

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**AUGUST 22, 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

Wednesday, August 22, 2012

2:30 p.m. – 3:30 p.m.	Readiness Center Liaison Committee	Community Room
3:30 p.m. – 4:30 p.m.	Administrative Services Committee	Community Room
	Academic and Student Services Committee	President's Conference Room
4:30 p.m. – 5:00 p.m.	Tour of Nursing Lab (meet in Community Room)	
5:00 p.m.	Dinner	Community Room
5:45 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of August 22, 2012
Theatre
5:45 P.M.

1.	Call to Order	Board Chair, Jamie Six
2.	Roll Call	Patsy Bee Executive Assistant to the President
3.	Board Chair Report • Board Retreat – December 5 • Committee Assignments	Chairman Six
4.	Approval of Minutes7 • Special Meeting – July 17, 2012	
5.	President’s Report	Dr. Marie Foster Gnage, President
6.	Committee Reports • Executive Committee • Audit Review Committee • Administrative Services Committee • Academic and Student Services Committee • Campus Development Committee • National Guard Parkersburg Readiness Center at WVUP	Chairman Six Greg Smith Curtis Miller Cindy Bullock Curtis Miller Joe Campbell
7.	Action Items • Approval of Funding for Renovation of Tech Wing for Science Labs • Technology Wing Roof Project • Institutional Undergraduate and Tuition Fee Waivers • Culinary Arts Degree Fee Request	President Gnage.....10 Dave White, Director.....11 Facilities and Grounds Anthony Underwood, VP.....12 Student Services Rhonda Tracy, Sr. VP.....13 Academic Affairs
8.	Consent Agenda	
9.	Information Items • Fiscal Update	Vincent Mensah, CFO.....14

10. Possible Executive Session under the authority of WV Code §6-9A-4-2A
11. Board Comments/Announcements
 - Distinguished Performance Series: *Kenya Safari Acrobats* - September 20, 2012 at 7:00 p.m. in the College Activities Center.
12. Next Meeting - Wednesday, October 17, 2012
13. Adjournment

Committees Assignments

2012-2013

Executive Committee

- Officers
- Committee Chairs

Audit Review—responsible for reviewing and recommending to the Board policies affecting accountability and audit.

- Greg Smith, Chair
- Matt Santer
- Gerard ElChaar

Administrative Services (Facilities, Finance, Personnel)—responsible for reviewing and recommending to the Board policies affecting physical plant and real property, the financial affairs of the college, and personnel services and benefits, and making recommendations to the Board. The Committee will review annually the capital improvement list; review and recommend approval of the Campus Master Plan, debt financing, budget, personnel salaries and increases.

- Curtis Miller, Chair
- Joe Campbell
- Cheryl Donohoe
- Matt Santer
- Greg Smith

Academic and Student Services—responsible for recommending to the Board policies relating to overseeing the implementation of the college's strategic plan; recruitment and retention of faculty; students—admission, conduct, financial aid, tuition and fees, campus environment; degrees and programs.

- Cindy Bullock, Chair
- Gerard ElChaar
- Violet Mosser
- Steve Chancey
- Rock Wilson
- Loren Bell

Campus Development - This Board Committee will have responsibility for reviewing the College Facilities Master Plan to monitor the manner in which the college facilities serve the needs of constituents and how the college might meet future facilities needs guided by the mission, educational vision, and core values. The Committee will receive updates on proposed and active projects. The Committee will review recommendations for acceptance of gifts of property (land, facilities, and art for public purposes) and naming opportunities. Members will work with college administration on seeking gifts to expand/enhance the college's facilities and grounds. The Committee will make recommendations to the full Board.

- Curtis Miller, Chair
- Cindy Bullock
- Loren Bell
- Greg Smith
- Joe Campbell

Readiness Center Liaison Committee - This committee will work with ZMM Architects to identify needs of the college and to make regular reports to the Board.

- Joe Campbell, Chair
- Rock Wilson
- Gerard ElChaar

Board Chair will serve on all committees as ex-officio member.

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
July 18, 2012

A special meeting of the West Virginia University at Parkersburg Board of Governors was held by Conference Call and in the President's Conference Room at the WVU Parkersburg campus beginning at 3:00 p.m. Board members present were: Joe Campbell, Cheryl Donohoe, Jamie Six, Cindy Bullock, Curtis Miller, Gerard EIChaar, Rock Wilson, Matthew Santer, Greg Smith, and Loren Bell. Absent: Violet Mosser and Steve Chancey. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty and staff.

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.

Board Chair Report

Chairman Six welcomed everyone and thanked Board members for electing him to serve as Chair of the Board of Governors. Chairman Six appointed a committee to work with ZMM Architects to identify needs of the college and to make regular reports to the Board. Committee members appointed were Mr. Campbell, Mr. Wilson and Mr. EIChaar. Mr. Campbell will serve as Chair.

Chairman Six also announced that he would like to add a meeting to the Board of Governors calendar for next year. The meeting will be held on May 15 at the Jackson County Center.

4. Minutes

Minutes of the regular Board meeting scheduled on June 13, 2012 was approved upon a motion by Mr. Miller and second by Ms. Bell.

President's Report

President Gnage reported on her professional development through AACC Presidents Institute that she recently attended in Jackson Hole WY. President Gnage also provided an update on construction projects for the Applied Technology Center, Child Development Center and Downtown Center.

Action Items

There were no Action Items.

Information Items

There were no Information Items.

8. Consent Agenda

Mr. Miller moved to approve the following Consent Agenda item:

Admission Standards for Bachelor of Applied Science in Child Development

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the admission standards for the BAS in Child Development as presented.

Ms. Bell seconded the motion. Motion passed.

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

Mr. Six entertained a motion to move into Executive Session to discuss the President's Review and personnel matters. At approximately 3:18 p.m. Ms. Bell moved to adjourn to Executive Session. Mr. Santer seconded the motion. Motion passed.

At approximately 4:30 p.m, Mr. Six entertained a motion to return from Executive Session. Ms. Bell moved to return to regular session. Mr. Miller seconded the motion. Motion passed.

Mr. Six asked Board members if there was any comment or follow up to Executive Session discussions. Mr. Campbell moved to increase the base salary for the President to \$160,000 and submit a recommendation to the Community and Technical College Council for approval at their next meeting. Mr. Miller seconded the motion. The motion was approved unanimously.

Mr. Campbell noted that even though WVU Parkersburg is one of the largest colleges in the State and offers both two and four year degrees, this increase does not make our President the highest paid community and technical college president in the WV Community and Technical College system. Mr. Six added that the Board of Governors will continue to work with our President on important issues at the college.

10. Board Comments/Announcements

No announcements were presented.

11. Adjournment

With no further business to be discussed, Mr. Miller moved that the meeting be adjourned. Mr. ElChaar seconded the motion. The motion passed and the meeting adjourned. The next regular meeting will be held on August 22, 2012.

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 August 22, 2012**

ITEM: Approval of Funding for Renovation of Tech Wing
for Science Labs

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the use Reserve Funds in the amount of \$1 million dollars for the Renovation of the Tech Wing for new Science Labs

STAFF MEMBER: Dr. Marie Foster Gnage, President

BACKGROUND:

At the February 8, 2012 meeting of the WVU Parkersburg Board of Governors, the Board approved reserving funds for capital projects that included the renovation of the Tech Wing for new Science Labs at a projected cost of \$1,000,000. This area will provide a 14,000 square footage for the new science labs. It will have two biology labs, two chemistry labs and one lab shared for anatomy, physics, and earth science. There will be five prep rooms, a chemical storage area and two restrooms. The original science labs were built in 1968 and are in desperate need of updating. The new labs will provide a much better learning experience for the students.

**West Virginia University at Parkersburg Board of Governors
Meeting of August 22, 2012**

ITEM: Technology Wing Roof Project

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Welding Shop Roof Project as presented.

STAFF MEMBER: Dave White
Director for Facilities and Grounds

BACKGROUND:

The square footage for the welding shop area is 12,362. If these roofs are done with hot asphalt adhesive, as the others have been done in recent years, the cost could be \$275,000.00. Included in that amount is the estimated material portion that would be purchased directly from the GSA discounted price list for approximately \$70,000.00.

An estimate for completion would be less than 35 days.

**West Virginia University at Parkersburg Board of Governors
Meeting of August 22, 2012**

ITEM: Institutional Undergraduate Tuition and Fee Waivers

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors enter this report of the Institutional Undergraduate Tuition and Fee Waivers for FY 2011-12 into its minutes

STAFF MEMBER: Anthony Underwood
Vice President for Student Services

BACKGROUND:

Pursuant to W.Va. Code § 18B-10-5, which establishes the rules for tuition and fee waivers, WVU at Parkersburg awarded a total of \$525,809.02 in undergraduate waivers to a total of 360 students during FY 2011-12.

W.Va. Code § 18B-10-5 stipulates that, “The awarding of undergraduate fee waivers shall be entered into the minutes of the meetings of the governing board.” Therefore, in accordance with the statute and BOG Policy E-20, the WVU at Parkersburg Board of Governors is asked to enter this report of Undergraduate Tuition and Fee Waivers for FY 2011-12 into the minutes of this meeting of August 22, 2012.

**West Virginia University at Parkersburg Board of Governors
Meeting of August 22, 2012**

ITEM: Culinary Arts Program Fees

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves fees for the Associate of Applied Science in Culinary Arts program.*

STAFF MEMBER: Rhonda Tracy
Senior Vice President for Academic Affairs

BACKGROUND:

For all classes for CUL 101 to CUL 245, fees assessed to students will be utilized to offset operating expenses incurred by the Culinary Arts program. The monies will be used to purchase food items, chemicals, beverages, smallwares, and any other items vital to the operation of a foodservice establishment. With food prices continuing to rise, this is a necessary fee assessment to allow for adherence to American Culinary Federation guidelines and expected student competencies.

For CUL 275, the fees assessed will be utilized to purchase a student membership in the American Culinary Federation, pay for online written testing fees, cover costs associated with practical exam, and the purchase of food items for the administration of the practical exam.

Recommended Fees:

CUL 101 Food Preparation I	\$250/student
CUL 102 Food Preparation II	\$250/student
CUL 105 Introduction to Baking	\$250/student
CUL 120 Meat Fabrication & Preparation	\$250/student
CUL 130 Commercial Food Preparation	\$250/student
CUL 205 Advanced Baking and Pastry	\$250/student
CUL 225 Garde Manger	\$250/student
CUL 235 American Cuisines	\$250/student
CUL 245 Classical Cuisines	\$250/student
CUL 275 Culinary Capstone	\$250/student

**West Virginia University at Parkersburg Board of Governors
Meeting of August 22, 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.