

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**FEBRUARY 8, 2012  
AGENDA**

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## Members

Cindy Bullock  
Joe Campbell  
Steve Chancey  
Cheryl Donohoe  
Gerard El Chaar  
Curtis Miller

Gregory K. Smith  
Rock Wilson  
Jamie Six  
Violet Mosser  
Loren Bell  
Matthew Santer

Marie Foster Gnage  
President



# SCHEDULE

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

**Wednesday, February 8, 2012**

4:00 p.m.	Joint Meeting of Administrative Services Committee and the Academic and Student Services Committee	Community Room
5:00 p.m.	Dinner	Community Room
5:45 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of February 8, 2012  
Theatre  
5:45 P.M.

- |    |   |  |
|----|---|--|
| 1. | Call to Order   | Board Chair, Joe D. Campbell   |
| 2. | Roll Call   | Patsy Bee<br>Executive Assistant to the President  |
| 3. | Board Chair Report  | Chairman Campbell  |
|    | <ul style="list-style-type: none"> <li>• Salary Policy Task Force</li> <li>• Finalize Board of Governors Retreat Date <ul style="list-style-type: none"> <li>○ March 14</li> <li>○ March 15</li> <li>○ April 9</li> <li>○ April 10</li> </ul> </li> </ul> |  |
| 4. | President’s Report  | Dr. Marie Foster Gnage, President  |
|    | <ul style="list-style-type: none"> <li>• Update from SGA</li> </ul>   |  |
| 5. | Approval of Minutes   |  |
|    | <ul style="list-style-type: none"> <li>• Regular Meeting – November 2, 2011 . . . . .</li> </ul>  | 5  |
| 6. | Committee Reports   |  |
|    | <ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Audit Review Committee</li> <li>• Administrative Services Committee</li> <li>• Academic and Student Services Committee</li> <li>• Campus Development Committee</li> </ul>         | Chairman Campbell<br>Greg Smith<br>Curtis Miller<br>Cindy Bullock<br>Curtis Miller   |
| 7. | Action Items  |  |
|    | <ul style="list-style-type: none"> <li>• Building Acquisition</li> <li>• Reserve Funds for Capital Projects</li> <li>• Tuition and Fees</li> <li>• IT Services with Dynamic Campus</li> <li>• Partnership with the National Guard</li> </ul>              | Dr. Vincent Mensah, CFO. . . . . 8<br>President Gnage. . . . . 9<br>Dr. Mensah . . . . . 10<br>Dr. Mensah . . . . . 11<br>President Gnage . . . . . 12 |

8.	Consent Agenda	
	• Proposed Revision Salary Policy B-29	President Gnage . . . . . 13
	• Five Year Program Reviews 2011/2012	Dr. Rhonda Tracy, Sr. VP. . . . . 17 Academic Affairs
	• Phased Retirement Policy	Dr. Tracy. . . . . 19
	• Revision of Sabbatical Policy B-03	Dr. Tracy . . . . . 21
9.	Information Items	
	• Follow-up on Legislative Audit	President Gnage. . . . . 24
	• State of the College Finances/Budget	Dr. Mensah . . . . . 25
	• Tuition Waiver for the Affordable Tuition Program	Anthony Underwood, VP. . . . . 26 Student Services
	• Affordable Tuition for the Chemical and Polymer Operator Technology Certificate Program with DuPont Learn and Earn Initiative	Dr. Tracy . . . . . 27
10.	Possible Executive Session under the authority of WV Code §6-9A-4-2A	
	• Personnel	
	• Building Acquisition	
11.	Board Comments/Announcements	
	• Distinguished Performance Series: imani winds - Thursday, February 23, 2012 7 p.m. – College Activities Center	
12.	Next Meeting	
13.	Adjournment	

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

**November 2, 2011**

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, November 2, 2011 in the College Theatre at the WVU Parkersburg campus beginning at 5:15 p.m. Board members present were: Joe Campbell, Matthew Santer, Violet Mosser, Cheryl Donohoe, Jamie Six, Curtis Miller, Cindy Bullock, Steve Chancey, Loren Bell, Rock Wilson, Greg Smith, and Gerard El Chaar. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, staff, and members of the media, and Foundation Board Members.

**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 thanked everyone for attending the Board Retreat today. A lot of good information was gathered for Board members.

**4. Minutes**

Minutes of the regular Board meeting scheduled on September 14, 2011 was approved upon a motion by Mr. Smith and second by Ms. Bell.

**5. Committee Reports**

Executive Committee. Chairman Campbell reported that the Executive Committee met at 8:00 a.m. this morning to discuss college transitions (contracts, legislative support, and process).

Audit Review Committee. Mr. Smith, Chair provided a report on the Audit Review Committee noting that Dennis Juran from Deloitte and Touche joined them by conference call to provide comments on the audit report. Mr. Smith noted that Mr. Juran was very complementary of our staff and the cooperation they have received. Mr. Smith reported that WVU Parkersburg received a good report, and there were no difficulties reported. Mr. Smith moved that the Financial Statements for years ended June 30, 2011 and 2010 and Independent Auditors' reports be approved by the Board. Mr. El Chaar seconded the motion. Motion was approved.

## **6. Action Items**

### **WVU Parkersburg Audit Report 2010-2011**

Dr. Vincent Mensah, Chief Financial Officer, provided additional comments on the audit report that was approved by the Board accepting the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Audit report for 2010-2011 as submitted.

### **Building Acquisition**

Mr. Campbell entertained a motion to table discussion on this agenda item until additional information could be received. Mr. Smith moved to table the agenda item regarding Building Acquisition. Mr. Miller seconded the motion. Motion passed.

## **7. Consent Agenda**

Chairman Campbell entertained a motion to approve the Consent Agenda. Mr. Chancey moved to approve the following Consent Agenda item:

### **Salary Policy B-29**

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Salary Policy B-2 and hereby authorizes adoption of said policy revision without further action by the Board if no comments are received.

Mr. El Chaar seconded the motion. Motion passed.

Chairman Campbell asked President Gnage, the HR Director Cynthia Ashby, and CFO Dr. Vincent Mensah to bring a report and recommendations to the next meeting on February 8. He also asked that discussion regarding the reactivation of the Salary Policy TaskForce be added to the list of critical date's items. This will also be discussed at the February Board meeting.

## **8. Information Items**

### **Fiscal Update**

Dr. Mensah provided an update on the state of the college's finances and the budget noting that the college received total State support of \$2.2 million. Total resources are \$6.8 million, and the current budget surplus is \$1.8 million. See budget report attached.

## **WVU Parkersburg Accreditations**

Dr. Rhonda Tracy, Sr. Vice President for Academic Affairs provided an update on accreditations. The NLNAC Accreditation occurred October 5-7, 2011 and received a very positive recommendation. The on-site Surgical Technology program was reviewed for continuing accreditation on October 21. In October of 2012, the NCATE accreditation will take place. The college is pursuing accreditation by the Accreditation Council for Business Schools and Programs and will be seeking additional approval from the North Central Association/Higher Learning Commission for the RN to BSN online program in nursing. The College is also exploring accreditation for the Criminal Justice programs.

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

There were no issues for discussion in Executive Session.

### **10. Board Comments/Announcements**

Chairman Campbell reminded Board members of Commencement Ceremony that will be held on December 16 and requested they attend.

Mr. Chancey commented that today's training session was excellent.

### **11. Adjournment**

With no further business to be discussed, the meeting adjourned.

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

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Joe D. Campbell, Chairman

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Jamie Six, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Building Acquisition

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes the purchase of property at 713 Market Street.

**STAFF MEMBER:** Vincent Mensah  
Chief Financial Officer

**BACKGROUND:**

West Virginia University at Parkersburg currently owns the 705, 707, 709, and 711 Market Street properties. The location, 713 Market Street, has become available. The Board is asked to approve the acquisition of this property.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Reserve Funds for Capital Projects

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the designation of a specified amount of the college's reserve funds for capital projects.

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

**BACKGROUND:**

The college has the need to use reserve funds to fund capital projects that are necessary for college operations. Efforts have been made to acquire both federal and state funds as well as donations for most of these projects. It is possible that funding may come available to partially support the projects. While the request is for a specific amount of funds to be set aside, the amount will decrease if funding comes available from other sources.

Renovation of Tech Wing (Science Labs)	\$1,000,000
Child Development Center	150,000
Downtown Center (Acquisition/Renovation/Infrastructure)	<u>1,200,000</u>
Total	\$2,350,000

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Tuition and Fees

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves tuition and fees recommendations for 2012-2013.*

**STAFF MEMBER:** Vincent Mensah  
Chief Financial Officer

**BACKGROUND:**

The Tuition and Fees recommendations for FY 2012-13 will be presented to the Board of Governors for review and approval.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Information Technology Services with Dynamic Campus

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes a contractual arrangement with Dynamic Campus to provide IT Services for the implementation of Banner and related applications.

**STAFF MEMBER:** Vincent Mensah  
Chief Financial Officer

**BACKGROUND:**

Dynamic Campus was chosen to conduct a detailed Banner application environment assessment. Based on this assessment, an Expression of Interest request was made to multiple vendors to provide Information Technology Services for the implementation of Banner and related applications, including:

- Re-implement Banner Student utilizing additional resources that can assist with business process review, re-engineering and training of functional, technical and power users.
- Install Banner Finance module, including integration of other software, training of staff, etc.
- Automate processes that are currently managed manually and require unnecessary data entry. Additionally, configure data management tools to ensure that institutional policies are upheld as automation is applied.
- Develop an IT Tactical Plan that drives annual work plans, which result in project-specific planning activities.

The list of vendors was narrowed to three who then made a presentation to the President and her executive staff. This group believed that Dynamic Campus best aligned with WVU at Parkersburg's needs.

This is expected to be a multi-year project, with an up-front agreement in which WVU at Parkersburg will decide the breakdown for each year's activities. Costs are expected to exceed \$250,000 annually.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Partnership with the National Guard

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves WVU Parkersburg pursuing a partnership with the National Guard.

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

**BACKGROUND:**

West Virginia University at Parkersburg is currently pursuing the possibility of partnering with the National Guard on a project that will benefit the military and the college.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Proposed Revision of Salary Policy B-29

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Salary Policy B-29 as revised.

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

**BACKGROUND:**

The addition of Section 3.5, highlighted on the attached copy of the Salary Policy, would permit an additional option for possible salary enhancement opportunities for faculty with doctorate degrees who hold the rank of professor.

This proposal was approved by the Board of Governors at its November 2, 2011, meeting for a notice of rulemaking. A 30-day public comment period was announced on November 14, 2011, ending December 15, 2011. Two signed comments and one anonymous comment were received during this period, a summary of which is attached.

Approval of the proposal as presented is recommended.

COMMENTS RECEIVED  
**Revised Policy B-29, Salary Policy**  
 Public Comment Period: November 14, 2011 – December 15, 2011

<b>Date Received</b>	<b>Comments</b>	<b>Revisions to policy proposal</b>
11/14/11	In this document, what does procedures mean specifically? How is this document different from the one that preceded it as far as wording is concerned? What practical effect will this have on faculty? And what (if anything) has this policy to do with the rumored \$5000 raise that 14 of us were to receive, but which only two have been granted?	None
12/1/11	These enhancements would be taken care of by the current merit point system.	None
12/15/11	An anonymous comment addressed issues pertaining to institutional procedures.	None

West Virginia University at Parkersburg Board of Governors

**POLICY B-29  
SALARY POLICY**

**Section 1. General**

- 1.1 This rule delineates the procedures to be followed by the West Virginia University at Parkersburg Board of Governors in determining salaries and annual salary increases for its employees.
- 1.2 Authority. – West Virginia Code: §18B-8-2.
- 1.3 Effective Date. – July 1, 2011

**Section 2. Background**

2.1 The West Virginia University at Parkersburg Board of Governors is committed to a compensation program that will support the retention of quality faculty, staff and administrators so as to accomplish the institutional goals, objectives and priorities identified in state law, rules and master plan of the Council, and campus compact. The realization of salary increase goals is based upon continued increases in state support and the ability to raise tuition and fees.

**Section 3. Faculty and Faculty Equivalent Personnel**

- 3.1 Entry level salaries shall be based on academic degree and faculty rank (benchmarked with peer institutions and market), as defined annually and approved by the Board of Governors.
- 3.2 Annual salary increases shall be contingent upon available funding. Increases shall be based on annual performance evaluation according to institutional [procedures](#) and shall be consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.
- 3.3 A salary increase of at least ten percent shall accompany promotion in rank.
- 3.4 Upon appropriate verification, a base salary increase may accompany the attainment of a higher degree according to institutional procedures.

3.5 Salary enhancement opportunities may be offered to faculty in the professor rank with doctorate degrees according to institutional procedures.

**Section 4. Classified Employees**

- 4.1 All classified employees hired after June 30, 2011, shall have an initial salary equal to the zero step at the appropriate pay grade in accordance with the statutory salary schedule.
- 4.2 Annual salary increases shall be contingent upon available funding. Increases after June 30, 2011 may be based on annual performance evaluation outcomes according to institutional [procedures](#) and consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.
- 4.3 A classified staff member promoted to a position in a higher pay grade shall receive a salary increase in accordance

with the personnel rules of the W. Va. Council for Community and Technical College Education.

**Section 5. Non-Classified Employees**

5.1 Entry level salaries shall be based on academic degree, experience, and market salary analyses, as determined by the Classification and Compensation Unit of West Virginia University, a service provided through an established affiliation agreement.

5.2 Annual salary increases shall be contingent upon available funding. Increases shall be based on annual performance evaluation outcomes according to institutional [procedures](#) and shall be consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.

5.3 Upon appropriate verification, a base salary increase may accompany the attainment of a higher degree according to institutional procedures.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Five-Year Program Reviews 2011/2012

**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 2011/2012.*

**STAFF MEMBER:** Rhonda Tracy  
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 follow-up review of five programs this academic year in accordance with these procedures. The internal review consisted of a thorough review by the Outcomes Assessment Committee, an Academic Affairs standing committee, based on strict criteria. The possible recommendations fall into six categories for the programs under review: 1) continuation of the program without specific action, 2) continuation of the program with specific action; 3) continuation of the program at a reduced level; 4) identification of the program for further development; 5) development of a cooperative program with another institution; or 6) discontinuation of the program.

The recommendations are as follows:

**CONTINUATION WITHOUT SPECIFIC ACTION:**

**AAS in Business Administration**— The Associate in Applied Science Degree in Business Administration should be continued at the current level of activity with **no specific** action. The quality of the report was excellent overall and all categories were met. The next report is due in Fall 2016.

**CONTINUATION WITH SPECIFIC ACTION:**

**Regents Bachelor of Arts**—The Regents Bachelor of Arts degree should be continued at the current level of activity with **specific** action. The report was well- written and provided required information. The specific action is a follow up report on assessment due in Fall 2013.

**Board of Governors AAS**— The Board of Governors Associate in Applied Science Degree should be continued at the current level of activity with **specific** action. The report was well-written and provided required information. The specific action is a follow up report on assessment due in Fall 2013.

**AAS in Engineering Technology**— The Associate in Applied Science Degree in Engineering Technology should be continued at the current level of activity with **specific** action. The report was well-written and provided required information. The specific action is a follow up report on assessment due in Fall 2013.

**Bachelor of Applied Technology**— The Bachelor of Applied Technology should be continued at the current level of activity with **specific** action. The report was well-written and provided required information. The specific action is a follow up report on assessment due in Fall 2013.

**SPECIFIC ACTION BY MAY 2012:**

AAS in Computer and Information Technology –The Associate in Applied Science Degree in Computer and Information Technology should be continued at the current level of activity with specific action. The specific action centered around the quality of the written report from the program area, which was poorly written and omitted important information. A follow-up report is due by May 4, 2012 which includes measurable learning outcomes and measures. A complete program review must be submitted by Fall 2013.

In accordance with Series 10, the Board's decision regarding these program reviews will be submitted to the Chancellor of the WVCTC system by July 1<sup>st</sup>, 2012.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Phased Retirement Policy

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors will take steps toward the adoption of a policy on phased retirement pursuant to W. Va. Code § 18B-1-1d, et seq.

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

**BACKGROUND:**

State institutions of higher education may implement policies that offer various incentives for voluntary, early or phased retirement of employees “when necessary to implement programmatic changes effectively” pursuant to W. Va. Code § 18B-1-1d, et seq. West Virginia University implemented a Phased Retirement Program in 2003 and employees at WVU Parkersburg are participating in that program.

It is recommended that the WVU at Parkersburg Board of Governors adopt a policy regarding phased retirement. The specific provisions of the program are under review and a proposed policy will be issued with a notice of rulemaking in the near future. The policy will be guided by the provisions of W. Va. Code § 18B-1-1d, et seq, a copy of which is attached.

No new applications for phased retirement will be considered until the WVU at Parkersburg Board of Governors adopts its own policy.

**§18B-1-1d. Retirement and separation incentives.**

(a) Notwithstanding any other provisions of this code to the contrary, each state institution of higher education may include in its strategic plan, pursuant to section one-c of this article, policies that offer various incentives for voluntary, early or phased retirement of employees or voluntary separation from employment when necessary to implement programmatic changes effectively pursuant to the findings, directives, goals and objectives of this article: *Provided*, That such incentives for voluntary, early or phased retirement of employees or voluntary separation from employment must be submitted by the governing board to the legislative joint committee on pensions and retirement and approved before such policies are adopted as part of the institution's strategic plan.

(b) Effective the first day of July, two thousand one, each state institution of higher education may implement, under its institutional compact, created pursuant to section two, article one-a of this chapter, policies that offer various incentives for voluntary, early or phased retirement of employees, or voluntary separation from employment, when necessary to implement programmatic changes effectively: *Provided*, That the institution shall meet all the requirements, including the requirement for obtaining legislative approval, set forth in this section.

(c) The policies may include the following provisions:

(1) Payment of a lump sum to an employee to resign or retire;

(2) Continuation of full salary to an employee for a predetermined period of time prior to the employee's resignation or retirement and a reduction in the employee's hours of employment during the predetermined period of time;

(3) Continuation of insurance coverage pursuant to the provisions of article sixteen, chapter five of this code for a predetermined period;

(4) Continuation of full employer contributions to an employee's retirement plan during a phased retirement period; and

(5) That an employee retiring pursuant to an early or phased retirement plan may begin collecting an annuity from the employee's retirement plan prior to the statutorily designated retirement date without terminating his or her service with the institution.

(d) No incentive provided for in this section shall be granted except in furtherance of programmatic changes undertaken pursuant to the findings, directives, goals and objectives set forth in this article.

(e) No incentive proposed by an institution pursuant to this section shall become a part of the institution's approved strategic plan or institutional compact or be implemented without approval of the legislative joint committee on pensions and retirement.

Any costs associated with any incentive adopted or implemented in accordance with this section shall be borne entirely by the institutions and no incentive shall be granted that imposes costs on the retirement systems of the state or the public employees insurance agency unless those costs are paid entirely by the institutions.

(f) The Legislature further finds and declares that there is a compelling state interest in restricting the availability and application of these incentives to individual employees determined by the institutions to be in furtherance of the aims of this section and nothing herein shall be interpreted as granting a right or entitlement of any such incentive to any individual or group of individuals. Any employee granted incentives shall be ineligible for reemployment by the institutions during or after the negotiated period of his or her incentive concludes, including contract employment in excess of five thousand dollars per fiscal year.

(g) The West Virginia network for educational telecomputing may utilize the incentives contained in any policy approved by the legislative joint committee on pensions and retirement pursuant to this section.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Revision of Sabbatical Leave Policy B-03

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy B-03, Sabbatical Leave, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

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

**BACKGROUND:**

A notice of proposed rulemaking will be issued to revise Policy B-03, Sabbatical Leave. The purpose for the revision is only to clarify that application for sabbatical leave is intended for tenured faculty because of the expectation for continuing service as provided in W. Va. Code § 18B-8-3. This clarification was unnecessary when the policy language originated because the additional categories of non-tenured faculty were nonexistent. Similar opportunities for professional development of non-tenured faculty are available through reassignment and reduced teaching loads during the terms of their appointments.

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

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West Virginia University at Parkersburg Board of Governors

**POLICY B-03  
SABBATICAL LEAVE**

*Section 1. General*

1.1 This policy establishes a uniform sabbatical leave policy for **tenured** faculty members.

1.2 Authority. – W. Va. Code § ~~18B-7-2~~ **18B-8-3**

1.3 Effective Date. –  
(Revises April 12, 2002 version, transferred from WVU Board of Governors on July 1, 2008)

**Section 2. Purpose**

2.1 Sabbatical leave may be granted to a **tenured** faculty member so that he/she may engage in research, writing, or other activity calculated to contribute to professional development and his/her value to West Virginia University at Parkersburg.

**Section 3. Eligibility**

3.1 Any **person holding tenured** faculty **rank member** is eligible for sabbatical leave after completion of at least six years of full-time employment in a faculty rank. After completing a sabbatical leave, a faculty member shall not be eligible for another sabbatical leave until the seventh subsequent year as a regular member of the faculty. During this period of time a maximum of two regular semesters in either an authorized part-time status or an authorized unpaid leave of absence may be counted toward eligibility for sabbatical leave provided that in the latter instance the leave of absence was for appropriate professional purposes. Separate summer school employment shall not be counted toward eligibility for sabbatical leave.

**Section 4. Conditions Governing the Granting of Sabbatical Leave**

4.1 The awarding of sabbatical leave is not automatic but shall depend upon the merits of the request and on conditions prevailing at the college at the time. Review of leave applications subsequent to an earlier leave will consider achievement during previous leaves. Sabbatical leave recommendations will be approved by the president. Each year the president will forward information on approved sabbatical leaves to the Board of Governors.

4.2 The applicant for a sabbatical leave will forward the application to the **department division** chair and the **dean Senior Vice President for Academic Affairs** for review and endorsement. The review shall determine whether the leave will further the professional development of the applicant and whether it is in the best interest of the unit, taking into account the prevailing fiscal circumstances. A fully-approved application will be forwarded to the president for final approval after determining that equitable procedures and standards have been observed.

## **Section 5. Compensation**

- 5.1 A faculty member on sabbatical leave shall receive full salary for no more than one-half of the nine-month or twelve-month contract period or half-salary for no more than the full nine-month or twelve-month contract period. The maximum compensation will not exceed one-half of the annual salary regardless of the length of the sabbatical leave.

## **Section 6. Obligations of the Faculty Member**

- 6.1 An applicant for sabbatical leave shall submit in writing a detailed plan of the activity that he/she proposes to follow. The plan, as approved, will represent the faculty member's assignment during the sabbatical leave period. The approved plan shall not be modified without the written consent of the president.
- 6.2 In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he/she is aware of and agrees to all conditions of the leave as specified therein.
- 6.3 While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the president. Fellowships, grants, assistantships and similar stipends shall not be considered remunerative employment.
- 6.4 Upon completion of a sabbatical leave, a faculty member shall file with the president a written report of his/her scholarly activities while on leave.
- 6.5 A faculty member is obligated to return for a full contract year of service upon completion of the leave. Failure to return will obligate the faculty member to reimburse in full the institution for salary and benefits received during the period of leave.

## **Section 7. Obligations of the Institution**

- 7.1 A faculty member's institutional position, status, and rank shall not be adversely affected solely by his/her assignment while on sabbatical leave.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Follow-up on Legislative Audit

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

An update will be provided to the WVU Parkersburg Board of Governors regarding the college's follow-up to the Legislative Audit.

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** State of the College Finances/Budget Picture

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Vincent Mensah  
Chief Financial Officer

**BACKGROUND:**

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

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Tuition Waiver for the Affordable Tuition Program

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Anthony Underwood  
Vice President for Student Services

**BACKGROUND:**

In accordance with the directive from the Office of the Chancellor of the West Virginia Community and Technical College System that all system colleges account for metro rate programs through the use of tuition waivers, West Virginia University at Parkersburg will allocate necessary amounts of tuition waiver to account for the planned tuition discount as identified in Board Policy E-58, Affordable Tuition Program.

This action will supersede the Affordable Tuition Program tuition rates as approved on September 14, 2011 with tuition waivers of equal discount value. Specifically, all out-of-state students will be charged full out-of-state rate, and then all students who qualify for the Affordable Tuition Program will be given a waiver so that for the Spring 2012 semester their final tuition charge shall be:

- Certificate/Associate \$2,400.00/semester (\$200 per CR)
- Bachelor \$2,460.00/semester (\$205 per CR)

**West Virginia University at Parkersburg Board of Governors  
Meeting of February 8, 2012**

**ITEM:** Affordable Tuition for the Chemical and Polymer Operator Technology Certificate Program with DuPont Learn and Earn Initiative

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

WVU Parkersburg plans to offer the affordable tuition rate for students in the Chemical and Operator Technology Certificate Program as

WVU Parkersburg recently received a HB 3009 Learn and Earn grant award for \$500,784.00 in collaboration with DuPont Washington Works. The purpose of the award is to train Chemical and Polymer Operator Technology certificate students through cooperative learning experiences at the DuPont Washington Works site. Students will earn wages “on the job” while concurrently receiving college credit toward their certificate degree.

In order to provide opportunities for students throughout the Mid-Ohio Valley region to participate in this worthwhile program, students out-of-state will be allowed to enter this program using the West Virginia University at Parkersburg Board of Governors Policy E-58 for the Affordable Tuition Program.