

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**MARCH 30, 2011
AGENDA**

Members

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

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

Marie Foster Gnage
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, March 30, 2011

4:30 p.m.	Dinner	Community Room
5:15 p.m.	Board Meeting	Room 2209-2211
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of March 30, 2011
5:15 p.m. - Rooms 2209-2211

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| 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 |
| 4. Possible Executive Session under the authority of WV Code §6-9A-4-2A | |
| a. Honorary Degrees for May Commencement | |
| b. Personnel Issues | |
| 5. Approval of Minutes | |
| • Regular Meeting – February 9, 2011 | 5 |
| 6. President’s Report | Dr. Marie Foster Gnage
President |
| 7. Committee Reports | |
| • Executive Committee | Chairman Campbell |
| • Audit Review Committee | Greg Smith |
| • Administrative Services Committee | Curtis Miller |
| • Academic and Student Services Committee | Cindy Bullock |
| • Campus Development Committee | Curtis Miller |
| 8. Action Items | |
| 9. Information Items | |
| • Sabbatical Leave 2011-2012 | Dr. Rhonda Richards.....10
Sr. Vice President
Academic Affairs |
| • Faculty Sabbatical Report | Dr. Richards.....11 |
| • Faculty Emeritus Awardees | Dr. Richards.....12 |
| • Administrative/Professional Emeritus Award | Dr. Gnage.....13 |

10. Consent Agenda

- Honorary Degrees for May Commencement.....14
- Revision of Standards for Admission to AAS in Nursing.....15
- Revision of Salary Policy B-29.....17

11. Board Comments/Announcements

- **DALLAS BRASS - An American Musical Journey**
Saturday, April 9, 2011, 8:00 p.m. – College Activities Center
- **WVU Parkersburg Employee Recognition**
Monday, May 2, 2011
- **WVU Parkersburg Commencement Ceremony**
Saturday, May 14, 2011, 2:00 p.m.

12. Next Meeting

Date: Wednesday, June 8, 2011
Location: Rooms 2209-2211
Time: 5:45 p.m.

13. Adjournment

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

February 9, 2011

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, February 9, 2011 at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Joe Campbell, Matthew Santer, Violet Mosser, Cheryl Donohoe, Steve Chancey, Teresa Wamer, Jamie Six, and Curtis Miller. Absent were Rock Wilson, Greg Smith, Cindy Bullock, and Gerard ElChaar. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, and staff.

1. Call to Order

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

Mr. Campbell *welcomed* County Clerk Jamie Six as a new member to the WVU Parkersburg Board of Governors.

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

Mr. Campbell announced that in light of recent resignation of the Board vice chair Keith Burdette, that he would accept nominations from the floor to fill this position.

Mr. Santer moved to nominate Mr. Miller as Vice Chair and Mr. Six as Secretary. Teresa Wamer seconded the motion. Motion passed.

Mr. Campbell announced that the Board would hold its Spring Retreat on March 30. A Board meeting will also be scheduled that day to take action on some agenda items before the next regularly scheduled Board meeting.

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

Chairman Campbell announced a need for the Board to go into Executive Session to discuss some items regarding a naming opportunity and personnel.

Mr. Miller moved to go into Executive Session at approximately 6:55 p.m. Ms. Wamer seconded the motion. Motion passed.

At approximately 7:55 p.m. Mr. Six moved to return from Executive Session. Mr. Miller seconded the motion. Motion passed.

Mr. Miller moved to approve the following resolution regarding the naming of the Memory Garden Student Plaza:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the naming of the Memory Garden to be announced at its dedication.

Ms. Mosser seconded the motion: Motion passed.

5. Minutes

Minutes of the regular Board meeting scheduled on December 8, 2010 was approved upon a motion by Mr. Miller and second by Ms. Wamer.

6. President's Report

President Gnage welcomed new Board Member Jamie Six. She thanked Board members for their continuing support to the college. She also thanked those Board members that participated in December Commencement Ceremony and invited Board members to participate in the May Commencement as the college will be celebrating its 50th anniversary as a higher education institution. As part of the 50th anniversary celebration the college is waiving the graduation fee for students this year. Many activities will be scheduled throughout the year to celebrate the 50th anniversary. The first will be held on March 3rd as we celebrate the 50th anniversary of the WV Legislature passing legislation allowing "branch" campuses, and on September 18, 1961, 104 students enrolled at the Parkersburg Branch of West Virginia University. Mr. Coffindaffer, Campus Director from 1963-1968 will be participating. We are receiving several resolutions from various groups that will be displayed on our campus. Many activities will be scheduled throughout the year.

Additionally, President Gnage provided an update on WVU Parkersburg Strategic Plan goals. She also reported on a meeting with House Education Chairperson Mary Poling and members of our local Legislative Delegation. She will be attending meetings in Washington DC this month and will have an opportunity to meet with our representatives in Congress. Higher Education Day with the WV Legislature will be held on February 17. She discussed the College Completion Agenda and announced that First Lady Joanne Jaeger Tomblin will be visiting our campus on February 21 for a signing ceremony.

7. Committee Reports

- Executive Committee – Mr. Joe Campbell, Chair

The Executive Committee did not meet.

- Audit Review Committee – Mr. Greg Smith, Chair

The Audit Committee did not meet.

- Administrative Services Committee–Mr. Curtis Miller

Mr. Smith reported that updates were provided on facilities and capital planning that included an update on the Downtown Center noting an estimated completion date of

June for the façade, electricity, and elevator. They also received an update on the Applied Technology Center and the Child Development Center. Construction has also begun on renovating a new area for the IT Center. Business Services provided an update on the Legislative Audit and reorganization of the business office. Information Technology provided an update on the wiring and other projects. Human Resources provided an update on new positions and staff evaluation forms.

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

Ms. Mosser reported for Ms. Bullock that Academic Affairs provided updates on faculty positions, data, grants, and programs. Workforce and Community Education provided updates on FastTrack programs, Community Education programs, Business and Industry training, and WorkKeys. Student Services provided an update on enrollment; Financial Aid, and the athletics program.

- Campus Development Committee – Mr. Curtis Miller, Chair

The Campus Development Committee did not meet.

7. Action Items

Salary Policy Task Force Recommendations

President Gnage provided a report for the Salary Policy Task Force Recommendations: Mr. Six moved to approve the following resolution:

Resolved: That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Salary Policy Task Force dependent upon the availability of funds in the 2011/2012 budget.

Mr. Miller seconded the motion. Motion passed. Mr. Campbell thanked Board members and faculty and staff that served on the Task Force.

Capital Campaign Feasibility Study

S. Kim Jones, Executive Director for the WVU at Parkersburg Foundation provided a report on the Capital Campaign Feasibility Study. After some discussion, Ms. Donohoe moved to approve the following resolution noting that the Board would recommend the top three consultants:

Resolved, That the West Virginia University at Parkersburg Board of Governors recommends the WVU at Parkersburg Foundation perform a Capital Campaign Feasibility Study using the approved consultant(s). Ms. Mosser seconded the motion. Motion passed.

Ms. Jones will schedule a time for consultants to come to campus to make their presentations.

Tuition and Fees

Dr. Mensah provided a report to the Board on Tuition and Fees. After questions and discussions by the Board, Mr. Miller moved to approve the following resolution which included a \$200 increase per year for in-state community college students and a \$274 increase per year for in-state baccalaureate degree students. Recommendations will be forwarded to the WV Council for Community and Technical Colleges and the Higher Education Policy Commission for review:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves tuition and fees recommendations for 2011-2012.

Mr. Chancey seconded the motion. Motion Passed.

8. Information Items

No information items reported.

9. Consent Agenda

Mr. Chancey moved to approve the following Consent agenda items:

Policy on the Freedom of Information Act

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy A-56, WV Freedom of Information Act, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

Revision of Policy D-51, Admission to WVU at Parkersburg

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for an addition to Policy D-51, Admission to WVU at Parkersburg to permit admission for an ESL course of study, and hereby authorizes adoption of said revision without further action by the Board if no comments are received.

Ms. Donohoe seconded the motion. Motion passed.

10. Board Comments/Announcements

The following events were announced:

- Walnut Street Theatre presents: *The Glass Menagerie*, by Tennessee Williams, Tuesday, March 1, 2011 7:00 p.m. – College Activities Center
- DALLAS BRASS - An American Musical Journey

- Saturday, April 9, 2011, 8:00 p.m. – College Activities Center

11. Adjournment

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

The next meeting of the WVU at Parkersburg Board of Governors is scheduled for Wednesday, March 30, 2011.

Respectfully submitted,

Patsy Bee
Executive Assistant to the President

Joe D. Campbell, Chairman

Jamie Six, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of March 30, 2011**

ITEM: Sabbatical Leave for 2011-12

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.

Rose Beebe, Professor of Nursing and Chair of the Health Sciences Division, will be on Sabbatical Leave during the spring, 2012 semester. The objectives for this sabbatical leave are to complete doctoral dissertation research that addresses utilizing simulations in nursing education. Because the use of simulations in nursing preparation is still new to the field of nursing in West Virginia, her research will inform and enhance the work currently underway at WVU Parkersburg and will serve to improve the quality of instruction offered in simulation activities throughout the nursing curriculum.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 30, 2011**

ITEM: Faculty Sabbatical Report

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Rhonda Richards
Senior Vice President for Academic Affairs

BACKGROUND:

Dr. Ed Crisp was awarded a sabbatical for the fall 2010 semester and has completed his research and studies as identified in his sabbatical proposal. The Faculty Sabbatical Report for Dr. Crisp has been received and reviewed and all stated objectives were achieved.

During his sabbatical, Dr. Crisp completed two online courses for the American Museum of Natural History, revised the Earth Science Laboratory Manual, continued stratigraphic, sedimentologic, and paleontologic research on the Glenshaw Formation of the Pennsylvanian System of rocks, and continued work on a book that describes the geology of building stones and monuments of Marietta, Ohio.

Dr. Crisp is to be commended on the quality of his work during his sabbatical.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 30, 2011**

ITEM: Faculty Emeritus Awardees

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Rhonda Richards
Senior Vice President for Academic Affairs

BACKGROUND:

The following faculty members have been approved to receive Faculty Emeritus status at West Virginia University at Parkersburg:

Dr. Martha McGovern: Martha began her career on January 1, 2001 and retired on December 31, 2010. She was an Associate Professor of Reading and upon retirement was a member of the Education and Humanities Division. Her title will be Associate Professor of Reading Emerita.

Jane King: Jane began her career at WVU Parkersburg on August 21, 1995 and will retire on May 15, 2011. She is an Associate Professor of Biology and Chemistry and, upon retirement, a member of the Science and Technology Division. Upon retirement her title will be Associate Professor of Biology and Chemistry Emerita.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 30, 2011**

ITEM: Administrative and Professional Staff Emeritus

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Marie Foster Gnage
President

BACKGROUND:

The following administrative staff member has been approved to receive Administrative and Professional Staff Emeritus status at West Virginia University at Parkersburg:

Connie Dziagwa Executive Director, Institutional Advancement began her career at WVU Parkersburg on June 4, 1979, and will retire on May 31, 2011. Upon retirement her title will be Executive Director, Institutional Advancement Emerita.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 30, 2011**

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 May 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 March 30, 2011**

ITEM: Revision of Standards for Admission to AAS in Nursing

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves a revision in the standards for admission to the AAS in Nursing by modifying the requirements for advanced placement of LPN's.

STAFF MEMBER: Rhonda Richards
Vice President for Academic Affairs

BACKGROUND:

A modification of the requirements for advanced placement of Licensed Practical Nurse's in the Associate in Applied Science degree in nursing is proposed to increase the level of success for students who are granted the advanced standing. Based on graduate feedback from previous LPN's, increased attrition rates and poor graduation rates of LPN's previously admitted to the program, and low HESI Exit Exam results, licensed practical nurses are not well prepared to enter into the second year of the program. Due to the differences in the scope of practice of an LPN and RN, the year of LPN school is not equivalent to the first year of the RN program.

The proposed revision in requirements permits an LPN to demonstrate competency of the first semester of the nursing program and enter into the second semester of the program. This procedure will not lengthen the time it takes the LPN to earn the Associate in Applied Science degree. The recommended revisions in requirements are attached.

**Excerpt from
Answer Book #VI-9A, Admission to AAS in Nursing, dated June 17, 2010**

Advanced Placement for Licensed Practical Nurses

Licensed Practical Nurses may apply for advanced standing in the nursing program, if they meet the following criteria:

- meet the admission criteria for the associate in applied science in the nursing program,
- hold a current unencumbered practical nurse license,
- submit a Practical Nursing school transcript
- ~~have been employed as an LPN 1000 hours in the twelve months preceding admission to the nursing program. The work hour requirement may be waived for new LPN graduates who enter the nursing program within one calendar year of graduation from a state approved practical nursing program.~~
- college transcript demonstrates completion of the following classes with a minimum grade of "C": Chemistry 111, English 101, Psychology 101, Biology 107, and Sociology 101.

To be granted advanced standing in the nursing program, licensed practical nurses are required to ~~complete the following courses with a minimum grade of "C":~~ demonstrate competency of basic fundamental skills by successfully completing the following exams:

- A Fundamentals Theory Exam with a score of 76%
- A Fundamentals Pharmacology Exam with a score of 76%
- A Medication Math Exam with a score of 85%
- A Comprehensive Skills Exam with a score of 90%
- ~~Nursing 116 to be taken concurrently with Nursing 131,~~
- ~~Biology 108 and Psychology 241, which are pre-requisites or may be taken as a co-requisite to Nursing 116 and Nursing 131.~~

Upon successful completion of the above exams, the licensed practical nurse will be granted advanced standing, be granted credit for Nursing 111, and progress to the second semester of the nursing program. The licensed practical nurse may only test once for advanced placement.

~~Other advanced placement options are available through credit transfer and challenge examination.~~

The licensed practical nurse must notify the Health Sciences office by March 15th for fall admission and September 15th for spring admission with a request to test for advanced standing. Competency testing will be offered once per semester and the dates and times are listed online at www.wvup.edu/healthsciences. The cost of the exam will be assumed by the applicant.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 30, 2011**

ITEM: Revision of Salary Policy B-29

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for a revision of Salary Policy B-29, and hereby authorizes adoption of said revision without further action by the Board if no comments are received.

STAFF MEMBER: Marie Foster Gnage
President

BACKGROUND:

The existing Salary Policy of the Board of Governors is the one that was originally adopted by the West Virginia University Board of Governors. Its content is dated and contains language distinguishing the Morgantown campus, including references to implementation strategies for Morgantown. The attached revision proposes a policy that is relevant to WVU at Parkersburg and is sufficiently flexible to allow the Board to approve salary increases in accordance with rules and directives of the Council for Community and Technical College Education and transitioning provisions of State Code.

West Virginia University at Parkersburg recommends a notice of proposed rulemaking to adopt this policy revision. 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.

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-8-3~~ §18B-8-2; and ~~§18B-8-3a~~; ~~Higher Education Policy Commission Salary Guidelines~~.
- 1.3 Effective Date. – ~~October 5, 2001~~

Section 2. Background

~~2.1 In its approved Compact and Master Plan, WVU restated its commitment~~ 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 of Senate Bill 653. The realization of this plan salary increase goals is based upon continued increases in state support and the ability to raise tuition and fees. ~~Continued internal reallocation, as done under Senate Bill 547, was not an option under Senate Bill 653. All salary increases needed to come from new funds. It was noted that a new classified employee schedule was being proposed.~~

Section 3. WVU Salary Policy Faculty and Faculty Equivalent Personnel

~~Faculty and Faculty Equivalent Personnel:~~ At WVU Morgantown, a salary pool will be created annually from new revenues generated by state resources and student fees. In FY2003, 75% of the pool will be dedicated to merit increases. In FY2004 and each year thereafter, 100% of the pool will be dedicated to merit increases. In a 100% merit system, salary increases will be tied totally to performance. The regional campus will follow a similar model, however, achieving 100% merit no later than FY2005, thus bringing all campuses in compliance with the Higher Education Policy Commission guidelines.

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.

Section 4. Classified Employees

~~**Classified Employees:** 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.~~

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

~~**Non-Classified Employees:** A pool of funds will be created annually on each campus and awarded totally upon performance beginning in FY2003, thus bringing each campus in compliance with the Higher Education Policy Commission guidelines.~~

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.

~~Note 1: Implementation strategy for faculty pay raises can be found at <http://www.wvu.edu/~acadaff/fac/policies/performance.pdf>~~

~~Note 2: *Salary Enhancement for Academic Achievement Policy* can be found as BOG Policy 30 at <http://www.wvu.edu/~bog/policies/policy30.pdf>~~