

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

NOVEMBER 19, 2013
AGENDA

Members

Joe Campbell
Jamie Six
Violet Mosser
Curtis Miller
Jeff Matheny
Sam Winans

Rock Wilson
Cheryl Donohoe
Gerard El Chaar, Board Chair
Matthew Santer
Karen Facemyer
Tyler Ohrn

Marie Foster Gnage, Ph.D.
President



West Virginia University at Parkersburg Board of Governors

Wednesday, November 19, 2013

Board of Governors Retreat

9:00 a.m.	Executive Committee Meeting	Community Room
10:00 a.m.	Continental Breakfast	Community Room
10:15 a.m.	Greetings Gerard El Chaar, Board of Governors Chair	Community Room 1300B
	Board Member Responsibilities, Open Meetings Bruce Walker, HEPC/CTC	
Lunch (12:00-1:00)	(Discussions Continue)	Community Room 1300B
1:00 p.m.	HLC visit preparation/expectations/metrics Dashboard update	
3:00 p.m.	Decoupling Discussion; Legislative Agenda; Strategies for funding	Community Room 1300B
4:00 p.m.	Tour of Center for Teaching & Learning	
4:30 p.m.	Dinner	Community Room 1300A
5:15 p.m.	Board Meeting	Theatre Room 1305

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of November 19, 2013
 College Theatre
 5:15 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. Marie Foster Gnage, President	
5.	Approval of Minutes		
	• Regular Meeting – October, 2013	 5
6.	Committee Reports		
	• Executive Committee	Chairman El Chaar	
	• Audit Review Committee	Jamie Six	
	• Administrative Services Committee	Curtis Miller	
	• Academic and Student Services Committee	Jeff Matheny	
	• Campus Development/Readiness Center Committee	Joe Campbell/Curtis Miller	
7.	Possible Executive Session under the authority of WV Code §6-9A-4-2A Personnel Issues; Workplace Survey Focus Groups Property Acquisition		
8.	Action Items		
	• Request for Code Change Regarding Tuition	President Gnage, Chairman El Chaar.....	9
	• Adjustment of Distributed Learning Fee	Dr. Rhonda Tracy.....	14
	• Honorary Degrees for December Commencement	President Gnage.....	15
9.	Consent Agenda		
	• Social Justice Policy	Debbie Richards.....	16

10. Information Items

11. Board Comments/Announcements

12. Next Meeting

13. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
October 9, 2013

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, October 9, 2013 in the College Theatre at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Joe Campbell, Jamie Six, Curtis Miller, Jeff Matheny, Sam Winans, Rock Wilson, Cheryl Donohoe, Gerard El Chaar, Matthew Santer, Karen Facemyer and Tyler Ohrn. Absent was Violet Mosser. Others present included Dr. Marie Foster Gnage 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 reported on attending the ACCT conference in Seattle, Washington, and spoke about institutions being a part of the community and what they could do to help.

Chairman El Chaar asked new board members to introduce themselves and to give a brief bio.

4. President's Report

President Gnage welcomed the newest board members and thanked Chairman El Chaar and Mr. Matheny for attending the ACCT conference.

President Gnage also reported on the ACCT conference and sessions she attended the HERDI conference and the National Campus Compact board meeting.

Next President Gnage reported on the Superintendents Breakfast and was what discussed.

President Gnage reported on the Department of Labor Grant and that we are working out the details to expand and enhance programs.

President Gnage then reported on the 7.5% funding cut and presented reports provided by Dr. Mensah on how this cut will affect the college.

President Gnage announced that she will be the Chair of the United Way Alliance.

President Gnage then reminded and invited the Board members to attend the Legislative Breakfast that will be held on campus on October 10, 2013.

5. Approval of Minutes

The minutes of the Regular Board meeting of August 14, 2013, were approved upon a motion by Mr. Curtis and seconded by Mr. Campbell. Motion passed.

6. Committee Reports

Executive Committee:

There was no meeting held.

Audit Review Committee:

There was no meeting held.

Administrative Services Committee:

Mr. Curtis introduced Bob Wright, President of the Foundation. Mr. Wright spoke to members on the Capital Campaign, discussed the forms to fill out, and on contributions. Board members present received reports from the Foundation on fundraisers, grants, and donations. They also received reports on renovations being done. A report was received on FY 2013 year end closing. HR provided an update on position vacancies and new hires. A report was received Information Technology updates.

Academic and Student Services Committee:

Board members present received an update from the academic area providing an overview of the HLC visit, learn and earn, weekend college, and grants. A report was given on Allied Health, programs that are approved for HEAPS funding, and updates on meeting with WCE. A report was received on enforcing mandated advising for all students, online orientation implementation and Military Friendly College Ranking that was published in the Army Times, and on the Veterans Resource Center.

Campus Development and Readiness Center Committee:

Board members present received a report on meeting with General Hoyer and Colonel Shafer was postponed. Members received an update on the Hammond Property. A report was given on the challenges with space at JCC. Mr. Campbell asked President Gnage to do preliminary work on looking at the area so they could expand. A report was given on meeting with Mark Whitley and members of Legislature to discuss Cedar Lakes.

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

Chairman El Chaar entertained a motion to move into Executive Session at approximately 6:45 p.m. Mr. Miller moved to adjourn to Executive Session. Mr.

Campbell seconded the motion. The motion passed and the Board moved into Executive Session. The Board Chair requested that President Gnage join Executive Session. At approximately 7:51 President Gnage was excused from Executive Session. At approximately 8:50 p.m. Chairman El Chaar announced that the Board would return to the regular meeting. Mr. Campbell moved to return to regular session. Ms. Donohoe seconded the motion. Motion passed.

8. Action Items

- Proposed Revision of Policy F-60, Tobacco and Smoke Free Environment
President Gnage recommended tabling the proposed revision for further education of faculty and students. After review and discussion, the proposed revision was tabled upon a motion by Mr. Campbell and seconded by Mr. Ohrn. Motion passed.

- Online Fee for WVU Parkersburg Courses:
Dr. Rhonda Tracy, Dean of Academic Affairs provided an overview of the proposed online fee for WVU Parkersburg courses. After questions and discussion, Ms. Donohoe moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the **Online** Fee for WVU Parkersburg Courses.

Mr. Six seconded the motion. Motion passed.

- Building Renovation to Address Environmental Issues

BACKGROUND:

A problem with mold has been identified in the classroom areas of the main building's ground floor. The classrooms have been temporarily closed and classes have been moved to alternative locations. The renovations to correct the problem and to prevent this from reoccurring will require the elimination of excess moisture. This will be accomplished by replacing the leaking roof, adding a new air handling unit, replacing the garage door with a wall to serve as a moisture barrier, and preventing water from entering the area that is below grade. All existing mold must be mitigated once this has been completed. The estimated cost of this renovation is \$400,000. With the Board's approval of the capital expenditure, the college will request a short term emergency loan from the Higher Education Policy Commission. Also, with the Board's approval of this capital expenditure, immediate steps will be taken to begin the renovation work.

After questions and discussion, Mr. Miller moved to approve the following resolution to not exceed \$435,000 without Board approval.

Resolved, that the West Virginia University at Parkersburg Board of Governors hereby approves the renovation of the ground floor instructional area as

presented.

Mr. Campbell seconded the motion. Motion passed.

9. Consent Agenda

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

Presidents Contract Technical Revision

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a technical revision to the President's existing Employment Contract.

Mr. Winans seconded the motion. Motion passed.

10. Information Items

Dr. Vincent Mensah, CFO, reviewed the fiscal update for 2013-2014.

Dr. Tracy reviewed HLC and Dashboard updates.

11. Board Comments/Announcements

Nothing

12. Next Meeting

November meeting has not been set yet. We will look at schedules and determine a date.

13. Adjournment

With no further business to be discussed, Mr. Ohrn moved that the meeting adjourn. Mr. Winans seconded the motion. Motion passed. The next meeting will be set at a later date.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Gerard El Chaar, Chairman

Cheryl Donohoe, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of November 19, 2013**

ITEM: Request for Code change to provide the option of a per credit hour tuition fee schedule

RECOMMENDED RESOLUTION: *Resolved*, that the WVU at Parkersburg Board of Governors will join other Community College Boards to officially request legislative amendment of W. Va. Code [§18B-10-1](#), ***Enrollment, tuition and other fees at education institutions; refund of fees***, as reflected in Attachment A.

STAFF MEMBER: Marie Foster Gnage, President
Gerard El Chaar, Chair

BACKGROUND:

West Virginia State Code currently prohibits charging students for credit hours beyond twelve. For many community colleges, this prohibition prevents implementation of flexible and/or accelerated programming, severely burdens limited faculty and student service resources, and results in higher overall tuition rates.

The WV Board of Governors Community College Chair Association in fall 2013 unanimously agreed to advocate for a change in the code language that would provide an option to charge tuition for every credit a student receives. Each local board will review their unique student demographics, funding sources and circumstances, and tuition rates to determine the model best suited for their institution and its students.

This change would thereby allow for the governing board of each community college to enact the tuition model most appropriate for their community of students. Attachment A provides a copy of the existing statute and the proposed amendment under §18B-10-1(f).

ATTACHMENT A

Proposed Code change highlighted in yellow.

§18B-10-1. Enrollment, tuition and other fees at education institutions; refund of fees.

(a) Each governing board shall fix tuition and other fees for each academic term for the different classes or categories of students enrolling at the state institution of higher education under its jurisdiction and may include among the tuition and fees any one or more of the following as defined in section one-b of this article:

- (1) Tuition and required educational and general fees;
- (2) Auxiliary and auxiliary capital fees; and
- (3) Required educational and general capital fees.

(b) A governing board may establish a single special revenue account for each of the following classifications of fees:

- (1) All tuition and required educational and general fees collected;
- (2) All auxiliary and auxiliary capital fees collected; and
- (3) All required educational and general capital fees collected to support existing systemwide and institutional debt service and future systemwide and institutional debt service, capital projects and campus renewal for educational and general facilities.
- (4) Subject to any covenants or restrictions imposed with respect to revenue bonds payable from the accounts, a governing board may expend funds from each special revenue account for any purpose for which funds were collected within that account regardless of the original purpose for which the funds were collected.

(c) The purposes for which tuition and fees may be expended include, but are not limited to, health services, student activities, recreational, athletic and extracurricular activities. Additionally, tuition and fees may be used to finance a students' attorney to perform legal services for students in civil matters at the institutions. The legal services are limited to those types of cases, programs or services approved by the president of the institution where the legal services are to be performed.

(d) By October 1, 2011, the commission and council each shall propose a rule for legislative approval in accordance with article three-a, chapter twenty-nine-a of this code to govern the fixing, collection and expenditure of tuition and other fees by the governing boards under their respective jurisdictions.

(e) The schedule of all tuition and fees, and any changes in the schedule, shall be entered in the minutes of the meeting of the appropriate governing board and the board shall file with the commission or council, or both, as appropriate, and the Legislative Auditor a certified copy of the schedule and changes.

(f) The governing boards shall establish the rates to be charged full-time students, as defined in section one-bc of this article, who are enrolled during a regular academic term.

- (1) Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one twelfth of the full-time rate per credit hour and graduate students taking fewer than nine credit hours in a regular term shall have their fees reduced pro rata based upon one ninth of the full-time rate per credit hour.

(2) Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls in accordance with this subsection.

(3) Community College students taking more than twelve credit hours in a regular term may be assessed an additional fee for each additional credit hour based upon the one twelfth calculation set out above.

(g) All fees are due and payable by the student upon enrollment and registration for classes except as provided in this subsection:

(1) The governing boards shall permit fee payments to be made in installments over the course of the academic term. All fees shall be paid prior to awarding course credit at the end of the academic term.

(2) The governing boards also shall authorize the acceptance of credit cards or other payment methods which may be generally available to students for the payment of fees. The governing boards may charge the students for the reasonable and customary charges incurred in accepting credit cards and other methods of payment.

(3) If a governing board determines that a student's finances are affected adversely by a legal work stoppage, it may allow the student an additional six months to pay the fees for any academic term. The governing board shall determine on a case-by-case basis whether the finances of a student are affected adversely.

(4) The commission and council jointly shall propose a rule in accordance with article three-a, chapter twenty-nine-a of this code defining conditions under which a governing board may offer tuition and fee deferred payment plans itself or through third parties.

(5) A governing board may charge interest or fees for any deferred or installment payment plans.

(h) In addition to the other fees provided in this section, each governing board may impose, collect and distribute a fee to be used to finance a nonprofit, student-controlled public interest research group if the students at the institution demonstrate support for the increased fee in a manner and method established by that institution's elected student government. The fee may not be used to finance litigation against the institution.

(i) Governing boards shall retain tuition and fee revenues not pledged for bonded indebtedness or other purposes in accordance with the tuition rules proposed by the commission and council pursuant to this section. The tuition rules shall address the following areas:

(1) Providing a basis for establishing nonresident tuition and fees;

(2) Allowing governing boards to charge different tuition and fees for different programs;

(3) Authorizing a governing board to propose to the commission, council or both, as appropriate, a mandatory auxiliary fee under the following conditions:

(A) The fee shall be approved by the commission, council or both, as appropriate, and either the students below the senior level at the institution or the Legislature before becoming effective;

(B) Increases may not exceed previous state subsidies by more than ten percent;

(C) The fee may be used only to replace existing state funds subsidizing auxiliary services such as athletics or bookstores;

(D) If the fee is approved, the amount of the state subsidy shall be reduced annually by the amount of money generated for the institution by the fees. All state subsidies for the auxiliary services shall cease five years from the date the mandatory auxiliary fee is implemented;

(E) The commission or council or both, as appropriate, shall certify to the Legislature annually by October 1 the amount of fees collected for each of the five years;

(4) Establishing methodology, where applicable, to ensure that, within the appropriate time period under the compact, community and technical college tuition rates for students in all community and technical colleges will be commensurate with the tuition and fees charged by their peer institutions.

(j) A penalty may not be imposed by the commission or council upon any governing board based upon the number of nonresidents who attend the institution unless the commission or council determines that admission of nonresidents to any institution or program of study within the institution is impeding unreasonably the ability of resident students to attend the institution or participate in the programs of the institution. The governing boards shall report annually to the commission or council on the numbers of nonresidents and any other enrollment information the commission or council may request.

(k) Tuition and fee increases of the governing boards, including the governing boards of Marshall University and West Virginia University, are subject to rules adopted by the commission and council pursuant to this section and in accordance with article three-a, chapter twenty-nine-a of this code. The commission or council, as appropriate, shall examine individually each request from a governing board for an increase and make its determinations as follows:

(1) A tuition and fee increase greater than five percent for resident students proposed by a governing board requires the approval of the commission or council, as appropriate.

(2) A fee used solely for the purpose of complying with the athletic provisions of 20 U.S.C. 1681, *et seq.*, known as Title IX of the Education Amendment of 1972, is exempt from the limitations on fee increases set forth in this subsection for three years from the effective date of the section.

(3) In determining whether to approve or deny a governing board's request for a tuition and/or fee increase for resident students greater than the increases granted pursuant to subdivision (1) of this subsection, the commission or council shall determine the progress the governing board has made toward meeting the conditions outlined in this subsection and shall make this determination the predominate factor in its decision. The commission or council shall consider the degree to which each governing board has met the following conditions:

(A) Maximizes resources available through nonresident tuition and fee charges to the satisfaction of the commission or council;

(B) Consistently achieves the benchmarks established in the compact pursuant to article one-d of this chapter;

(C) Continuously pursues the statewide goals for post-secondary education and the statewide compact established in this chapter;

(D) Demonstrates to the satisfaction of the commission or council that an increase will be used to maintain high-quality programs at the institution;

(E) Demonstrates to the satisfaction of the commission or council that the governing board is making adequate progress toward achieving the goals for education established by the southern regional education board;

(F) Demonstrates to the satisfaction of the commission or council that the governing board has considered the average per capita income of West Virginia families and their ability to pay for any increases; and

- (G) Demonstrates to the satisfaction of the commission or council that base appropriation increases have not kept pace with recognized nation-wide inflationary benchmarks;
- (4) This section does not require equal increases among governing boards nor does it require any level of increase by a governing board.
- (5) The commission and council shall report to the Legislative Oversight Commission on Education Accountability regarding the basis for approving or denying each request as determined using the criteria established in this subsection.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 19, 2013**

ITEM: Adjustment of Distributed Learning Fee for WVU Parkersburg Courses

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the Adjusted Distributed Learning Fee for WVU Parkersburg Courses.

STAFF MEMBER: Rhonda Tracy
Senior Vice President for Academic Affairs

BACKGROUND:

Prior to Fall 2009 \$25 per course for Web CT Courses

These funds were used to offset the cost for using e-Campus as billed by West Virginia University.

Beginning July 1, 2009 \$25 per credit hour for Distributed Learning

The institution wanted to track the support for online courses in order to demonstrate commitment to quality web-delivery to accrediting agencies. These funds support:

1. Professional Development for Web-Based Delivery
2. Stipends for course development
3. Software and Licenses to Support Web-based Delivery
4. Equipment to Support Web-based Delivery
5. Support services for Web-based Delivery

Beginning Fall 2013 \$100 and \$135 Open Class Fees

The institution adopted the Pearson Open Class Learning Management System (LMS) to ultimately save students money since the textbooks are combined with the learning management system and not delivered as a separate expense. Students are charged the \$100 or \$135 fee for Open Class for online courses depending on the level of resources.

RECOMMENDATION:

With the adoption of Open Class as the Learning Management System, the support fee for students can be reduced from \$25 per credit hour to \$25 per course. These funds will be used to support online learning at the campus level. Additionally, students enrolled in 100% online courses will not pay the Computer Lab Replacement Fee at \$7.00 per credit hour.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 19, 2012**

ITEM: Approval of Honorary Degree Candidates

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the granting of Honorary Degrees from West Virginia University at Parkersburg, as named by President Gnage and to be announced publicly at the December 13 Commencement.

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

West Virginia University at Parkersburg requests approval of individuals for honorary degrees. This recommendation is presented to the Board of Governors with the endorsement of the Honorary Degree Screening Committee and the Executive Committee of the Faculty Senate.

Information about the nominees will be presented by Dr. Marie Foster Gnage.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 19, 2013**

ITEM: Social Justice Policy

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy A-61, Social Justice, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

STAFF MEMBER: Debbie Richards, Special Assistant to the President for Policy and Social Justice

BACKGROUND:

West Virginia University at Parkersburg's commitment to social justice was first articulated in a "policy" statement adopted in 1991 in keeping with the former University System Board of Trustees' Policy Bulletin 56. The policy statement has been published in the institution's Answer Book since that time. It is proposed that the Board of Governors formally adopt the attached policy, which describes the current commitment of WVU Parkersburg.

A notice of proposed rulemaking will be issued proposing the adoption of Policy A-61, Social Justice. If no comments are received during the 30-day comment period, this policy proposal will be considered approved following the comment period without further action by the Board of Governors.

D R A F T

West Virginia University at Parkersburg Board of Governors

POLICY A-61
SOCIAL JUSTICE

Section 1. General

- 1.1 Purpose. - To establish a West Virginia University at Parkersburg Board of Governors policy regarding Social Justice.
- 1.2 Authority. - [W.Va. Code § 18B-1-6](#)
- 1.3 Scope. - This policy applies to all members of the West Virginia University at Parkersburg campus community.
- 1.4 Effective Date. –

Section 2. Policy

- 2.1 West Virginia University at Parkersburg is committed to fostering an educational system that values the development of human potential, cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a changing world and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons, regardless of race, sex, gender, marital status, sexual orientation, age, disability, veteran status, religion, color, ancestry, national origin or genetic information.
- 2.2 This commitment is accomplished through the college social justice program and implementation of Policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination.
- 2.3 The President shall designate an individual to serve as the institution's Social Justice Officer. The Social Justice Officer is responsible for overseeing the Social Justice Program by developing plans, procedures, and regulations necessary to support an environment of diversity and inclusion, and by examining operations of the institution as necessary to assure their conformity with this social justice policy.
- 2.4 The President shall appoint a Social Justice Committee to actively assist the Social Justice Officer in the planning and implementation of activities that promote inclusion, an appreciation for diversity, and an understanding of social justice issues.
 - 2.4.1 The Committee membership will include:
 - Social Justice Officer (ex-officio) who shall serve as chair or co-chair
 - Director of Student Counseling and Disability Services (ex-officio)
 - Veterans Advocate (ex-officio)
 - Director of Human Resources (ex-officio)
 - Faculty representatives
 - Staff representatives

Student representatives

Representation from the Jackson County Center

Advisors and/or chairs of student organizations with social justice related purposes

Additional at-large representatives to assure diversity of the membership

- 2.5 Each dean, director, or supervisor has the immediate day-to-day responsibility for assuring social justice at WVU Parkersburg. All members of the campus community are expected to set the tone for positive change and results within the social justice area and to treat others with dignity and respect.
- 2.6 Formal complaints by employees, applicants and students who allege that they have been discriminated against shall be directed to the Social Justice Officer.