

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**JANUARY 14, 2015  
AGENDA**

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## Members

Joe Campbell  
Cheryl Donohoe  
Gerard El Chaar, Board Chair  
Matthew Santer  
Sam Winans  
John Denbigh

Jamie Six  
Violet Mosser  
Curtis Miller  
Jeff Matheny  
William Bell

Dr. Fletcher Lamkin  
President



# SCHEDULE

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

**Wednesday, January 14, 2015**

12:00 p.m.	Board Lunch	Community Room
1:00 p.m.	Executive Committee	Community Room
2:00 p.m.	Administrative Services Committee	Community Room
2:00 p.m.	Academic and Student Services Committee	President's Conference Room
3:15 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
 Meeting of January 14, 2015  
 College Theatre  
 3:15 p.m.

1.	Call to Order	Board Chair, Gerard El Chaar
2.	Swearing in of new Board member	Debbie Richards Special Assistant to the President
3.	Roll Call	Brady Whipkey Executive Assistant to the President
4.	Board Chair Report	Chairman El Chaar
5.	President's Report	Dr. Fletcher Lamkin, President
6.	Approval of Minutes	
	<ul style="list-style-type: none"> <li>• Regular Meeting – December 10, 2014 .....5</li> </ul>	
7.	Committee Reports	
	<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Administrative Services Committee</li> <li>• Academic and Student Services Committee</li> </ul>	Chairman El Chaar Sam Winans Curtis Miller
8.	Possible Executive Session under the authority of WV Code §6-9A-4-2A Personnel	
9.	Action Items	
	<ul style="list-style-type: none"> <li>• Presidential Residence</li> <li>• Program Approval for Revised Admission Requirements to the WVU Parkersbur BA in Elementary Education</li> <li>• Approval of two new programs: Certificate in General Business AAS Entrepreneurial Technology</li> </ul>	Gerard El Chaar.....10  Dr. Rhonda Tracy.....11  Dr. Rhonda Tracy.....12
10.	Information Items	
	<ul style="list-style-type: none"> <li>• Fiscal Update</li> </ul>	Alice Harris, VP Finance & Administration....13
11.	Board Comments/Announcements	

12. Next Meeting  
February 11, 2015, 2014-College Theatre

13. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
December 10, 2014

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday November 12, 2014 in the College Theatre at the WVU Parkersburg Campus, beginning at 3:30 p.m. Board members present were: Joe Campbell, Jamie Six, Cheryl Donohoe, Violet Mosser, Gerard El Chaar, Curtis Miller, Matthew Santer, Jeff Matheny, Sam Winans, and Brandon Cooper. 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 the meeting. Chairman El Chaar reported on the steps taken to complete the search for the next President of West Virginia University at Parkersburg. Chairman El Chaar thanked the Search Committee, Jeff Matheny, Hockaday-Hartford, Board members, Patsy Bee, and the faculty and staff for all of their efforts. Chairman El Chaar on behalf of the Board gave Dr. Tracy a big thank you for all of her work and efforts while serving as Interim President.

Next Chairman El Chaar stated that he would like to move the action and informational items to earlier in the agenda and move the Executive Session to the end of the meeting.

**4. President's Report**

Interim President Tracy reported on Commencement being held on December 12. New IPEDS report show that WVU at Parkersburg retention rate is at 70%. Dr. Tracy reminded Board members of the Legislative meeting being held Thursday December 11. Next Dr. Tracy informed the Board that Torie Jackson and Dianne Davis have received their doctoral degree. Dr. Tracy then reported on the Down Hill Welding Program. Lastly, Dr. Tracy thanked the Board for the opportunity to serve as Interim President.

**5. Approval of Minutes**

The minutes of the Regular Board meeting of November 12, 2014, were approved upon a motion by Mr. Six, seconded by Mr. Winans.

**6. Committee Reports**

- Executive Committee:

Board members present received a report that the Executive Committee met prior to the Board meeting to discuss possible property purchase, contract extension for Dr. Tracy, and relationship with WVU and possible program opportunities.

- Audit Review Committee:

Board members present received a report on the status of the Annual Audit and the Financial Student Aid Audit. Mr. Campbell reported that a draft of the Annual Audit should be received before the next Board meeting.

- 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.

- Academic and Student Services Committee:

Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of faculty and student updates, program updates, St. Marys enrollment center, and grants; program updates; enrollment for Spring 2015, planned enrollment activities for Summer 2015, and special events and facilities rentals business planning.

## 7. Action Items

- Approval of Four Certificate Programs

Mr. Matheny moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the:  
Certificate of Accounting Technician  
Certificate in Entrepreneurial Studies  
Certificate in Business Administration  
Certificate in Business Technology

Mr. Miller seconded the motion.

After discussion, the motion passed.

- Revised Admission Requirements to the Certificate in Pharmacy Technician Program  
Dr. Rose Beebe provided an overview for approval to change the current requirements for admission to the Certificate in Pharmacy Technician program.

Mr. Miller moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the revised Admission Requirements for the Certificate in Pharmacy Technician degree.

Mr. Campbell seconded the motion.

After questions and discussion, the motion passed.

- Revised Admission Requirements to the AAS in Surgical Technology Program:  
Dr. Rose Beebe provided an overview for approval to change the current requirements for admission to the Surgical Technical program and eliminate the ACT requirement.

Mr. Miller moved to approve the following resolution:

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

Ms. Donohoe seconded the motion

After questions and discussion, the motion passed.

- Approval of Honorary Degree Candidate  
Dr. Tracy provided information to members for approval of individual for honorary degree as recommended by the Honorary Degree Screening Committee and the Executive Committee of the Faculty Senate.

Mr. Campbell moved to approve the following resolution:

*Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the granting of Honorary Degree from West Virginia University at Parkersburg, as named by Interim President Tracy and to be announced publicly at the December 12 Commencement.

Mr. Miller seconded the motion.

After questions and discussion, the motion passed.

- Confirmation of Dr. Tracy's Continuing Employment Contract  
Chairman El Chaar provided an overview of Dr. Tracy's Continuing Employment Contract.

Mr. Six moved to amend the following resolution to read:

*Resolved,* That the West Virginia University at Parkersburg Board of Governors confirms and renews Dr. Rhonda Tracy's continuing employment contract as Senior Vice President for Academic Affairs to expire on December 31, 2014.

Mr. Winans seconded the motion.

After questions and discussion the motion passed

- Selection of President of WVU Parkersburg  
Chairman El Chaar moved to move agenda item until members returned from Executive Session.

## **8. Consent Agenda**

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

- Revision of Policy D-46, Code of Student Conduct
- Revision of Policy D-51, Admissions to WVU Parkersburg

Ms. Donohoe 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 November 30, 2014. Members present received a copy of the report. Members also discussed options for receiving different budget reports and the time frame involved.

## **11. 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. Winans moved to adjourn to Executive Session. Ms. Donohoe seconded the motion. The motion passed and the Board moved into Executive Session at approximately 4:25 p.m. The Board Chair requested that Patsy Bee join Executive Session and that Dr. Maureen Hartford and Jay Hartford of Hockday-Hartford join Executive Session via skype. At approximately 5:58 p.m. Chairman El Chaar announced that the Board would return to the regular meeting. Ms. Donohoe moved to return to regular session. Mr. Winans seconded the motion. Motion passed.

## **12. Action Items**

- Selection of President of WVU Parkersburg  
Chair El Chaar asked Mr. Matheny to present the nomination.

Mr. Matheny moved to approve offering Dr. Fletcher Lamkin the position of President of WVU Parkersburg a two year contract at the rate of annual salary \$165,000; annual housing allowance of \$12,000; deferred compensation of \$7,500 a year for two years, pending approval by the CTC.

Ms. Donohoe seconded the motion.

After questions and discussion, motion passed.

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

Mr. El Chaar reminded Board members of the Legislative meeting and Commencement.

## **12. Next Meeting**



January 14, 2015, College Theatre.

**13. Adjournment**

With no further business to be discussed, Ms. Donohoe moved that the meeting be adjourned. Mr. Winans seconded the motion. Motion passed. The next meeting will be held January 14, 2015 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

**West Virginia University at Parkersburg Board of Governors  
Meeting of January 14, 2015**

**ITEM:** Presidential Residence

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the concept of purchasing a Presidential Residence in which the president and his or her family would be required to reside.*

**STAFF MEMBER:** Gerard El Chaar, Chair

**BACKGROUND:**

The Board of Governors is asked to authorize the concept of purchasing a home for a Presidential Residence. The Vice President for Finance and Administration in consultation with the Director of Facilities and Grounds and the chairman of the Board will propose a specific purchase for the Board's approval.

Subject to the approval of the WV Council for Community and Technical College Education, an amended employment contract for Dr. Fletcher Lamkin will be issued that withdraws the \$12,000 annual housing allowance and adds the following new paragraph:

“As a condition of employment as President and for the convenience of your employer, you and your family are required to reside in WVU at Parkersburg's President's Residence with the understanding that the house will be used for official functions. The college will be responsible for expenses associated with the President's Residence, including maintenance, utilities, taxes, and insurance.”

**West Virginia University at Parkersburg Board of Governors  
Meeting of January 14, 2015**

**ITEM:** Program Approval for Revised Admission Requirements to the WVU Parkersburg BA in Elementary Education

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the revised Admission Requirements for the BA in Elementary Education*

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

**BACKGROUND:**

Currently, a GPA of 2.75 is required for admission to the Teacher Education program in three areas: overall, teaching field, and professional education courses. The teaching field consists of any classes they have taken in the Elementary Education course of study.

The new accrediting body for educator preparation programs, the Council for the Accreditation of Education Preparation (CAEP), has established the following standard: *3.2: The provider ensures that the average grade point average of its accepted cohort of candidates meets or exceeds the CAEP minimum of 3.0.*

Policy 5100 which governs educator preparation programs in the state of West Virginia has established the following policy: *5.2 The criteria for admission are: minimum of 2.5 individual grade point average (GPA) and beginning in Fall 2016, education preparation providers will use a 3.0 GPA as the minimum acceptable cohort average for admissions to educator preparation programs. Implementation of this standard should parallel the GPA requirement as proposed by The Council for the Accreditation of Educator Preparation (CAEP).*

We are requesting Board of Governor's approval to change the current requirements for admission to the Teacher Education Program to a GPA of 3.0 in the following areas: overall, teaching field, and professional education courses.

**West Virginia University at Parkersburg Board of Governors  
Meeting of January 14, 2015**

**ITEM:** Approval of two new programs:  
Certificate in General Business  
AAS Entrepreneurial Technology

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Certificate in General Business AAS in Entrepreneurial Studies

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

**BACKGROUND:**

Career Ladders are designed to provide a seamless pathway from one degree level to the next. The Certificate in General Business program provides the first step towards a career pathway leading towards associate and bachelor degrees in Business.

The AAS in Entrepreneurial Studies provides opportunity for the student to be employed as an app developer, Social Media Analyst, or manager. In addition, for those students owning their own business, this degree provides the knowledge and skill to market a business using social media.

We are requesting approval of the two programs.

**West Virginia University at Parkersburg Board of Governors  
Meeting of January 14, 2015**

**ITEM:** Fiscal Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Alice Harris,  
VP Finance & Administration

**BACKGROUND:**

Ms. Harris will report on the state of the college's finances and the budget.