

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

---

**MAY 15, 2013  
AGENDA**

---

## Members

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

Rock Wilson  
Jamie Six  
Violet Mosser  
Loren Bell  
Matthew Santer

Marie Foster Gnage  
President



# SCHEDULE

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

**Wednesday, May 15, 2013**

|           |   |                           |
|-----------|---|---------------------------|
| 3:00 p.m. | Administrative Services Committee       | Room 113                  |
| 3:00 p.m. | Academic and Student Services Committee | Room 115                  |
| 4:15 p.m. | Tour of JCC                             |                           |
| 5:00 p.m. | Dinner                                  | Student Lobby (North End) |
| 5:45 p.m. | Board Meeting                           | Student Lobby (South End) |
|           | Possible Executive Session              | Room 113                  |

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of May 15, 2013  
Jackson County Center – Ripley WV  
5:45 p.m.

- |    |   |  |
|----|---|--|
| 1. | Call to Order   | Board Chair, Jamie Six   |
| 2. | Roll Call   | Patsy Bee<br>Executive Assistant to the President  |
| 3. | Board Chair Report  | Chairman Six   |
|    | <ul style="list-style-type: none"> <li>• Nomination for Officers</li> <li>• Task Force for Staff Salary Schedule <ul style="list-style-type: none"> <li>○ Rodney Parker, Past Staff Council Chair</li> <li>○ Violet Mosser, BOG Representative</li> <li>○ Drema Starkey, Staff Council Chair</li> <li>○ Scott Poe, Human Resources Director</li> <li>○ President Gnage</li> </ul> </li> </ul> |  |
| 4. | President’s Report  | Dr. Marie Foster Gnage, President  |
| 5. | Approval of Minutes   |  |
|    | <ul style="list-style-type: none"> <li>• Regular Meeting – April 10, 2013 .....5</li> </ul>   |  |
| 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> <li>• Readiness Center Committee</li> </ul>   | Chairman Six<br><br>Curtis Miller<br>Cindy Bullock<br>Curtis Miller<br>Joe Campbell                            |
| 7. | Action Items  |  |
|    | <ul style="list-style-type: none"> <li>• Program Reviews</li> <li>• Acceptance of Property</li> <li>• President’s Annual Salary</li> </ul>  | Dr. Rhonda Tracy..... 12<br>Sr. VP Academic Affairs<br><br>President Gnage.....14<br><br>Chairman Six ..... 15 |
| 8. | Consent Agenda  |  |

9. Information Items

- Promotion and Tenure Report President Gnage.....16
- Fiscal Update Dr. Vincent Mensah .....17  
Chief Financial Officer
- Holiday Schedule President Gnage.....18
- Update on HLC Dr. Tracy .....20

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

- Personnel
- Property

11. Board Comments/Announcements

- Commencement – Saturday, May 18, 2013, 2:00 p.m., College Activities Center

12. Next Meeting

- June 12, 2013

13. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
April 10, 2013

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, April 10, 2013 in the College Theatre at the WVU Parkersburg campus beginning at 5:15 p.m. Board members present were: Joe Campbell, Jamie Six, Curtis Miller, Steve Chancey, Loren Bell, Cheryl Donohoe, Rock Wilson, Matt Santer, Jeff Matheny, and Gerard ElChaar. Absent were Violet Mosser and Cindy Bullock. 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 announced the resignation of long-time Board member, Mr. Gregory Smith and noted that the Board wishes him well. Chairman Six also introduced and welcomed new board member, Mr. Jeff Matheny. Mr. Matheny remarked that he looks forward to working with the Board and the faculty and staff. Additionally, Chairman Six also reported on the Criminal Justice Basket Ball Tournament in which he participated. He was very pleased to be part of this major fund raiser.

**4. President's Report**

President Gnage thanked the Board members for their attendance at today's retreat. She also recognized Mr. Smith for all his work with the college and noted that he was a true advocate for WVU Parkersburg. President Gnage also reported that she, Dr. Tracy and Pam Braden attended the HLC Conference and received some good information needed for our accreditation in 2014. President Gnage will attend the American Association of Community Colleges annual conference April 18-23. This will be her last major responsibilities as AACC Board Chair. She will also have the leadership support of two Board members (Gerard El Chaar and Loren Bell) who will also be attending the conference, and colleagues from the other community colleges in West Virginia will also be attending. Her election as chair of the AACC Board of Directors is historical in that she is the first community college president from West Virginia to serve in this position. President Gnage also announced that the Wood County Commission will hold a meeting on our campus on May 7. She invited the Board members to attend the dinner sponsored by the Elks, honoring her as Citizen of the Year on April 27. She also invited Board members to participate in Commencement on May 18, and to attend our employee recognition on May 6. President Gnage provided information to the Board showing the latest Legislative updates and highlighting those that directly affect higher education.

## Recognition

President Gnage asked Dr. Tracy to introduce Division Chairs and their faculty that have recently been involved in and/or received accreditation for their programs. Dr. Tracy introduced the following:

Rose Bee, Chair of Health Sciences Division for the NLNAC Nursing accreditation

Jessica Emrick, Instructor of Surgical Technology for the ARC/STSA

Cindy Gissy, Chair of the Education Division and Missy Spivy, Assistant Professor of Education for the NCATE accreditation in Education.

Steve Morgan, Chair of the Business Division and Pam Braden, Professor of Business for their work on the ACBSP accreditation which was just completed and will be announced in June.

## Presentation from Staff Council

Next, President Gnage introduced Rodney Parker, Staff Council Chair to make a presentation on behalf of classified staff. Mr. Tim Beardsley, representative to the WV Higher Education Advisory Council of Classified Employees also made a presentation.

## Presentation from Faculty Senate

President Gnage introduced Torie Jackson, Chair of the Faculty Senate to make a presentation on behalf of faculty.

### **5. Approval of Minutes**

The minutes of the Regular Board meeting of February 6, 2013 were approved upon a motion by Mr. Wilson and second by Ms. Bell.

### **6. Committee Reports**

Executive Committee: Chairman Six

Chairman Six reported that the Executive Committee met today to discuss the donation of the parking lots from the Erickson Foundation. They also reviewed information on how to better work with our policy in developing the code of conduct and procedures.

Audit Review Committee:

No Meeting

Administrative Services Committee:

No Meeting

Academic and Student Services Committee:

No Meeting

Campus Development Committee

No meeting

## Readiness Center Liaison Committee

Mr. Campbell reported that the Readiness Center met to review updates. They are continuing to draw up a plan and depending on the ability to secure funding will begin construction in the summer of 2014. The total cost will be \$13 million and the college will be responsible for \$9 million. There has been some core drilling done on the site, and the National Guard may do some additional work there as well.

The committee also received a presentation from Kim Coram to support the Wood County Commission Transportation rails and trails project. The committee will discuss with ZMM for planning stages.

### **7. Action Items**

#### Honorary Degrees for May Commencement:

Chairman Six requested that this item be moved to later in the agenda.

#### Program Approval for Non-Refundable Confirmation Fee for Students Admitted to Nursing Program:

Dr. Rhonda Tracy, Sr. Vice President for Academic Affairs, presented a report to the Board requesting approval to implement a non-refundable confirmation fee of \$150 for students admitted to the nursing program. This \$150 fee would be required to be deposited at the time the student confirms his/her intent to accept the admission to the nursing program. The fee guarantees a seat in the program and will be applied towards the student's tuition for the first nursing course. Failure to submit the non-refundable deposit with the confirmation form, indicating the intent to enroll in the nursing program, by the date indicated in the acceptance letter will result in forfeiture of the seat. If the student decides not to enroll after confirming his/her seat in the program, the \$150 will not be refunded or applied towards the student's tuition.

Mr. Miller moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Non-Refundable Confirmation Fee

Mr. ElChaar seconded the motion. After questions and discussion, the motion passed.

#### Program Approval for Revised Admission Requirements to the WVU Parkersburg AAS in Nursing Program:

Dr. Tracy presented a report to the Board requesting approval to change the current requirements for admission to the nursing program to the admission requirements approved by the Associate Degree Nursing (ADN) Common Curriculum Taskforce to be in line with the State requirements to be effective Fall, 2013.

Mr. Matheny moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the new Admission Requirements for the Associate of Applied Science in Nursing degree.

Ms. Bell seconded the motion. Motion passed.

Property Acquisition:

President Gnage reported to the Board that WVU Parkersburg has the opportunity to make an offer on property from the Erickson Foundation that will enable the college to expand its programs present and future. The President requested permission for the college to make an appropriate and/or reasonable offer on the property.

After questions and discussion, Mr. Campbell moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves to accept and make an offer on available property behind downtown center.

Mr. Miller seconded the motion. The motion passed.

Mr. Campbell moved to allow the Chair of the Board of Governors to process the purchase agreements of property in Wood County upon the approval of the WV Community and Technical College Council and in the absence of the President. Mr. ElChar seconded the motion. After continued discussion and questions, the motion passed.

**8. Consent Agenda**

Mr. Campbell moved to approve the following Consent Agenda items:

Institutional Compact Update for 2013-2014

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the West Virginia University at Parkersburg Institutional Compact Update for 2013-2014.

Proposed Policy B-33, Phased Retirement Program

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adopt of Policy B-33, Phased Retirement Program, and hereby approves of said policy without further action by the Board if no comments are received.



## Revision of Policy D-51, Admission to West Virginia University at Parkersburg

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a revision of Policy D-51 as presented.

## Revision of Policy A-45, Adoption or Amendment of Rules

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for a revision of Policy A-45, and hereby authorizes adoption of said policy without further action by the Board if no comments are received during the comment period

Mr. Miller seconded the motion. Motion passed.

## **9. Information Items**

### Fiscal Update

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

Certificate of Applied Science in STEM - Certificate of Applied Science in Science, Technology, Engineering, and Mathematics (STEM)

Dr. Tracy provided a report to the Board noting that WVU Parkersburg recently added a new Certificate of Applied Science in STEM (Science, Technology, Engineering, and Mathematics). With the need both regionally and nationally to better prepare students to enter STEM professions, this certificate will provide entry-level training for students wishing to develop a foundation for further study in any of the STEM areas.

### Tuition Reciprocity

Dr. Tracy reported on the Tuition Reciprocity Agreement is entered into between the Chancellor of the Ohio Board of Regents, the West Virginia Higher Education Policy Commission, the West Virginia Council for Community and Technical College Education, Belmont Technical College, Eastern Gateway Community College, Ohio University Eastern, Washington State Community College, West Virginia Northern Community College, West Virginia University and West Virginia University at Parkersburg pursuant to the provisions of Section 3333.17 of the Ohio Revised Code, Section 18B-4-3 of the West Virginia Code and in compliance with rules and procedures of the aforementioned Parties.

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

Chairman Six entertained a motion to move into Executive Session to review at approximately 6.59 p.m., Ms. Bell moved to adjourn to Executive Session. Mr. Wilson seconded the motion. The motion passed and the Board moved into Executive Session.

At approximately 7:58 p.m. Chairman Six announced that the Board would return to the regular meeting and Chairman Six asked President Gnage to report on the following agenda item:

#### Honorary Degrees for May Commencement

President Gnage reported that 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. Recipients of the award will be announced at Commencement.

Mr. Miller moved to approve the following 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 18 Commencement.

Mr. Campbell seconded the motion. Motion passed.

#### **11. Board Comments/Announcements**

Chair Six appointed a nominating committee to present a slate of officers at the May meeting that will be voted upon at the June meeting. Those appointed were: Mr. Miller, Mr. ElChaar, and Mr. Wilson. Mr. Miller will chair the committee.

Employee Recognition Brunch – Monday, May 6, 2013 10:00 a.m., College Activities Center

Commencement – Saturday, May 18, 2013 2:00 p.m., College Activities Center

The Wood County Commission will hold a meeting for the Community at 7:00 p.m. on Wednesday, May 1 in the college theatre.

Citizen of the Year Award presentation to President Gnage will be held on April 27, 2013 at 6:30 p.m. at the First Presbyterian Church 1341 Juliana Street.

#### **12. Next Meeting – Wednesday, May 15, 2013 – Jackson County Center**

**13. Adjournment**

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

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

---

Jamie Six, Chairman

---

Cheryl Donohoe, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of May 15, 2013.**

**ITEM:** Five-Year Program Reviews 2012/2013

**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, that is 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**

**CAS in Paraprofessional Studies**— The Certificate in Applied Science Degree in Paraprofessional Studies should be continued at the current level of activity with **no specific** action. The quality of the report was excellent and all categories were met. The next report is due in Fall 2017.

**CAS in Welding Technology**— The Certificate in Applied Science Degree in Welding Technology should be continued at the current level of activity with **no specific** action. The quality of the report was excellent and although all categories were met, enrollment should be carefully monitored. The next report is due in Fall 2017.

**AAS in Business Technology**— The Associate in Applied Science Degree in Business Technology (BTEC) should be continued at the current level of activity with **no specific**

action. The quality of the report was excellent and all categories were met. The next report is due in Fall 2017.

**AS in Business Administration**— The Associate in 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 and all categories were met. The next report is due in Fall 2017.

**AAS in Multi-Craft Technology**— The Associate in Applied Science Degree in Multi-Craft Technology (MTEC) should be continued at the current level of activity with **no specific** action. The quality of the report was good and all categories were met. The next report is due in Fall 2017.

**Associate in Science**— The Associate in Science Degree should be continued at the current level of activity with **no specific** action. The quality of the report was good and all categories were met. The next report is due in Fall 2017.

**AAS in Welding Technology**— The Associate in Applied Science Degree in Welding Technology (BTEC) should be continued at the current level of activity with **no specific** action. The quality of the report was satisfactory and although categories were met, enrollment should be monitored. The next report is due in Fall 2017.

**BS in Business Administration**— The Bachelor of 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 and all categories were met. The next report is due in Fall 2017.

### **CONTINUATION WITH SPECIFIC ACTION**

**CAS in Industrial Maintenance**—The Certificate of Applied Science in Industrial Maintenance should be continued at the current level of activity with **specific** action. The overall report performance was good; however, the assessment component must be updated and resubmitted by fall 2014. **ACTION. The specific action is a follow up report on assessment due in Fall 2014.**

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 May 15, 2013**

**ITEM:** **Acceptance of Property**

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Request by the President to acquire property for the college.*

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

**BACKGROUND:**

Periodically, there are properties that individuals want to donate to the college. These properties will be reviewed for acceptance based on college needs.

**West Virginia University at Parkersburg Board of Governors  
Meeting of May 15, 2013**

**ITEM:** **President's Annual Salary**

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the President's Annual Salary for 2013-2014.*

**STAFF MEMBER:** Jamie Six, Board Chair

The WVU Parkersburg Board of Governors will review the President's Annual Salary for 2013-2014 and present their recommendation for approval.

**West Virginia University at Parkersburg Board of Governors  
Meeting of May 15, 2013**

**ITEM:** Faculty Promotion and Tenure Decisions

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

The faculty promotion and tenure review process at West Virginia University at Parkersburg runs from January through May 15. It involves faculty file preparation, reviews and recommendations by division colleagues and chair, college colleagues, and the Senior Vice President for Academic Affairs, and approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of this review process.



**West Virginia University at Parkersburg Board of Governors  
Meeting of May 15, 2013**

**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 May 15, 2013**

**ITEM:** 2013-14 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 2013-14 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. 2013-14 Holiday Schedule**

**Date: July 1, 2013**

---

2013-14

|             |           |                             |
|-------------|-----------|-----------------------------|
| July 4      | Thursday  | Independence Day            |
| September 2 | Monday    | Labor Day                   |
| November 27 | Wednesday |                             |
| November 28 | Thursday  | Thanksgiving Day            |
| November 29 | Friday    |                             |
| December 24 | Tuesday   |                             |
| December 25 | Wednesday | Christmas Day               |
| December 26 | Thursday  |                             |
| December 31 | Tuesday   |                             |
| January 1   | Wednesday | New Year's Day              |
| January 20  | Monday    | Martin Luther King, Jr. Day |
| April 18    | Friday    |                             |
| May 13      | Tuesday   | Election Day                |
| May 26      | Monday    | Memorial Day                |

In accordance with [W.Va. C.S.R. § 135-14](#) 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.

**Responsible Administrator: President, 304-424-8200**

## West Virginia University at Parkersburg Board of Governors

**ITEM:** WVU Parkersburg Accreditation Updates

**RECOMMENDED RESOLUTION:** *For Information.*  
WVU Parkersburg continues to seek accreditation at both the initial and continuing levels for the institution and programs of study offered at the institution.

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

### **BACKGROUND:**

#### **1. ACBSP Accreditation**

WVU Parkersburg has received accreditation by the Accreditation Council for Business Schools and Programs (ACBSP) for business programs as the associate and baccalaureate levels.



The following business programs at West Virginia University at Parkersburg are accredited by the Accreditation Council for Business Schools and Programs:

Business Administration (AS)  
Business Administration (AAS)  
Business Technology (AAS)  
Bachelor of Applied Science in Business Administration (BASBA)  
Bachelor of Science in Business Administration (BSBA)

#### **2. NCATE Accreditation**

The National Council for the Accreditation of Teacher Education (NCATE) Unit Accreditation Board (UAB), at its April 21-24, 2013 meeting in St. Louis, Missouri, decided to continue the accreditation of the Education Department at West Virginia University at Parkersburg at the initial teacher preparation level. This accreditation decision indicates that the unit and its programs meet rigorous standards set forth by the professional education community.



### **3. RN/BSN Program**

Additionally, our college will soon be seeking additional approvals from the North Central Association/Higher Learning Commission for the RN to BSN online program in nursing. The RN/BSN online degree program proposal was approved by the West Virginia Higher Education Policy Commission (HEPC) at their April 2012 meeting. The approval to offer complete programs online requires a visit by an HLC team to ensure we have the resources and commitment to deliver programs online. The HLC approval process usually takes four months and the starting class for the RN/BSN program is anticipated for January 2014.

### **4. HLC Accreditation**

Progress continues on preparing for the HLC accreditation visit in April 2014. This summer all the Assurance Argument documentation will be uploaded to the online portal.

