

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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DECEMBER 5, 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, December 5, 2012**

3:00 p.m. – 4:00 p.m.	Audit Committee	Community Room
4:00 p.m. – 4:30 p.m.	Tour of Physical Plant (meet in Community Room)	
4:30 p.m.	Dinner	Community Room
5:15 p.m.	Board Meeting	Auditorium
	Possible Executive Session	Community Room

**WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS**  
**Meeting of December 5, 2012**  
**College Theatre**  
**5:15 P.M.**

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|-----|--|---|
| 1.  | Call to Order  | Board Chair, Jamie Six  |
| 2.  | Roll Call  | Patsy Bee<br>Executive Assistant to the President   |
| 3.  | Board Chair Report<br>• February Meeting   | Chairman Six  |
| 4.  | Approval of Minutes .....4<br>• Regular Meeting – October 3, 2012  |   |
| 5.  | President’s Report   | Dr. Marie Foster Gnage, President   |
| 6.  | Committee Reports<br>• Executive Committee<br>• Audit Review Committee<br>• Administrative Services Committee<br>• Academic and Student Services Committee<br>• Campus Development Committee<br>• Readiness Center Liaison Committee | Chairman Six<br>Greg Smith<br>Curtis Miller<br>Cindy Bullock<br>Curtis Miller<br>Joe Campbell |
| 7.  | Possible Executive Session under the authority of WV Code §6-9A-4-2A<br>• Honorary Degrees for December Commencement   |   |
| 8.  | Action Items<br>• Honorary Degrees for December Commencement<br>• Audit for 2011-2012  | President Gnage.....8<br>Dr. Vincent Mensah, CFO.....9  |
| 9.  | Consent Agenda   |   |
| 10. | Information Items  |   |
| 11. | Board Comments/Announcements<br>• Annual Holiday Brunch – December 10, 2012 – 10:00 a.m. Multi-Purpose Room<br>• Commencement – December 14, 2012 at 7:00 p.m.   |   |
| 12. | Next Meeting – Wednesday, February 6, 2012   |   |
| 13. | Adjournment  |   |

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
October 3, 2012

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, October 3, 2012 in the Caperton Center Auditorium at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Joe Campbell, Jamie Six, Curtis Miller, Steve Chancey, Loren Bell, Cheryl Donohoe, Rock Wilson, Matt Santer, and Gerard El Chaar. Absent were Cindy Bullock, Greg Smith, and Violet Mosser. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, and staff.

**1. Call to Order**

Mr. Six, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order.

**2. Roll Call**

Roll Call was taken by Patsy Bee, Executive Assistant to the President, noting that a quorum was present.

**3. Board Chair Report**

Chairman Six thanked Mr. Thompson for providing Board members with a tour of the Energy Lab. At the next meeting Board members will tour the HVAC and Heating areas of the college.

**4. President's Report**

President Gnage also thanked Dave Thompson for the tour of the Energy Lab. She introduced Tracy Wooten, Interim HR Director, and Waltrina Dufor, Interim Dean for Academic Affairs. She thanked Michele Wilson & Tom Lemon for the services they have provided for Workforce and Community Education. Other introductions included: Torie Jackson, Faculty Senate Chair; Rodney Parker, Staff Council Chair; and Mary Beth Held, Phi Theta Kappa Advisor. President Gnage also announced the West Virginia Community College Association Outstanding Services Awards will go to Robin Ambrozy and Doug Anthony this year for WVU Parkersburg. She reminded Board members of the breakfast meeting that will be held with Legislators and requested their attendance.

**5. Approval of Minutes**

Ms. Donohoe moved to approve the minutes with the following amendment to the motion: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Welding Shop Roof Project as presented for \$275,000 plus or minus a 10% variance. Mr. Campbell seconded the motion. Motion passed.

## 6. Committee Reports

### Executive Committee:

No Report.

### Audit Review Committee:

No Report

### Campus Development Committee:

No Report

### Administrative Services Committee:

Mr. Miller provided a report to the Board that the committee had received an update on facilities and grounds and the ongoing construction projects noting that the Downtown Center should be completed for the Culinary Arts Program by December 14; the Early Learning Center will be completed within the next few weeks; and the Agriculture building will also be completed in about two weeks. An update was received from the WVU at Parkersburg Foundation on the Capital Campaign; grants submitted and received; the Pavilion behind the Early Learning Center was donated by Foundation Board member Mike Miller and owner of Cedar Grove Health Care; A Donors luncheon will be held on October 19; the Lease has been approved for the Happy Valley project; and Tax Credits are available. The Business Office reported that the Audit will be concluded this month and will be given to the Audit Committee at the next Board meeting. Human Resources provided an update on staffing and the evaluation process. Information Technology provided an update on the help desk; Google Apps as email for faculty, staff and students; and a new Emergency Alert System.

### Academic and Student Services Committee:

Mr. El Chaar provided a report to the Board that the committee had received an update from Academic Affairs on working with high schools to prepare students for the workplace, and encouraging students to enroll. An update was also provided on the HLC Accreditation visit in April of 2014. Workforce and Continuing Education provided an update on positions open in the oil and gas industry, and it was reported that the Pre-licensure Real Estate class is full. Student Services reported that enrollment is down 9.4% compared to 2011, but in comparing to 2008 before the sudden increase caused by the layoffs, enrollment is up 1.6% and in FTE there is an increase of 4.4%. The committee also received an update on Disabilities Services/Counseling and Veterans Services.

### Campus Development Committee

No Report

### Parkersburg Readiness Center Liaison Committee:

Mr. Campbell reported to the Board that the committee reviewed information from several meetings that have taken place with stakeholders. The most recent meeting was held on September 26 with General Burch and ZMM architects to discuss projected costs for the Common area of the Readiness Center which would provide seating for 3500. It would also provide five classrooms, locker rooms, kitchen, and storage spaces. They will continue to research possible resources, discuss bonding and other possibilities, but will begin designing with the funds that are currently available for the project.

## 7. Action Items

### WV Online Fee (Virtual Community)

Dr. Tracy reported that the West Virginia Community and Technical College System has launched a new online college program entitled *WV Online*. The purpose of the program is to offer system-wide courses that are needed for community college students that are flexible, accessible, and cost effective. While these courses will not supplant the online courses offered at the institutional level, they will provide a valuable alternative for students in terms of scheduling and availability.

Because the contract negotiated with the state for offering the online courses involves a fee for services, it will be more efficient to assess the students who are taking the online courses a fee. In essence the fee will be an access code that provides the student with the following:

- Access to the Pearson OpenClass learning management system;
- An electronic textbook (e-book) with a print option;
- An online tutorial (Smartthinking) that provides immediate access to learning support;
- Access to the “My Labs” that provide interactive teaching, learning, and assessment opportunities;
- Access to a 24/7 Help Desk; and
- Access to Pearson courseware and digital assets.

The fee to cover these cost is \$135 per course and because it includes the textbook it is cost effective for students.

Ms. Bell moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the *WV Online Fee*.

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

### Honorary Degrees for December

This item was removed from the agenda.

## 8. Consent Agenda

Mr. Campbell moved to approve the following Consent agenda item:

### Revised Policy C-01, Program Review Procedures

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking to replace the previously proposed revision of Policy C-01, Program Review Procedures, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

Mr. Miller seconded the motion. The motion passed.

**9. Information Items**

Fiscal Update

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

HERA Assessment for FY 2013

Dr. Mensah provided information on how the HERA Assessment for FY 2013 is calculated by the WV Council for Community and Technical College Education.

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

Honorary Degrees for December Commencement

Since this item was removed from the agenda, the Board did not meet in Executive Session.

**11. Board Comments/Announcements**

- DAEDALUS QUARTET [www.daedalusquartet.com](http://www.daedalusquartet.com), Thursday, October 25, 2012, 7 p.m. College Activities Center.
- Commencement will be held December 14, 2012 at 7:00 p.m.
- Mr. Six recognized Ms. Heather Skidmore, Interim Director for Financial Aid for her outstanding services to West Virginia University at Parkersburg. Ms. Skidmore was presented with a certificate of appreciation from the WVU at Parkersburg Board of Governors.

**12. Adjournment**

With no further business to be discussed, Mr. Santer moved that the meeting adjourn. Mr. Miller seconded the motion. Motion passed.

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

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Jamie Six, Chairman

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Cheryl Donohoe, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of December 5, 2012**

**ITEM:** Approval of Honorary Degree Candidates

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the granting of Honorary Degrees from West Virginia University at Parkersburg, as named by President Gnage and to be announced publicly at the December 14 Commencement.

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

**BACKGROUND:**

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

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



**West Virginia University at Parkersburg Board of Governors  
Meeting of December 5, 2012**

**ITEM:** Audit for 2011-2012

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Audit report for 2011-2012 as submitted.

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

**BACKGROUND:**

Dr. Mensah will provide a report on the audit for 2011-2012 and submit copies of the report to the Board of Governors for their review and approval.