

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
August 20, 2014

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday August 20, 2014 at the Downtown Center beginning at 3:15 p.m. Board members present were: Joe Campbell, Jamie Six, Violet Mosser, Gerard El Chaar, Karen Facemyer, Sam Winans, and Ryan Garrett. Others present included Dr. Rhonda Tracy and Brady Whipkey.

Guests present included administrators, faculty, and staff.

1. Call to Order

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

2. Roll Call

Roll Call was taken by Brady Whipkey, Executive Assistant to the President, noting that a quorum was present.

3. Board Chair Report

Chairman El Chaar thanked members for attending. Chairman El Chaar reported that there are extra meetings scheduled for the academic year to assist Interim President Tracy in her roll. Next Chairman El Chaar thanked Chef Gene Evans and his staff for the lunch they provided and reported that all of the vegetable were grown locally.

4. President's Report

Interim President Tracy discussed enrollment numbers and short and long term strategies that are in place to improve enrollment. Dr. Tracy discussed that there is a growth in technical programs compared to last year but technical/manufacturing enrollment is the lowest and that there are definitive plans for targeting enrollment of these areas.

Dr. Tracy reported that Country Music Television (CMT), the Rural Community College Alliance (RCCA) and the Community College of Appalachia (CCA) are partnering for a new Commitment to Action Project which is a rural economic development initiative. We will be asked to sign a partnership agreement on August 28 and there will be subsequent press releases.

Dr. Tracy next reported that the final agreement between Southern Regional Education Board (SREB), Wood County Schools and WVU at Parkersburg for offering a collaborative Advanced Curriculum Health Informatics program has been signed. The finishing touches are being put on the development of a grant proposal that will be submitted by September 10 for funding.

Dr. Tracy reported that she, Dr. Cindy Gissy, and Dr. Rose Beebe visited with the Pleasants Area Chamber of Commerce and the Pleasants County Economic Development office to discuss opportunities for courses and programs. We are also looking at the opportunity for degree programs in conjunction with the MOVTI and will be meeting with

Ryan Haught.

Dr. Tracy informed the members that the college is applying to receive recognition as a Model of Efficiency, a program that honors campuses that have found ways to streamline their operations while raising the bar on service and success.

Next Dr. Tracy reported that WVU Parkersburg continues to have high pass rates on licensing examinations.

Lastly Dr. Tracy reported on the impact of Cracker Plant on WVU Parkersburg. Dr. Tracy met with Dr. Tom Witt to discuss occupations as a result of the cracker plant and the impending study that will center on the college's specific and intended role in the industry.

Dr. Tracy distributed a report to members present that covered each of her topics.

5. Approval of Minutes

The minutes of the Regular Board meeting of July 16, 2014, were approved upon a motion by Ms. Mosser, seconded by Mr. Six.

6. Committee Reports

- Executive Committee:
Board members present received a report that the Executive Committee met prior to the Board meeting to discuss shell technology and WVU/WVU at Parkersburg agreements and relationships.
- Audit Review Committee:
There was no meeting held.
- Administrative Services Committee:
Board members present received reports from the Foundation on fundraisers, grants, events, and donations. They also received reports on renovations being done to facilities and campus. A report was received on the position vacancies, new hires and summer scheduling. A report was received on marketing and communication efforts. A report was received on grant funded programs budget. An update was also received on system upgrades and maintenance.
- Academic and Student Services Committee:
Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of faculty updates, program updates, grants and special initiatives; program updates; enrollment, orientation, athletic schedules, and personnel.
- Campus Development and Readiness Center Committee:
Board members present received a report on the Readiness Center. Mr. Campbell reported that the ground lease has been finalized and is ready to sign. Mr. Campbell also reported on meeting with the County Commission and will provide them with an update on the funding in 90 days.

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

Chairman El Chaar asked for a motion to move into Executive Session. Mr. Campbell moved to adjourn to Executive Session. Ms. Mosser seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:45 p.m. The Board Chair requested that Dr. Tracy join Executive Session. At approximately 4:10 p.m. Chairman El Chaar announced that the Board would return to the regular meeting. Mr. Six moved to return to regular session. Mr. Campbell seconded the motion. Motion passed.

8. Action Items

- Science Lab Kit Fee

Dr. Rose Beebe, Interim Senior Vice President for Academic Affairs reported on establishing a rental for lab kits for the online biology laboratory courses. The rental cost and restocking fee would be \$150 per kit. At the conclusion of the semester, students would be issued \$100 after the kit has been returned to the biology departments and checked for the inclusion of the materials.

Ms. Mosser moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the \$150 Science Kit Lab Fee for selected WVU Parkersburg Courses.

Ms. Facemyer seconded the motion.

After questions and discussion, the motion passed.

9. Consent Agenda

Mr. Six moved to approve the following Consent Agenda Items:

- Revision of Policy E-57, Appropriate Use of Computer Resources
- Rescission of Policy B-22, Faculty and Administrative Productivity

Mr. Campbell seconded the motion. Motion passed.

10. Information Items

- Fiscal Update:

Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of July 31, 2014. Members present received a copy of the report.

- Facilities Master Plan:

Alice Harris, VP Finance and Administration reported on the progress of the Facilities Master Plan. A full draft report will be sent to members and reviewed at the October 8, 2014 meeting.

11. Board Comments/Announcements

- Chairman El Chaar reported that there will be a Special Board of Governors meeting held on August 26, 2014 with the Search Committee meeting following immediately afterwards.

- Ms. Facemyer asked about future plans for JCC to purchase property to expand the size and courses offered. Ms. Facemyer also discussed that she would like to see more marketing done on JCC.

Chairman El Chaar asked Ms. Facemyer to lead a group consisting of Ms. Mosser, Joyce Okes of the Workforce Investment Board, and Dr. Tracy, to discuss the needs of JCC and the options to grow its courses. Chairman El Chaar requested that JCC updates be added to the agenda for the September 10 meeting, and that Ms. Facemyer provide updates.

12. Next Meeting

September 10, 2014, College Theatre.

13. Adjournment

With no further business to be discussed, Mr. Winans moved that the meeting be adjourned. Mr. Campbell seconded the motion. Motion passed. The next meeting will be held September 10, 2014 at 3:15 p.m. in the college theatre.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Gerard El Chaar, Chairman

Sam Winans, Secretary