

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

APRIL 10, 2012
AGENDA

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

Tuesday, April 10, 2012

8:00 a.m.	Executive Committee	Community Room
2:00 p.m.	Administrative Services Committee Academic and Student Services Committee	Community Room President's Conference Room
5:30 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of April 10, 2012
 Theatre
 5:30 P.M.

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.	President’s Report	Dr. Marie Foster Gnage, President	
	<ul style="list-style-type: none"> • Update from Faculty Senate 		
5.	Approval of Minutes		
	<ul style="list-style-type: none"> • Regular Meeting – February 8, 2012 	5
6.	Committee Reports		
	<ul style="list-style-type: none"> • Executive Committee • Audit Review Committee • Administrative Services Committee • Academic and Student Services Committee • Campus Development Committee 	Chairman Campbell Greg Smith Curtis Miller Cindy Bullock Curtis Miller	
7.	Action Items		
	<ul style="list-style-type: none"> • Honorary Degrees for May Commencement • Certificate of Applied Science/Associate in Applied Science in Legal Studies • Certificate of Applied Science in Allied Health • Information Technology Services with Dynamic Campus • Downtown Center: Approval of Plan for Culinary Arts Program 	President Gnage Dr. Rhonda Tracy Sr. VP Academic Affairs Dr. Rhonda Tracy President Gnage President Gnage	11 12 13 14 15
8.	Consent Agenda		
	<ul style="list-style-type: none"> • Sabbatical Leave 2012-2013 • Adoption of Policy F-59, Animals on Campus • Revision of Policy B-03, Sabbatical Leave 	President Gnage President Gnage Dr. Rhonda Tracy.....	16 17 21

9. Information Items

- Fiscal Update Dr. Vincent Mensah25
Chief Financial Officer
- 2012-13 Holiday Schedule President Gnage.....26

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

- Honorary Degrees for May Commencement
- Personnel Issues

11. Board Comments/Announcements

- Employee Recognition Brunch – Monday, April 30, 2012, 10:00 a.m. College Activities Center
- Commencement – Saturday, May 12, 2012, 2:00 p.m., College Activities Center

12. Next Meeting

- May 9, 2012

13. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
February 8, 2012

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, Jamie Six, Curtis Miller, Cindy Bullock, Steve Chancey, Loren Bell, Rock Wilson, Greg Smith, and Gerard El Chaar. Board members absent: Cheryl Donohoe. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, staff, students, and members of the media, representatives from the National Guard, and representative from ZMM.

I. Call to Order

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

II. Roll Call

Roll Call was taken by Patsy Bee, Executive Assistant to the President, noting that a quorum was present with only one board member absent.

III. Board Chair Report

Salary Policy Task Force

Chairman Campbell reported that he will wait on appointing a Salary Policy Task Force until the budget for next year has been finalized. This will be discussed at the next meeting.

Retreat Date for Board of Governors

Board members were given several options for a date for the Spring Board Retreat, and agreed Tuesday, April 10 would be the scheduled date for the next Retreat and Board meeting.

IV. President's Report

President Gnage provided updates on several projects on campus such as the recently signed Learn and Earn agreement with DuPont. She announced that Board member Jamie Six will be attending the ACCT Legislative Summit with her next week and they will have an opportunity to visit Senators offices. She announced that February 22 has been scheduled as a day for all college BOG's to visit the Capitol and meet with the Governor and Legislators. Reported that the Downtown Center is progressing. Recently a very successful Winter Farmers Market was held there, and grants have been received to start our Culinary Arts Program and Diversified Agriculture Program which will also progress with the development of the Center. President Gnage introduced Mr. Adam Krason from

ZMM Architects and Engineering who provided an update on the Downtown Center.

Next President Gnage introduced Loren Bell, President of the Student Government Association who provided an update on the activities on the WVU Parkersburg main campus and the WVUP Jackson County Center in Ripley. Ms. Bell introduced Tyler Ohrn, Vice President of Communications, and Josh Campbell, Vice President of Finance. Some of their activities this year have included a very successful Troops Week; JCC Haunted House; creation of SGA Twitter and Facebook accounts; and updating the SGA website. Ms. Bell invited Board members to participate in the April 15 Blood Drive.

V. Approval of Minutes

Minutes of the regular Board meeting scheduled on November 2, 2011 meeting was approved upon a motion by Mr. Smith and seconded by Mrs. Bullock.

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

Chairman Campbell reported that there was a need to move some items around on the agenda. He entertained a motion to go into Executive Session to discuss the Partnership with the National Guard, Personnel Issues and the Building Acquisition. Mr. Miller moved to go into Executive Session. Mr. El Chaar seconded the motion. The motion passed and at approximately 6:15 p.m. the Board moved into Executive Session. Guests invited to participate in Executive Session were: Major General James Hoyer, Mr. Scott Barnett, General Mel Burch, General David Bucklew, LTC David Shafer, and Mr. Adam Krason. At approximately 7:28 p.m. invited guests were dismissed from Executive Session.

At approximately 7:37 p.m. Board members returned to the meeting room and Chairman Campbell entertained a motion to return from Executive Session. Mr. Six moved that the Board return from Executive Session. Mr. Miller seconded the motion. Motion passed.

Chairman Campbell requested that the meeting continue by moving to the Action Items with the first item to be discussed will be the Partnership with the National Guard.

VII. Action Items

Partnership with the National Guard

President Gnage provided a report to the Board on the benefits of partnering with the National Guard on a project that will benefit the military and the college.

Mr. Miller moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves WVU Parkersburg pursuing a partnership with the National Guard that includes land use and use of the Millwood National Guard Facility.

Mr. Smith seconded the motion. The motion passed.

Mr. Campbell thanked members of the National Guard for their participation and presentation to the Board, and asked General Hoyer if he would like to add anything. General Hoyer addressed the Board, thanked them for their consideration, and noted that this co-location on the college's land will be great opportunity for WVU Parkersburg and the National Guard to partner together.

Building Acquisition

Dr. Mensah reported that 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 was asked to approve the acquisition of this property.

Mr. Six moved to approve the resolution with the following amendment:

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes the purchase of property at 713 Market Street. The price will be negotiated under the current appraised value.

Mr. Smith seconded the motion. Following discussions and questions, the motion was approved with ten votes in favor and one against. The motion passed.

Reserve Funds for Capital Projects

President Gnage reported that 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. The following is the estimated cost, and she noted that the \$150,000 for the Child Development Center has already been approved by the Board last year.

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

Mr. Smith moved to approve the resolution with the following amendment:

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 with the understanding that any funds needed for renovations of the Tech Wing Science Labs and the Downtown Center will come back to the board for approval.

Mr. Miller seconded the motion. The motion passed and the resolution was approved as amended.

Mr. Miller seconded the motion. Motion passed.

Tuition and Fees

Dr. Mensah provided the Tuition and Fees recommendation for FY 2012-13 to the Board of Governors that no more than 10% will be submitted to the West Virginia Community and Technical College Council for their approval.

Mr. El Chaar moved to approve the following resolution:

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

Bullock seconded the motion. After further discussion and questions, the motion passed.

Information Technology Services with Dynamic Campus

Chairman Campbell announced that this item will be removed from the agenda and will be presented at the next Board meeting in April.

VIII. Committee Reports

Administrative Services Committee:

Mr. Miller reported that the Committee reviewed updates from Facilities area on the Applied Technology Center, Child Development Center, and Downtown Center. Additionally they discussed the new HVAC unit in the Activities Center, and a Disaster Drill planned for the Spring Semester. Business Services provided an update on the new ERP and changes in key positions in the Business Office. Human Resources provided an update on five key positions filled during late fall/early spring semester. Three unfilled faculty positions remain. The adjunct faculty pool is being renewed with an open house on the main campus and at JCC. The IT area provided an update on the wiring project and new lab. The President provided an update on naming opportunities.

Academic Committee:

Ms. Bullock reported that the Academic Affairs provided an update on faculty, programs and grants noting important trends in retention and graduation rates. Over \$1,500,000 has been received this year. The Workforce and Community Education reported on their Fast Track programs in dental assistant, medical office assistant and Real Estate Pre-licensure. Phlebotomy and Home Inspection are scheduled to begin this spring. There have been 135 students complete courses offered through correctional center education. An update was also provided on professional development for staff, Workers, and partnerships with business and industry. Student Services reported on enrollment concerns and strategies for improving enrollment through late start classes and new advertising program targeting out of state students; update on Financial Aid Regulations and the Student Responsibility Program; discussed the Loan Default management plan; and provided an update on personnel noting a retirement in the Financial Aid Office and a resignation in the Records Office. Both positions are being reviewed.

IX. Consent Agenda

Chairman Campbell entertained a motion to approve the Consent Agenda. Mr. Smith moved to approve the following Consent Agenda items:

Proposed Revision of Salary Policy B-29

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

Five-Year Program Reviews 2011/2012

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.

Phased Retirement Policy

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.

Revision of Sabbatical Leave Policy B-03

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.

Ms. Bullock seconded the motion. Motion passed.

X. Information Items

Follow-up on Legislative Audit

President Gnage provided an update to the WVU Parkersburg Board of Governors regarding the college's follow-up to the Legislative Audit noting that issues cited have been addressed.

State of the College Finance/Budget

Dr. Mensah provided a report on the state of the college's finances noting that the college is in good shape with a current budget surplus of \$269,592.

Tuition Waiver for Affordable Tuition Program

Mr. Underwood reported that 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)

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

Dr. Tracy reported that 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.

Board Comments/Announcements

Chairman Campbell reminded Board members of the Distinguished Performance Series: *imani winds* to be held on Thursday, February 23, 2012.

Chairman Campbell reminded Board members that the next meeting will be held on Tuesday, April 10.

Adjournment

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

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 April 10, 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 May 12 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 April 10, 2012**

ITEM: Certificate of Applied Science/Associate in Applied Science in Legal Studies

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Certificate of Applied Science/Associate in Applied Science in Legal Studies.

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

BACKGROUND:

Approval is recommended for a new Certificate of Applied Science (CAS) and an Associate of Applied Science (AAS) in Legal Studies. The program will be housed in the Social Sciences and Languages Division and will be a component of the Criminal Justice program. Investigation and data reviews indicate a need for legal/paralegal assistants in the service region and jobs are projected for successful graduates.

The timeline for program implementation follows:

Activity	Date Completed	Person Responsible
Develop new curriculum	November 2011	Criminal Justice Coordinator
Curriculum Committee approval	February 2012	Criminal Justice Coordinator
Hire legal studies faculty	April 2012	Criminal Justice Coordinator
Order equipment and supplies	April 2012	Criminal Justice Coordinator
Organize advisory committee	April 2012	Criminal Justice Coordinator
Internal announcement	April 2012	Senior VP for Academic Affairs
Advertise new program	June 2012	Director of Marketing & Communications
Recruit first class of 25	June 2012	Student Services
First class begins	August 22, 2012	Legal Studies faculty
Class evaluation	December 16, 2012	Legal Studies faculty
Report to partners	January 2012	Legal Studies faculty

**West Virginia University at Parkersburg Board of Governors
Meeting of April 10, 2012**

ITEM: Certificate of Applied Science in Allied Health

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Certificate of Applied Science in Allied Health.

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

BACKGROUND:

Approval is recommended for a new Certificate of Applied Science (CAS) program in Allied Health. The program will be housed in the Health Sciences Division and will allow students to complete a vertical career pathway and horizontal career lattice that lead seamlessly into a vertical progression through the AAS and ultimately BS/BAS degrees and horizontally into additional certificates, such as pharmacy technician.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 10, 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: Dr. Marie Foster Gnage, President

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. The request is for approval of expenditure/contract for one year.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 10, 2012**

ITEM: Downtown Center: Approval of Plan for
Culinary Arts Program

RECOMMENDED RESOLUTION: *Resolved:* That the West Virginia University
At Parkersburg Board of Governors approves the
funding for the renovation of the 707 Market Street
of the Downtown Center for the Culinary Arts
Program.

STAFF MEMBER: Dr. Marie Foster Gnage, President

BACKGROUND:

ZMM provided an overview of architectural plans/recommendations for renovations in the
Downtown Center at the last Board meeting. They also provided the estimated costs.

The college has the need to renovate 707 Market Street, 1st floor, for the Culinary Arts
program. A grant from the WV Council for Community and Technical College System office
has been received to cover the cost of faculty and some equipment. Other grants have been
submitted for equipment.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 10, 2012**

ITEM: Sabbatical Leave for 2012-2013

RECOMMENDED RESOLUTION: *Resolved:* That the West Virginia University
At Parkersburg Board of Governors approves
Sabbatical Leave requests as presented.

STAFF MEMBER: Dr. Marie Foster Gnage, President

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.

Rebecca Phillips, Professor of English will be on Sabbatical Leave during Fall Semester, 2012. The objectives for her sabbatical leave are to design a course in Comparative Literature focusing on US and Canadian authors and American Voices focusing on nature writing. As a result of the institution's curriculum design, the English department has created upper-level courses in American Voices and Comparative Literature and modified English 285 to include all gender identities. Her work will create a new focus for English 285, and will also improve the literature of sustainability in English 102.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 10, 2012**

ITEM: Adoption of Policy F-59, Animals on Campus

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy F-59, as presented.

STAFF MEMBER: Dave White, Director of Facilities and Grounds

BACKGROUND:

A notice of proposed rulemaking was issued on February 29, 2012, to propose the adoption of Policy F-59, Animals on Campus, with the public comment period ending on March 30, 2012. The policy establishes the restriction of pets on campus in order to provide a safe and a healthful environment for members of the campus community to study and work.

A list of comments received is attached with the institution's response to these comments included. The attached copy of the policy proposal is recommended for approval.

COMMENTS RECEIVED
Revised Policy F-59, Animals on Campus
Public Comment Period: February 29 to March 30, 2012

Date Received	Comments	Revisions to policy proposal
2/29/12	"Are persons requiring the use of a service animal required to provide some sort of documentation that the animal is legitimately a service animal? If I chose to bring my dog to my office on campus and someone complains, could I not just claim it is a service animal? I feel there should be some burden of proof on the handler that an animal is providing a documented service."	None; this suggestion would be a violation of federal law.
2/29/12	"I think some exception or maybe included in the service dog definition that law enforcement working dogs are exempt."	None; provision for exceptions is already included.
2/29/12	"I was under the impression this was our policy on animals. I had no idea we did not have one in effect. I thought all public buildings were under the same policy, especially education centers. I support the proposed policy."	None
3/1/12	"Does the animal's policy extend to animals waiting in cars in the parking lot with another person while someone is transacting business in a campus building? Does it include animals (dogs specifically) that people bring with them to walk the exercise trail or around the circumference of the parking lot as some do for exercise?"	None
3/1/12	"What about rats and snakes? I'm not kidding here. I have actually had a student bring one of each to class. The snake person maintained that she found it on the way to school. The rat person maintained that the rat kept her calm. Probably you don't want to list all possible animals, but what about including the term "reptiles" in the statement?"	None (reptiles already included)
3/5/12	"Yes animals should be allowed on campus, as long as the owners of the animals are held responsible for their animal's actions. We have students at WVU who need to utilize seeing eye dogs and I'm certain in the unseen future there will be a learning environment that will be furthered by brining animals in to the campus. Basically, I believe that we shouldn't over regulate and limit the students at this college. This practice happens too often as it is and often because of blind hubris."	None

**POLICY F-59
ANIMALS ON CAMPUS**

Section 1: General

- 1.1 Scope. This policy establishes the restriction of pets and other animals on campus in order to provide a safe and a healthful environment for members of the campus community to study and work.
- 1.2 Authority. W. Va. Code [§18B-1-6](#)
- 1.3 Effective Date.

Section 2: Definitions.

- 2.1 Domestic Animal: Any bird, reptile, feline or any other mammal kept as a pet. Fish are exempt from this definition.
- 2.2 Dog Owner: Anyone who brings a dog on campus.
- 2.3 Dog: A domesticated dog.
- 2.4 Service Animal: A dog that is individually trained to do work or perform tasks for a person with a disability.

Section 3: Policy.

- 3.1 Animals on Campus, in Work Areas, and in Buildings.
 - 3.1.1 Only service animals are permitted in any building at any time. Dogs, cats and other domestic animals may not enter campus buildings.
 - 3.1.2 Service animals are authorized throughout campus in accordance with WVU at Parkersburg's [Guidelines for the Use of a Service Animal](#).
 - 3.1.3 No domestic animal, as defined in this document, other than a dog or service animal, may be on college grounds at any time.
- 3.2 Areas of Campus Where and When Dogs Are Permitted.
 - 3.2.1 Dogs are permitted outdoors on college property at all times, subject to the requirements of Section 3.3.

3.3 Dog Owner's Responsibilities.

3.3.1 Whenever a dog is on the college's campus in accordance with this policy, the dog must be kept on a leash and under the control and possession of the owner at all times. The dog owner is responsible for caring for the dog, ensuring the safe and responsible behavior of the dog, and preventing the dog from chasing wildlife on campus. No person shall bring, at any time, a dog, including a service dog, onto college owned or controlled property unless the dog has current immunization against disease, including rabies, distemper and parvovirus. All dogs must wear a rabies vaccination tag. The dog owner is also responsible for cleaning up and properly disposing of waste the dog leaves in outdoor areas of campus.

3.4 Policy Enforcement.

3.4.1 West Virginia University at Parkersburg Campus Police and Security will enforce any violation of this policy.

Section 4: Exceptions

4.1 The institution's president, or the president's designee, may make exceptions to this policy for academic and other reasons as may be deemed appropriate.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 10, 2012**

ITEM: Revision of Policy B-03, Sabbatical Leave

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the revision of Policy B-03, Sabbatical Leave, as presented.

STAFF MEMBER: Dr. Rhonda Tracy, Senior Vice President for Academic Affairs

BACKGROUND:

A notice of proposed rulemaking was issued on February 9, 2012, to revise Policy B-03, Sabbatical Leave, with the public comment period ending on March 12, 2012. The purpose for the revision is 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.

A list of comments received is attached with the institution's response to these comments included. The attached copy of the policy proposal is recommended for approval without further revision.

COMMENTS RECEIVED
Revised Policy B-03, Sabbatical Leave
Public Comment Period: February 9, 2012 – March 12, 2012

Date Received	Comments	Revisions to policy proposal
2/9/12	<p>“While I understand the board's rationale for restricting sabbaticals to tenured faculty, I have serious issues with this reinforcement of a two-tier faculty of the haves and the have-nots. Term faculty represent a majority (all, perhaps?) of our recent hires, they have credentials equal (in some cases, superior) to those of us who are tenured, and they do the bulk of our teaching. Telling these valuable colleagues (who already have limited job security) that we do not value them enough to give them the same professional development opportunities as tenured faculty is an insult. If we want WVU Parkersburg to fulfill its strategic goal of being ‘An Exceptional Place to Work,’ we need to support all employees.”</p>	None
2/29/12	<p>“With the decrease of Tenure Faculty in the CTC and the college wanting more people with PhD this should not exempt non-tenured faculty from this. This would be the only way some faculty could get their PhD degree while still employed as a professor.”</p>	None

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 April 10, 2012**

ITEM:

Fiscal Update

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 April 10, 2012**

ITEM: 2012-13 Holiday Schedule

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

As authorized by Board of Governors Policy B-08, a holiday schedule for 2012-13 has been established and approved for West Virginia University at Parkersburg, a copy of which is attached. This holiday schedule has been aligned with the schedule of holidays observed by West Virginia University because of the payroll processing system of which WVU Parkersburg is a part. It has been announced campus wide and is posted in the online "Answer Book" for ongoing accessibility.



Title: #IV-4A. WVU at Parkersburg Holidays for 2012-13

Date: July 1, 2012

2012-13

July 4	Wednesday	Independence Day
September 3	Monday	Labor Day
November 6	Tuesday	Election Day
November 21	Wednesday	
November 22	Thursday	Thanksgiving Day
November 23	Friday	
December 24	Monday	
December 25	Tuesday	Christmas Day
December 26	Wednesday	
December 31	Monday	
January 1	Tuesday	New Year's Day
January 21	Monday	Martin Luther King, Jr. Day
March 29	Friday	
May 27	Monday	Memorial Day

In accordance with WVCCTCE [Series 14](#) and Board of Governors [Policy No. B-8](#), Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King Day, are holidays on which the college closes on the legal holiday dates. Additional holidays are observed by West Virginia University at Parkersburg each year by closing the college on dates that accommodate the academic calendar, as indicated above.

If an observed holiday occurs on a nonexempt staff member's regular, scheduled day off, the staff member shall be paid for the holiday.

If any additional holidays are proclaimed by the Governor, a revised holiday schedule will be announced.