

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

NOVEMBER 12, 2014
AGENDA

Members

Joe Campbell
Cheryl Donohoe
Gerard El Chaar, Board Chair
Matthew Santer
Karen Facemyer
Brandon Cooper

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, November 12, 2014

11:30 a.m. – 1:30 p.m.	Search Committee Meeting with working lunch	Community Room
1:30 p.m. – 2:15 p.m.	Executive Committee	Community Room
2:15 p.m. – 3:15 p.m.	Administrative Services Committee	Community Room
2:15 p.m. – 3:15 p.m.	Academic/Student Services Committee	President's Conference Room
2:15 p.m. – 3:15 p.m.	Audit Committee	Theatre
3:30 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of November 12, 2014
College Theatre
3:30 p.m.

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"> • Regular Meeting – October 8, 2014 	5
6.	Committee Reports	
	<ul style="list-style-type: none"> • Executive Committee • Search Committee • Audit Review Committee • Administrative Services Committee • Academic and Student Services Committee 	Chairman El Chaar Jeff Matheny Joe Campbell Sam Winans Curtis Miller
7.	Possible Executive Session under the authority of WV Code §6-9A-4-2A Personnel	
8.	Action Items	
	<ul style="list-style-type: none"> • Adjustment to Faculty Base Salary Schedule For 2015-2016 • Approval of finalist for Presidential Search • Approval of Diversified Agriculture Course Fee 	Dr. Rhonda Tracy.....8 Jeff Matheny.....10 Dr. Rhonda Tracy.....11
9.	Consent Agenda	
	<ul style="list-style-type: none"> • Rescission of Policy B-22, Faculty and Administrative Productivity 	Dr. Rhonda Tracy.....12
10.	Information Items	
	<ul style="list-style-type: none"> • Fiscal Update 	Alice Harris, VP Finance & Administration.....15

- JCC Report

Dr. Rhonda Tracy.....16

11. Board Comments/Announcements
12. Next Meeting
December 10, 2014, 2014-College Theatre
13. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
October 8, 2014

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday October 8, 2014 in room 2211 at the WVU Parkersburg Campus at 3:15 p.m. Board members present were: Joe Campbell, Jamie Six, Cheryl Donohoe, Gerard El Chaar, Curtis Miller, Matthew Santer, Jeff Matheny, Karen Facemyer, 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. Board Chair Report

Chairman El Chaar thanked members for attending the Fall Board Retreat, held earlier in the day. Chairman El Chaar provided an overview of the topics discussed to the audience.

4. President's Report

Interim President Tracy distributed a report titled Why WVU Parkersburg? In this report Dr. Tracy discussed that WVU Parkersburg recently conducted an economic study by Dr. Tom Witt that identifies which occupations and programs best correlate with the projected needs of the oil and gas industry. WVU Parkersburg's Learn and Earn with DuPont has produced nearly 80 graduates in the Certificate of Applied Science (CAS in Chemical and Polymer Operator Technology). The college has an inventory of equipment that supports training in oil and gas related occupations. The college has a strong student support program for underprepared and/or non-traditional students who may be returning to school. The STEPS program is supported by peer coaches and mentors and is producing positive results. We now have a newly-organized Business Services unit that has grants monitoring and administration assigned to one person. This increases accuracy and efficiency and has vastly improved the grant accountability process. WVU Parkersburg has recently established an Advisory Council for its Workforce Programs comprised of area industry leaders. We are in the process of updating the Occupational Development degrees and are the only CTC to offer a seamless transition into the RBA degree with the same advisors to help the students' transition. WVU Parkersburg is piloting the Construction Management program and it correlates well with the oil and gas industry.

Dr. Tracy also informed the members of upcoming meetings. Those meetings are:

- Braskem visit to campus on October 15
- WVCCA/WVADE Conference on October 15-17

- College Town Hall on October 29
- Legislative Breakfast on October 30
- Create WV at Glenville State College on October 25-28
- WVU visit on November 14 to discuss Engineer 2+2 and research opportunities
- Higher Education Day at the Legislature at the State Capitol on January 27, 2015

5. Approval of Minutes

The minutes of the Regular Board meeting of September 9, 2014, were approved upon a motion by Mr. Winans, seconded by Mr. Six.

6. Committee Reports

Search Committee:

Board members present received a report from Mr. Matheny that one member of the committee resigned do to their work with the CTC and one member recused themselves due to knowing a candidate. Mr. Matheny reported that the committee made a correction to the process of announcing the candidates that have been selected for interview. Candidates will now be listed by name instead of a number. Next Mr. Matheny reported that the committee has received 22 applicants and that has been narrowed down to 12. Each applicant will submit a 10 minute video answering 3 questions, and then the committee will review and narrow down the search to five (5) candidates. The committee will have a name to submit for approval at the December 10 Board meeting.

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

Chairman El Chaar discussed that he did not feel as if an Executive Session was needed. With no further discussion Executive Session was not held.

8. Action Items

No items for action.

9. Consent Agenda

No items for consent agenda.

10. Information Items

- Fiscal Update:
Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of September 30, 2014, as well as an amended budget for FY 2015. Members present received a copy of the report.

11. Board Comments/Announcements

- Mr. El Chaar reported that the WVU at Parkersburg Foundation Board of Directors will be holding their retreat at the Culinary Academy on November 20 and have invited the Board of Governors to join them for lunch at 12:00 p.m.

12. Next Meeting

November 12, 2014, College Theatre.

13. Adjournment

With no further business to be discussed, Ms. Donohoe moved that the meeting be adjourned. Mr. Miller seconded the motion. Motion passed. The next meeting will be held November 12, 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 November 12, 2014**

ITEM: Adjustment to Faculty Base Salary Schedule for 2015-16

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves an adjustment to the faculty base salary schedule for 2015-16*

STAFF MEMBER: Rhonda Tracy
Interim President

BACKGROUND:

An increase in the faculty base salary schedule is recommended for FY16 to allow the college to remain competitive with faculty base and entry-level salaries.

The present and proposed salary schedules for tenured, tenure-track and term faculty, are presented below. These rates are based on 9-month appointments. Appointments at the Instructor rank are paid on the basis of the degree or equivalent, as advertised, and appointments and/or promotions to ranks higher than Instructor require earned degrees:

PRESENT: Tenured, Tenure-Track, and Term Faculty (effective August 16, 2013)

Degree	Instructor	Assistant Professor	Associate Professor	Professor
Bachelor's Degree	\$35,570			
Master's Degree	\$36,570	\$40,177	\$44,145	\$48,509
Doctoral Degree*		\$45,677	\$50,195	\$55,164

****The J.D. shall be considered doctoral equivalent for pay purposes.***

PROPOSED: Tenured, Tenure-Track, and Term Faculty (effective July 1, 2015)

Degree	Instructor	Assistant Professor	Associate Professor	Professor
Bachelor's Degree	\$36,537			
Master's Degree	\$37,564	\$41,269	\$45,345	\$49,828
Doctoral Degree*		\$46,919	\$51,559	\$56,664

****The J.D. shall be considered doctoral equivalent for pay purposes.***

The present and proposed salary schedules for instructional specialists are presented below. These rates are also based on 9-month appointments. Appointments at the Instructor rank are paid on the basis of the degree or equivalent, as advertised:

PRESENT: Instructional Specialists (effective September 10, 2014)

Degree	Instructor	Assistant Professor	Associate Professor	Professor
Bachelor's Degree	\$35,570	\$39,078	\$42,938	\$47,183
Master's Degree	\$36,570	\$40,177	\$44,145	\$48,509
Doctoral Degree*		\$45,677	\$50,195	\$55,164

****The J.D. shall be considered doctoral equivalent for pay purposes.***

PROPOSED: Instructional Specialists (effective July 1, 2015)

Degree	Instructor	Assistant Professor	Associate Professor	Professor
Bachelor's Degree	\$36,537	\$40,141	\$44,105	\$48,466
Master's Degree	\$37,564	\$41,269	\$45,345	\$49,828
Doctoral Degree*		\$46,919	\$51,559	\$56,664

****The J.D. shall be considered doctoral equivalent for pay purposes.***

No changes are being recommended at this time for the marketplace adjusted salary schedule for faculty in the nursing program.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 12, 2014**

ITEM: Approve Finalists for the Position of President of WVU Parkersburg

RECOMMENDED RESOLUTION: *Resolved:* That the West Virginia University at Parkersburg Board of Governors approves finalists for the position of President at WVU Parkersburg.

STAFF MEMBER: Mr. Jeff Matheny, Chair
Presidential Search Committee

BACKGROUND:

The WVU Parkersburg Board of Governors announces and approves finalists recommended by the Presidential Search Committee for the position of President of West Virginia University at Parkersburg.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 12, 2014**

ITEM: \$50 per course fee for selected Diversified Agriculture courses

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the **\$50 per course fee** for selected WVU Parkersburg Diversified Agriculture courses.*

STAFF MEMBER: Rhonda Tracy
Interim President

BACKGROUND:

Rationale:

The Diversified Agriculture Program (DAGR) budget is currently grant-funded through January 15, 2015. The final spend down of these grant funds will be applied towards supplies and equipment to meet the future needs of the -acquired WVU Parkersburg Farm, the DAGR program, and required program courses. While every effort is being made to cover costs out of the grant funds, there will be several expenses that will be need to be incurred during the spring semester beyond the grant funding. This request is for course fees to help cover those additional costs.

Requested Fees:

The following is a list of spring 2015 DAGR courses, requested course fees, and justification for those fees:

DAGR 113 Greenhouse Management

Fee: \$50 per course

Course requires travel to visit Bob's Market and Gritt's Midway Greenhouses as well as various growing supplies such as: seeds, containers, growth media, plant hormones, nutrients, etc.

DAGR 124 Animal Production

Fee: \$50 per course

Course requires travel to visit several local producers as well as chicks, chicken feed, and hay and feed for temporarily housed animals for demonstration purposes.

DAGR 222 Landscape and Turf Management

Fee: \$50 per course

Course requires plant materials for demonstrations and class community service project.

DAGR 270 Professional Field Experience

Fee: \$50 per course

Course requires travel for the instructor to visit the work student work sites.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 12, 2014**

ITEM: Rescission of Policy B-22, Faculty and Administrative Productivity

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the rescission of Policy B-22, Faculty and Administrative Productivity

STAFF MEMBER: Rhonda Tracy, Interim President

BACKGROUND:

A notice of proposed rulemaking was issued on September 8, 2014, and ended on October 8, 2014, proposing the rescission of Policy B-22, *Faculty and Administrative Productivity*. The policy was transferred to WVU at Parkersburg by West Virginia University in 2008 and was originally established for the purpose of complying with requirements set forth in W. Va. State Code. Per General Counsel, in 2011 SB 330 removed the requirements from State Code that served as the basis for this policy. One comment was received and is attached with the institution's response.

Approval of the proposal to rescind Policy B-22 (attached) is recommended.

COMMENTS RECEIVED
Policy B-22, Faculty and Administrative Productivity
Public Comment Period: September 8 – October 8, 2014

Date Received	Comments	Revisions to policy proposal
9/8/14	<p>1. I agree that the majority of this policy needs to be recinded. The statements about "ten percent more productive" should be stricken. The rule will have to be rewritten to reflect what SB</p> <p>2. SB 330 did not remove reporting requirements for CUPA or other reports having to be filed by the institution but does define the three classes of employees at all institutions of higher learning in the State of West Virginia as Non-Classified, Classified or Faculty. Reporting will remain very similar or the same for each of these groups of employees.</p> <p>3. Relative Market Equity (RME) , as defined in SB 330 will allso keep intact a portion of Section 2 of Policy B-22. Esentially, 2.1.3 still calls for "average administrator salary as compared to the appropriate peer average in addition to such other measures as may be deemed appropriate." This is, or will be, a part of the Salary Market Survey to be conducted with guidance from the HEPC and/or CTCS. In fact, RME requires there to be a relationship of the average salaries for each of the groups as compared to their peers and then no greater than a 5% difference between the averages of each of the three groups averages as compared to each other. In other words, Faculty could not be compensated at 100% as compared to the average salary of their peers and classified staff compensated at 80%. If faculty are compensated at 100%, then classified staff must be compensated at least at 95%. That way, each groups is compensated in relation to their peers and at fair and somewhat equal compensation when compared to each groups averages. This part is not the most clear part of SB 330 and there has been a lot of discussion with both HEPC and CTCS Chancellors, Senator Plymale and Delegate Mary Poling (the two bills' authors) about what RME actually means and how it will be implemented.</p> <p>Timothy A. Beardsley</p>	None

West Virginia University at Parkersburg Board of Governors

POLICY B-22
FACULTY AND ADMINISTRATIVE PRODUCTIVITY

Section 1. General.

1.1. Scope - This rule establishes policy in regard to faculty and administrative productivity.

1.2. Authority - W. Va. Code §18B-7-7, §18B-7-8

1.3. Effective Date - February 11, 2005
(Transferred from WVU Board of Governors on July 1, 2008)

Section 2. Productivity: Faculty and Administrative.

2.1. Administrators shall be at least ten percent (10%) more productive than administrators at similar peer institutions as approved by the Policy Commission.

2.1.1 Administrators shall be defined as employees in senior-level positions that should be reported according to the CUPA (College and University Personnel Association) administrator survey guidelines.

2.1.2. In addition to their regular administrative duties, all campus administrators holding faculty rank shall teach at least one (1) course during each eighteen-month employment period or conduct appropriate academic research. Teaching and/or research conducted by administrators shall be evaluated in accordance with institutional policy.

2.1.3 Appropriate measures of productivity will be compared with equivalent data for similar peer institutions as approved by the Policy Commission. Such measures shall include the number of administrators as a percent of total full-time employees and the average administrator salary as compared to the appropriate peer average in addition to such other measures as may be deemed appropriate.

2.2. The average number of student credit hours taught per faculty FTE at each institution shall be at least ten percent (10%) greater than the average during the most recent year for which comparable data are available at similar peer institutions as approved by the Policy Commission. Where appropriate, the institutions shall develop means to relate credit hours to contact hours. The population of faculty will be consistent with those reported in the federal IPEDS (Integrated Postsecondary Education Data System) survey.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 12, 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.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 12, 2014**

ITEM:

JCC Update

RECOMMENDED RESOLUTION:

Information Only

STAFF MEMBER:

Dr. Rhonda Tracy,
Interim President

BACKGROUND:

Dr. Tracy will report on JCC Updates.