

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**MAY 9, 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

May 9, 2012

3:00 p.m.	Campus Development Committee	Community Room
4:00 p.m.	Administrative Services Committee Academic and Student Services Committee	Community Room President's Conference Room
5:45 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of May 9, 2012
 Theatre
 5:45 P.M.

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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
Nomination Committee Report
Meeting Schedule for 2012-2013
August 22
October 17
December 5
February 13
April 10
June 12 | Chairman Campbell |
| 4. | President's Report
• Update from Staff Council | Dr. Marie Foster Gnage, President |
| 5. | Approval of Minutes
• Regular Meeting – April 10, 2012 |5 |
| 6. | Committee Reports
• 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
• Faculty Salary Task Force Recommendation
• Budget for 2012-2013
• New Program: BAS in Legal Studies

• New Degree: Bachelor of Science in Nursing
• New Program of Study: AAS in Surgical
Technology
• Lease of Lots in Happy Valley for Agriculture
Program | President Gnage..... 10
Dr. Vincent Mensah, CFO 11
Dr. Rhonda Tracy..... 12
Sr. VP Academic Affairs
Dr. Tracy 13
Dr. Tracy 15

Dave White 16
Director Facilities and Grounds |

- 8. Consent Agenda
 - No consent agenda items.

- 9. Information Items
 - Construction Updates Dave White 17
 - Fiscal Update Dr. Mensah 18

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

- 11. Board Comments/Announcements
 - Commencement – Saturday, May 12, 2012, 2:00 p.m., College Activities Center

- 12. Next Meeting
 - June 13, 2012 – Conference Call

- 13. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
April 10, 2012

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday, April 10, 2012 in the College Theatre at the WVU Parkersburg campus beginning at 5:30 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, Cheryl Donohoe, and Gerard El Chaar. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, staff, students, Delegate Anna Border, and members of the media.

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

Mr. Campbell thanked Board members for attending the day long retreat. He also welcomed Delegate Border and thanked her for coming and for her support during this year's Legislative Session. He reported that the Board met with members of the National Guard in an information session during the Retreat, and the next step will be to meet with stakeholders and representatives from the college to discuss securing funding for the project. Some user groups will be convened to get input from the community for the initial design. He explained that General Hoyer noted that there is some money available for the architectural design. The college may begin to use the Millwood Armory in Jackson County.

On another matter, Mr. Campbell reported that he, President Gnage and Jamie Six met with WVU President Dr. Jim Clements and some of his Cabinet members regarding the agreement between WVU and WVUP. There will be follow up with them in the next few weeks.

Mr. Campbell reported that he would like for the Faculty Salary Taskforce to meet as soon as possible so a recommendation can be scheduled on the Board agenda for the next meeting.

IV. President's Report

President Gnage thanked the Board for spending the day on campus, and for their continued support to the college. She also thanked Delegate Border for attending today, and extended her appreciation to the entire Legislative delegation for their support in making sure that transition funding was secured for WVU Parkersburg again this year. She noted that Delegate Anderson fervently led the efforts on the House side and Senator Boley, the Senate.

Next, President Gnage introduced Ms. Lisa Flowers-Clements who provided an update to the Board from the Faculty Senate.

V. Approval of Minutes

Minutes of the regular Board meeting scheduled on February 8 meeting was approved upon a motion by Mr. Smith and second by Mr. El Chaar.

VI. Committee Reports

Executive Committee:

Mr. Campbell reported that the Executive Committee met this morning at 8:00 a.m. to review the Board agenda and receive information on some other college issues.

Administrative Services Committee:

Mr. Miller reported that the Committee reviewed updates from Facilities area on the Applied Technology Center, Child Development Center, Downtown Center, the new Energy Lab, and an update on the HVAC in the College Activities Center. Business Services provided an update on the new ERP and E-Refund Initiative with ECSI. Human Resources reported that there are currently 18 positions open. WVUP is working with Workforce Investment Board to secure On-The-Job Training funds, Performance Management – Classified and Non-Classified training on Pay-for-Performance Process, and SB330. Information Technology provided an update on the wiring project.

Academic Committee:

Ms. Bullock reported that Academic Affairs provided an update on retention, the summer bridge program, online course/program report, and faculty positions. Workforce and Community Education provided an update on Fast Track Programs, Correctional Center Education, Community Education, Professional Development for their staff, WorkKeys and Business and Industry Training. Student Services provided an update on review of Threat Assessment Procedures, Enrollment report, Initial response to Affordable Tuition Policy, and Riverhawk Athletic Club.

VII. Action Items

Mr. Campbell reported that the recipient of the Honorary Degrees for May will be approved after Executive Session so the name of the individual(s) will be announced at commencement.

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

Denise McClung, Chair of Social Sciences and Languages Division provided a report in the absence of Dr. Tracy on the Certificate of Applied Science and the Associate in Applied Science in Legal Studies. Mr. Miller moved to approve the following 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.

Ms. Bell seconded the motion. Following discussion and questions by the Board, the motion passed.

Certificate of Applied Science in Allied Health

Debbie Murphy, Interim Chair of the Health Sciences Division provided a report in the absence of Dr. Tracy on the Certificate of Applied Science in Allied Health. Mr. El Chaar moved to approve the following resolution:

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

Ms. Bullock seconded the motion. Following discussion and questions by the Board, the motion passed.

Information Technology Services with Dynamic Campus

President Gnage asked Dr. Mensah to provide a report on Information Technology Services with Dynamic Campus. Ms. Mosser moved to approve the following resolution as it was reported:

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 as presented in the presentation.

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

Downtown Center: Approval of Plan for Culinary Arts Program

President Gnage reported on the Downtown Center: Approval of Plan for Culinary Arts Program at 707 Market Street. Mr. El Chaar moved to accept the following motion:

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.

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

VIII. Consent Agenda

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

Sabbatical Leave 2012-2013

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

Adoption of Policy F-59, Animals on Campus

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

Revision of Policy B-03, Sabbatical Leave

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

Mr. El Chaar seconded the motion. Motion passed.

IX. Information Items

Fiscal Update

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

2012-13 Holiday Schedule

As authorized by Board of Governors Policy B-08, President Gnage presented WVU Parkersburg's holiday schedule for 2012-13.

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

Mr. Campbell entertained a motion to move to Executive Session. Ms. Bell moved to adjourn to Executive Session. Ms. Mosser seconded the motion. At approximately 6:40 p.m. the Board members moved into Executive Session.

At approximately 7:55 Chairman Campbell asked for a motion to return from Executive Session. Mr. Miller moved that the Board return from Executive Session. Ms. Bullock seconded the motion. The motion passed.

The next item on the agenda was the Honorary Degrees for May Commencement.

Honorary Degrees for May Commencement

President Gnage provided a report to the Board as discussed in Executive Session. Ms.

Bell 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 12 Commencement Ceremony.

Ms. Mosser seconded the motion. With no further discussion, the motion passed.

XI. Board Comments/Announcements

Mr. Campbell noted that WVU Parkersburg Employee Recognition is scheduled for April 30, and all Board members are encouraged to attend.

Mr. Campbell reminded Board members of the May 12 Commencement Ceremony, and he encouraged them to participate in the line of march.

XII. Adjournment

With no further business to be discussed, Mr. Six moved that the meeting adjourn. Ms. Donohoe 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 May 9, 2012**

ITEM: Faculty Salary Task Force Recommendation

RECOMMENDED RESOLUTION: *Resolved:* That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Faculty Salary Task Force dependent upon the availability of funds in the 2012/2013 budget.

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

The Faculty Salary Task Force met on Tuesday, May 1, 2012. Recommendations from that committee meeting will be presented to the Board for their approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 9, 2012**

ITEM: 2012-2013 Budget

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2012-2013.

STAFF MEMBER: Dr. Vincent Mensah

BACKGROUND:

The final budget for 2012-2013 for West Virginia University at Parkersburg will be presented to West Virginia University at Parkersburg Board of Governors for approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 9, 2012**

ITEM: New program: Bachelor of Applied Science in Legal Studies

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the addition of the Bachelor of Applied Science in Legal Studies

STAFF MEMBER: Rhonda Tracy
Senior Vice President for Academic Affairs

BACKGROUND:

WVU Parkersburg is seeking approval for a new Bachelor of Applied Science in Legal Studies. This program of study falls under the already-approved Bachelor of Applied Science and is an addition of a program of study only. The BAS in Legal Studies will provide a seamless career pathway from the Certificate of Applied Science (CAS) in Legal Studies to the Associate of Applied Science (AAS) in Legal Studies. Students will have the opportunity to pursue an additional level of program coursework at the baccalaureate level without losing credits or without adding unnecessary coursework that may delay their time to degree completion.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 9, 2012**

ITEM: New Degree: Bachelor of Science in Nursing

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Bachelor of Science in Nursing (BSN) degree to be offered by WVU Parkersburg.

STAFF MEMBER: Rhonda Tracy
Senior Vice President for Academic Affairs

BACKGROUND:

WVU Parkersburg is seeking approval for a new Bachelor of Science in Nursing (BSN) degree. This degree is an important component of the new RN/BSN program that will allow students to transition from the Associate of Applied Science in Nursing to the Bachelor of Science in Nursing degree program. The intended date for program implementation is fall 2013 after appropriate approvals from the WV Higher Education Policy Commission and the Higher Learning Commission have been secured.

The timeline for program implementation is attached.

TIMETABLE FOR WVU Parkersburg RN TO BSN PROGRAM as of Spring 2012

Objectives	Timeline	Outcome	Comments
<ul style="list-style-type: none"> Intent to Plan Submission to the WV Higher Education Policy Commission (HEPC) 	August 2008	Approved	
<ul style="list-style-type: none"> WVU Parkersburg Board of Governors Action Item/Intent to Plan 	October 2008	Approved	
<ul style="list-style-type: none"> Candidacy Application to the National League for Nursing Accreditation Commission (NLNAC) 	November 2008	Approved	
<ul style="list-style-type: none"> Hired Doctoral Nursing Faculty to Develop and Implement RN/BSN Program 	Fall 2011	Approved	Dr. Theresa Cowan hired to develop and implement program.
<ul style="list-style-type: none"> Program Submission to College-Wide Curriculum Committee 	Spring 2012	Approved	
<ul style="list-style-type: none"> Degree Approval BSN/WVU Parkersburg Board of Governors 	May 2012		
<ul style="list-style-type: none"> Submission of Full New Degree Proposal to WV HEPC 	May 2012		
<ul style="list-style-type: none"> Candidacy Presentation for RN/BSN to the NLNAC 	August 2012		
<ul style="list-style-type: none"> Request for Change in Affiliation Status to NCA Higher Learning Commission (HLC) and Proposal to HLC for Online RN/BSN Program 	November 2012		
<ul style="list-style-type: none"> Tentative On-Site Visit from HLC to Offer BSN Program Online Contact Person: Andrew Lootens-White 	Spring 2013		
<ul style="list-style-type: none"> Program Implementation 	Fall 2013		
<ul style="list-style-type: none"> First Three Year Post-Audit Review (Five Year Program Review not Needed Due to External Accreditation) 	Fall 2016		

**West Virginia University at Parkersburg Board of Governors
Meeting of May 9, 2012**

ITEM: New Program of Study: AAS in Surgical Technology

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Associate of Applied Science in Surgical Technology.

STAFF MEMBER: Rhonda Tracy
Senior Vice President for Academic Affairs

BACKGROUND:

WVU Parkersburg is seeking approval for a new Associate of Applied Science in Surgical Technology. This program of study falls under the already-approved Associate of Applied Science and is an addition of a program of study only. The college has offered a certificate in Surgical Technology for over ten years; however, the number of hours required for completion as required for an accredited program exceed the new state requirement ceiling of 30 credit hours. As a result, the program has been enhanced and expanded to meet the requirements of the next degree at the associate level with 60 credit hours. This move to a higher degree level is the result of recent WVCTCS state guidelines, recent Higher Learning Commission (HLC) guidelines, and the findings of the recent Surgical Technology program accreditation visit.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 9, 2012**

ITEM: Lease of Property at Happy Valley for the Agriculture Program

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves lease of lots at Happy Valley for the Agriculture Program.

STAFF MEMBER: Dave White
Director of Faculty and Grounds

BACKGROUND:

The Wood County Commission purchased lots through FEMA because of the persistent flooding of the area. The property was no longer accessible for year-round residence, and the houses on the property were torn down. There are now several vacant lots available for lease, and WVU Parkersburg is seeking approval to lease some of the available lots for the Agriculture Program.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 9, 2012**

ITEM: Construction Updates

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dave White
Director of Facilities and Grounds

BACKGROUND:

Applied Technology Center Update as of April 30, 2012

- Receive remaining brick.
- Set all joist and deck at the elected room.
- Complete the roofing at the elected room and complete the miscellaneous rubber all over.
- Start the trims.
- Complete the window frames installation.
- Prep and pour all int. concrete.
- Continue masonry clean up.

Child Development Center Update as of April 30, 2012

- Continue all CMU on all exterior walls.
- Complete the remaining sanitary under slab.
- Excavate and set/pour anchor bolts.
- Start the final slab sub grade prep.

Downtown Center

- Phase 1 has been turned over to the architectural firm, Z&M.
- Project should be ready for bid around June 1, 2012.

Science & Technology Wing

- Selection Committee is currently reviewing applications for the design.
- Project should be ready for bid around July 1, 2012.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 9, 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.