the institution.
- Project a safe, secure and comfortable environment which fosters a shared sense of community.
- Mirror the institution's commitment to serving and being accessible to all students through its buildings, grounds, and spaces.
- Create space that is flexible to meet the diverse and future needs of students, and the campus and greater communities.
- Enhance heightened involvement/linkage of the community with the campus.
- Establish boundaries, perimeters, ingress and egress.
- Anticipate/respond to acquisition opportunities.
- Take into consideration that facilities planning supports the priorities of academic programs and student support services.
- Emphasize relationship building with the campus neighborhood, city, county region and state.
- Present a realistic vision of campus facilities and grounds.

After several meetings with general discussion and reviews of present space utilization, the team determined the need for a day long "Charette." The Charette focused on space utilization - both present and future needs, infrastructure, and desirable reconfigurations. Recommendations from the Charette furthered the discussion and helped to move the planning forward. The resulting Master Plan was then posted on the website for review to receive input and to respond to

comments, questions, and concerns.

Updates are made to the Master Plan annually in response to new circumstances and opportunities, space utilization and infrastructure, academic program and student services needs are continually reviewed and that review is reflected in the Master Plan.

The college community may access the plan on the college's Intranet.

The plan outlines the renovation and/or reconfiguration of classrooms/labs and offices, activities spaces, and addresses infrastructure needs including deferred maintenance. The plan also provides conceptualizations for new facilities and acquisitions: library, applied technology building, early childhood education laboratory and the Downtown Center. The plan does not include facilities for which preliminary discussions are just beginning with prospective donors. The campus will pursue community collaborations for residential, recreational and cultural facilities. The team believes that implementation of this plan will contribute to the fulfillment of the vision for West Virginia University at Parkersburg.