

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
August 26, 2014

A special meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday August 26, 2014 at the college theatre beginning at 9:30 a.m. Board members present were: Joe Campbell, Cheryl Donohoe, Gerard El Chaar, Ryan Garrett, Curtis Miller, Violet Mosser, Matthew Santer, Jamie Six, and Sam Winans. 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. Information Items**

- Charge to the Board of Governors in Conducting the Presidential Search  
Bruce Walker, General Council HEPC/WVCTCS discussed the search procedure and what needs to be done to stay in compliance. Mr. Walker stated that the Board of Governors and the Search Committee need to put the search procedure in writing and submit to the Chancellor for approval. Next, Mr. Walker discussed the need for the search committee to keep the applicants information confidential and the options for voting without putting nominees name out. Mr. Walker discussed the importance of following the Open Meetings Act and making sure meetings are noticed on the Secretary of State website. The CTC will assist the committee with salary scale and benefits and that the CTC and Chancellor will need to approve the final contract.
- Orientation for the Board on the Presidential Search Process  
Dr. Jeff Hockaday introduced himself as well as Dr. Maureen Hartford and Mr. Jay Hartford to the Board. Dr. Hockaday provided an overview of their organization as well as the process on how they will conduct the search. Dr. Hockaday recommended to the board that they appoint a search committee, develop a profile, advertise and describe the college, and have the search committee reduce the number of applicants down to a list they would like to interview.

**4. Action Items**

- Approval of Presidential Profile and Advertisement  
Dr. Hockaday presented a sample copy of the Presidential Search Profile as well as a draft ad to be placed.

Dr. Hockaday broke each section down for discussion so the Board members could recommend and vote on changes.

After review and discussion on the Minimum Qualifications sections Mr. Miller made the motion to approve the recommended changes. Mr. Winans seconded the motion. Motion passed.

After review and discussion of the Draft Ad, Mr. Six made the motion to approve. Mr. Santer seconded the motion. Motion passed.

- Charge to the Presidential Search Committee  
After review and discussion, Mr. Campbell made the motion to approve selecting three finalist to bring to campus for interviews with at least two alternates, with the date to receive recommendations to be determined. Mr. Six seconded the motion. Motion passed.

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

## **6. Board Comments/Announcements**

## **7. 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

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Gerard El Chaar, Chairman

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Sam Winans, Secretary