

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

OCTOBER 8, 2014
AGENDA

Members

Joe Campbell
Cheryl Donohoe
Gerard El Chaar, Board Chair
Matthew Santer
Karen Facemyer
Ryan Garrett

Jamie Six
Violet Mosser
Curtis Miller
Jeff Matheny
Sam Winans

Dr. Rhonda Tracy
Interim President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, October 8, 2014

<u>Time</u>	<u>Subject</u>	<u>Location</u>
8:00 a.m.	Breakfast	Community Room 1300A
8:30 a.m.	Presidential Search Committee	Community Room 1300B
10:00 a.m.	Greetings <ul style="list-style-type: none">• Gerard El Chaar, Board of Governors Chair	Room 2209
10:15 a.m.	Presentation of Dr. Witt Study	Room 2209
11:00 a.m.	Update on WVU-Parkersburg Technical Programs	Room 2209
12:00 p.m.	Lunch	Community Room 1300A
1:00 p.m.	Presentation of Facilities Master Plan	Room 2209
2:00 p.m.	Update on Enrollment Strategies	Room 2209
2:30 p.m.	Budget	Room 2009
3:15 p.m.	Board Meeting	Room 2209

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of October 8, 2014
 Room 2209
 3:15 p.m.

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| 1. | Call to Order | Board Chair, Gerard El Chaar |
| 2. | Roll Call | Brady Whipkey
Executive Assistant to the President |
| 3. | Board Chair Report | Chairman El Chaar |
| 4. | President's Report | Dr. Rhonda Tracy, Interim President |
| 5. | Approval of Minutes | |
| | <ul style="list-style-type: none"> • Special Meeting – August 26, 20144 • Regular Meeting – September 9, 2014.....6 | |
| 6. | Committee Reports | |
| | <ul style="list-style-type: none"> • Search Committee | Jeff Matheny |
| 7. | Possible Executive Session under the authority of WV Code §6-9A-4-2A
Personnel | |
| 8. | Action Items | |
| 9. | Consent Agenda | |
| 10. | Information Items | |
| | <ul style="list-style-type: none"> • Fiscal Update | Alice Harris, VP
Finance & Administration.....10 |
| 11. | Board Comments/Announcements
WVU at Parkersburg Foundation Board of Directors Retreat Lunch at the Culinary Academy on
November 20, 2014 at 12:00 p.m. | |
| 12. | Next Meeting
November 12, 2014, 2014-College Theatre | |
| 13. | Adjournment | |

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

Gerard El Chaar, Chairman

Sam Winans, Secretary

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

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday September 10, 2014 in the College Theatre at the WVU Parkersburg Campus at 3:15 p.m. Board members present were: Joe Campbell, Jamie Six, Cheryl Donohoe, Violet Mosser, Gerard El Chaar, Curtis Miller, Matthew Santer, Jeff Matheny, 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 discussed holding the meetings monthly and having them earlier in the day so members, faculty and staff would not have to be here so late. Chairman El Chaar asked for members to provide feedback on the new schedule. Chairman El Chaar also welcomed back Mr. Matheny from his missionary trip to Zimbabwe.

4. President's Report

Interim President Tracy discussed current enrollment compared to this day last year as well as program growth that have high growth yields this fall.

Dr. Tracy informed the Board members that the College will have its first Town Hall meeting of the year on Monday, September 15, at 11:00 a.m. in the theatre. The focus will be on discussion of the state of the college, sharing strategies for improving climate, gathering input and administering a survey on perceptions, and reviewing important data and numbers.

Next Dr. Tracy informed the members the college will be holding a graduation fair to encourage students to apply in a timely fashion for graduation and to offer assistance with career services.

Dr. Tracy reported on service related activities. On the 2014 CCSSE Survey, students ranked the ability to participate in service activities that connect to courses as one of the highest positive items. Dr. Tracy also reported that the Veterans Corps has organized the Walk4Vets on Saturday September 13, at the City Park.

Dr. Tracy provided a report on data that supports our mission. Data includes:

- WVU at Parkersburg ranks #1 in the state for graduations per 100 students.
- New student enrollment up by 11.2%.
- IPEDS retention rate for first time, full time freshmen is 70%.
- 6 year graduation rate is second highest in the CTC system.
- The number of associate graduates who continue on to a baccalaureate degree is the highest in the state.
- The career/technical associate degree completion percentage has increased by 22% since 2008.

Next Dr. Tracy reported on new members to the college and provided introductions to those present as well as forthcoming reports on Strategic Plan for Oil and Gas Industry, Facilities Master Plan and the JCC Future Planning.

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 August 20, 2014, were approved upon a motion by Mr. Campbell, seconded by Mr. Miller.

6. Committee Reports

Executive Committee:

Board members present received a report that the Executive Committee met prior to the Board meeting to discuss budget, enrollment, Caperton Center, readiness for cracker plan, WVU relationship, JCC future planning.

Search Committee:

Board members present received a report that Mr. Matheny was not able to attend the August 26 committee meeting but there have been a conference call with the consultants and the process is underway.

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:

There was no meeting held.

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. Winans moved to adjourn to Executive Session. Ms. Donohoe seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:53 p.m. The Board Chair requested that Dr. Tracy join Executive Session. At approximately 4:27 p.m. Chairman El Chaar announced that the Board would return to the regular meeting. Mr. Miller moved to return to regular session. Mr. Winans seconded the motion. Motion passed.

8. Action Items

- Base Salaries and Performance Based Increases for Instructional Specialist
Dr. Tracy reported on base salaries and performance based increases for instructional specialist.

Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves base salaries for Instructional Specialists as amended.

Ms. Donohoe seconded the motion. Motion passed.

9. Consent Agenda

No items for consent agenda.

10. Information Items

- Future Needs of JCC
Dr. Tracy reported on meeting with John Gorrell, Director JCC, to discuss future needs of JCC and providing a copy of a draft report to Ms. Facemyer. Dr. Tracy informed the Board that they would have a copy of a full report at the November Board meeting.
- Fiscal Update:
Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of August 31, 2014, as well as an amended budget for FY 2015. 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

- Ms. Facemyer informed the members that PAZ will be holding the first annual Ohio Valley Plastics Summit at the Grand Pointe Conference Center, in Vienna on September 24 from 8:00 a.m. to 4:00 p.m.
- Mr. El Chaar reported that the college will be hosting the annual WVCCA/WVADE Conference from October 15 to October 17 at the Blennerhassett Hotel.
- Mr. El Chaar reported that the Board will hold its fall retreat October 8 from 9:00 a.m. to 3:00 p.m. in the Community Room, with the Board meeting following immediately after in the Theatre.

12. Next Meeting

October 8, 2014, College Theatre.

13. Adjournment

With no further business to be discussed, Ms. Facemyer moved that the meeting be adjourned. Ms. Donohoe seconded the motion. Motion passed. The next meeting will be held October 8, 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

**West Virginia University at Parkersburg Board of Governors
Meeting of October 8, 2014**

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.