

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

---

**JUNE 18, 2014  
AGENDA**

---

## Members

Joe Campbell  
Cheryl Donohoe  
Gerard El Chaar, Board Chair  
Matthew Santer  
Karen Facemyer  
Tyler Ohrn

Jamie Six  
Violet Mosser  
Curtis Miller  
Jeff Matheny  
Sam Winans

Marie Foster Gnage  
President



# SCHEDULE

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

**Wednesday, June 18, 2014**

1:30 p.m.	Science Wing Open House	Science Wing
3:00 p.m.	Executive Committee	Community Room
4:00 p.m.	Administrative Services Committee	Community Room
4:00 p.m.	Academic and Student Services Committee	President's Conference Room
5:00 p.m.	Dinner	Community Room
5:45 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of June 18, 2014  
Theatre  
5:45 p.m.

- |    |   |   |
|----|---|---|
| 1. | Call to Order   | Board Chair, Gerard El Chaar  |
| 2. | Roll Call   | Brady Whipkey<br>Executive Assistant to the President   |
| 3. | Board Chair Report  | Chairman El Chaar   |
|    | <ul style="list-style-type: none"> <li>• Election of Officers</li> <li>• Recognition HLC Team</li> <li>• Faculty Recognition</li> </ul>   |   |
| 4. | President’s Report  | Dr. Marie Foster Gnage, President   |
| 5. | Approval of Minutes   |   |
|    | <ul style="list-style-type: none"> <li>• Regular Meeting –May 21, 2014 .....</li> </ul>   | 5   |
| 6. | Committee Reports   |   |
|    | <ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Audit Review Committee</li> <li>• Administrative Services Committee</li> <li>• Academic and Student Services Committee</li> <li>• Campus Development/Readiness Center Committee</li> </ul>                                | Chairman El Chaar<br>Jamie Six<br>Curtis Miller<br>Jeff Matheny<br>Joe Campbell/Curtis Miller   |
| 7. | Possible Executive Session under the authority of WV Code §6-9A-4-2A<br>Personnel   |   |
| 8. | Action Items  |   |
|    | <ul style="list-style-type: none"> <li>• Approval of Search Consultant</li> <li>• Approval of Recognition</li> <li>• Approval of Program Fees</li> <li>• Approval of Army National Guard Lease</li> <li>• Approval of Budget 2014-2015</li> <li>• Approval of Program Review 2013/2014</li> </ul> | Chairman El Chaar.....10<br>Chairman El Chaar.....11<br>President Gnage.....12<br>President Gnage.....13<br>Jeannine Ratliffe.....14<br>Dr. Rhonda Tracy.....15 |
| 9. | Consent Agenda  |   |
|    | <ul style="list-style-type: none"> <li>• Approval of MOU with Wood Co. School District and RESA 5 Adult Basic Education</li> </ul>  | Dr. Rhonda Tracy.....17   |

<ul style="list-style-type: none"> <li>• Revision of Policy E-57 “Appropriate use of Computer Resources”</li> </ul>	Debbie Richards.....20
10. Information Items	
<ul style="list-style-type: none"> <li>• Faculty Promotion Decisions</li> <li>• MOU with Wood County Public Schools</li> <li>• Articulation Agreement for BAT with Pierpont Community and Technical College</li> <li>• Agreement with RESA 5 and WVU Parkersburg</li> <li>• Fiscal Update for 2013-2014</li> <li>• Follow up on Salary Increase</li> </ul>	President Gnage.....23 Dr. Rhonda Tracy.....24  Dr. Rhonda Tracy.....25 Dr. Rhonda Tracy.....27 Jeannine Ratliffe.....30 Scott Poe.....31
11. Board Comments/Announcements	
12. Next Meeting	
13. Adjournment	

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
May 21, 2014

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday May 21, 2014 at the Jackson County Center beginning at 5:45 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 Tyler Ohrn. 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 made the motion to move the Right of Way and Easement Resolution from the Consent Agenda to allow Carolyn Rader, Mayor of Ripley to give an overview of the project. After review and discussion the Right of Way and Easement Resolution was approved upon a motion by Mr. Six, seconded by Ms. Donohoe.

**4. President's Report**

President Gnage reported on Commencement held May 17. President Gnage informed the Board that 387 students were honored with 466 credentials earned and 164 students participated, the Bernard P. McDonough Professor of the Year Award recipient was Matthew Santer, Alumni of the Year recipient was John Roberts, Honorary Degree recipient was Edelene Wood, and that there were three Emeriti faculty.

President Gnage also informed the Board that the HLC visit was completed and we are now waiting on a report back from the review team. President Gnage thanked Dr. Tracy, Pam Braden, and Jeremy Starkey for all of the work they had done.

President Gnage then reported that the college has begun its summer schedule; summer schedule last year resulted in energy savings. It is time to start preparing for the end of the year audit. President Gnage then reported on discussions held with WVU and OASIS regarding Finance ERP.

Next President Gnage distributed the Phi Theta Kapa magazine where she and two of her colleagues were featured on the cover with articles inside.

## **5. Approval of Minutes**

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

## **6. Committee Reports**

### Executive Committee:

Chairman El Chaar reported that the Executive Committee met prior to the Board meeting to discuss appointing a Nominating Committee. The committee will consist of Curtis Miller – Chair, Joe Campbell, Gerard El Chaar, Jeff Matheny, and Cheryl Donohoe.

Chairman El Chaar also reported the committee discussed the Hammond Property purchase and that we are closer to closing and a lease will be made for six months to allow current occupants time to move belongings and equipment.

### 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. An update was also received on Banner Finance and Banner HR/Payroll implementation.

### Academic and Student Services Committee:

Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of grants, new program planning, open positions and data update; program updates, JRWA Grant, JuPont Learn and Earn Advance Grant, and open positions updates; and admission and enrollment trends, continuous attendance verification, and loan default management plan updates.

### Campus Development and Readiness Center Committee:

Board members present received report on a meeting held with the ARNG to discuss the lease agreement. A copy of the lease was sent to Bruce Walker for review and he has sent that to the Attorney General's office for review. Members of the committee will meet with Adam Krason and the County Commission to provide them with an update.

Members met with Dave White and Rich Rashid to look at property in Ravenswood. There is approximately 100 acres on one side of the highway and an additional 40 acres on the other. If the college will provide Mr. Rashid with square footage of what we would like to build and size of student body, they can provide a rendering for the property.

## **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. Campbell moved to adjourn to Executive Session. Mr. Miller seconded the motion. The motion passed and the Board moved into Executive Session at approximately 6:28 p.m. The Board Chair requested that President Gnage join Executive Session. At approximately 7:50 p.m. President Gnage was excused from Executive Session. At approximately 8:23 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

- Approval of Interim President:

Chairman El Chaar provided an overview for the approval of the Interim President. After review and discussion, Mr. Six motioned to approve the nomination to appoint Dr. Rhonda Tracy as Interim President with pay being equal to current President's salary, minus cost of living. Mr. Ohrn seconded the motion. Motion passed.

- Presidential Search:

Chairman El Chaar asked for a motion to approve the Presidential Search. Mr. Miller motioned to approve the Executive Committee to set a meeting with the three search firms as discussed. Mr. Campbell seconded the motion. Motion passed.

- Approval of Tuition Series 19: Early Enrollment Courses for High School Students:

President Gnage provided overview of Tuition Series 19: Early Enrollment Courses for High School Students. After review and discussion Mr. Campbell made the motion to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves tuition of \$25 per credit hour for early enrollment courses for high school students, subsidizing the cost with tuition waivers, in accordance with W.Va. C.S.R. § 135-19.

Mr. Winans seconded the motion. Motion passed.

- Salary Increases

President Gnage provided overview of salary increases for 2014-15 as included in the Governor's budget. After review and discussion Mr. Six made the motion to amend the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors will approve the salary increases for 2014-15 as presented.

Mr. Six stated that he would like to have the salary increases changed to not to exceed \$140,000 for faculty schedule and \$70,000 for staff schedules, with the college covering the 26% benefit charge. Mr. Six asked that Scott Poe, Director of Human Resources, work on the schedules to remain compliant with past Board nominations and present at the next Board meeting.

Ms. Facemyer motion to approve the amended resolution. Mr. Winans seconded the motion. Motion passed.

- Base Salaries and Performance Based Increases for Instructional Specialist  
Dr. Gnage provided an overview of Base Salaries and Performance Based Increases for Instructional Specialist. After review and discussion Mr. Miller made the motion to approve the following resolution:

*Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the establishment of base salaries for Instructional Specialists

Ms. Facemyer seconded the motion. Motion passed.

## **9. Consent Agenda**

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

- Approval of Honorary Degree
- Revision of Policy A-44, Sexual Harassment
- Revision of Policy D-56, Code of Student Conduct

Mr. Santer seconded the motion. Motion passed.

## **10. Information Items**

- 2014-15 Holiday Schedule:  
President Gnage reported that as authorized by Board of Governors Policy B-08, a holiday schedule for 2014-15 has been established. The holiday schedule has been aligned with the schedule of holidays observed by West Virginia University because of the payroll processing system of which WVU Parkersburg is a part.
- Fiscal update:  
President Gnage reported that due to system issues the report could not be downloaded effectively. As soon as a fiscal update becomes available, it will be sent out for review.

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

## **12. Next Meeting**

The next Board of Governors meeting will be held June 18, 2014 in the college theatre.

## **13. Adjournment**

With no further business to be discussed, Ms. Facemyer moved that the meeting be adjourned. Mr. Winans seconded the motion. Motion passed. The next meeting will be June 18, 2014

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 June 18, 2014**

**ITEM:** Approval of Presidential Search Services

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors will approve the hiring of a firm to assist the Board in the Presidential search.

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

**BACKGROUND:**

West Virginia University at Parkersburg Board of Governors Executive Committee has met with three firms to assist with the Presidential search.

After reviewing selected search firms, the Executive Committee recommends approval of the hiring of one firm to assist the Board in the search for the next president of West Virginia University at Parkersburg.

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Resolution of Recognition

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors hereby approves a Resolution recognizing President Gnage for her service to WVU Parkersburg.

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

**BACKGROUND:**

The Board will approve and present a Resolution to outgoing President, Dr. Marie Foster Gnage.

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Program Fees

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves program fees recommendations for 2014-2015 academic year.

**STAFF MEMBER:** Jeannine Ratliffe, Interim CFO

**BACKGROUND:**

The Program Fees recommendations for FY 2014-15 will be presented to the Board of Governors for review and approval.

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Army National Guard Lease

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors will enter into a lease agreement with the State Armory Board.

**STAFF MEMBER:** Marie Foster Gnage, President

**BACKGROUND:**

West Virginia University at Parkersburg and the West Virginia Army National Guard are partners in the construction of an Activity Center at the WVUP campus in Wood County. The development of the facility will focus on overlapping needs of West Virginia University at Parkersburg, the Wood County Community, and the West Virginia Army National Guard, which include spaces for gathering, training, and fitness. The Activity Center will be the first in a larger project that will include the construction of a new West Virginia Army National Guard Readiness Center and Field Maintenance Shop on the campus. The facilities will house the headquarters of the 1092<sup>nd</sup> Engineering Battalion, the 193<sup>rd</sup> Engineering Platoon, and Detachment 1, of the 199<sup>th</sup> Sapper Company.

The Board is being asked to review the lease prepared by the State of West Virginia Armory Board with rent being set at a lump sum of One Dollar (\$1.00) payable upon receipt of an invoice from Lessor to Lessee.

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** 2014-2015 Budget

**RECOMMENDED RESOLUTION:** *Resolved, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2013-2014.*

**STAFF MEMBER:** Jeannine Ratliffe, Interim CFO

**BACKGROUND:**

The final budget for 2014-2015 for West Virginia University at Parkersburg will be presented to West Virginia University at Parkersburg Board of Governors for approval.

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Five-Year Program Reviews 2013/2014

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2013/2014.

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

**BACKGROUND:**

As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, "Policy Regarding Program Review," WVU at Parkersburg has conducted an internal follow-up review of five programs this academic year in accordance with these procedures. The internal review consisted of a thorough review by the Outcomes Assessment Committee, an Academic Affairs standing committee, based on strict criteria. The possible recommendations fall into six categories for the programs under review: 1) continuation of the program without specific action, 2) continuation of the program with specific action; 3) continuation of the program at a reduced level; 4) identification of the program for further development; 5) development of a cooperative program with another institution; or 6) discontinuation of the program.

The recommendations are as follows:

**CONTINUATION WITHOUT SPECIFIC ACTION**

**CAS in Technical Studies**— The Certificate in Applied Science Degree in Technical Studies should be continued at the current level of activity with **no specific** action. The quality of the report was excellent and all categories were met. The next report is due in **Fall 2018**.

**CAS in Pharmacy Technician**— The Certificate in Applied Science in Pharmacy should be continued at the current level of activity with **no specific** action. The quality of the report was excellent and although all categories were met, enrollment should be carefully monitored. The next report is due in **Fall 2018**.

**AAS in Technical Studies**— The Associate in Applied Science Degree in Technical Studies should be continued at the current level of activity with **no specific** action. The quality of the report was excellent and all categories were met. The next report is due in **Fall 2018**.

**AAS in Heating, Ventilation, Air-conditioning, and Refrigeration (HVAC)**—The Associate in Science Degree in HVAC should be continued at the current level of activity with **no specific** action. The quality of the report was excellent and all categories were met. The next report is due in **Fall 2018**.

**BA in Multi-Disciplinary Studies**—The Bachelor of Arts in Multi-Disciplinary Studies should be continued at the current level of activity with no specific action. The quality of the report was excellent and all categories were met. The next report is due **Fall 2018**.

### **CONTINUATION WITH SPECIFIC ACTION**

**AAS in Occupational Development**—The Associate of Applied Science in Occupational Development should be continued at the current level of activity with **specific** action. The overall report performance was good; however, the assignment of advisees must be updated and resubmitted by fall 2015. **ACTION. The specific action is a follow up report on advisee assignment due in Fall 2015.**

**AAS in Criminal Justice**—The Associate of Applied Science in Criminal Justice should be continued at the current level of activity with **specific** action. The overall report performance was good; however, the curriculum and specifically teaching/learning outcomes and the assessment of outcomes must be submitted by fall 2015. **ACTION. The specific action is a follow up report on updated curriculum with learning outcomes and assessment due in Fall 2015.**

**AAS in Computer Information Technology**—The Associate of Applied Science in Computer Information Technology (CIT) should be continued at the current level of activity with specific action. The initial overall report did not include specific data and impeded the review of the program. After a resubmission a second review occurred and an external reviewer was secured to provide another reference point. Although the program may continue, there are the following prohibitions:

- No new courses will be developed until a successful review has been completed, submitted, and approved.
- No new programs will be developed until a successful review has been completed, submitted, and approved.

**A follow-up report is due Fall 2015.**

In accordance with Series 10, the Board's decision regarding these program reviews will be submitted to the Chancellor of the WVCTC system by July 1<sup>st</sup>, 2014 following approval by the WVU Parkersburg Board of Governors.



**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Memorandum of Understanding with Wood County School District and RESA 5 Adult Basic Education

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Memorandum of Understanding with Wood County School District and RESA 5 Adult Basic Education for 2014/2015.

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

**BACKGROUND:**

West Virginia University at Parkersburg (WVUP) enters into a collaborative agreement with Wood Co. and RESA V Adult Basic Education to establish a partnership aimed at the continuous learning and assessment of adult students who are transitioning to college. The WVUP, Wood Co. and RESA V Adult Basic Education collaboration includes the appropriate students, faculty, administrators and support staff within each agency that are dedicated to reaching high standards of performance for all members impacted by the agreement.

Effective Dates: July 1, 2014 – June 30, 2015 and renewable annually with the agreement of both parties.

The Memorandum of Understanding follows:

MEMORANDUM OF UNDERSTANDING  
WOOD COUNTY and RESA V ADULT BASIC EDUCATION  
WEST VIRGINIA UNIVERSITY PARKERSBURG

West Virginia University at Parkersburg (WVUP) enters into a collaborative agreement with Wood Co. and RESA V Adult Basic Education to establish a partnership aimed at the continuous learning and assessment of adult students who are transitioning to college. The WVUP, Wood Co. and RESA V Adult Basic Education collaboration includes the appropriate students, faculty, administrators and support staff within each agency that are dedicated to reaching high standards of performance for all members impacted by the agreement.

Effective Dates: July 1, 2014 – June 30, 2015 and renewable annually with the agreement of both parties.

**A. Responsibilities**

West Virginia University at Parkersburg will:

- 1) Provide physical space for 25 ABE students and one staff person on the West Virginia University at Parkersburg campus as determined by WVU at Parkersburg staff;
- 2) Identify resources that assist ABE students in their transition to college, including but not limited to a) Learning Center resources; b) financial aid resources; and/or c) other student support services;
- 3) Share resources related to the assessment of student learning and other resources related to college and workplace readiness;
- 4) Provide access to technology that supports student learning, including but not limited to computer labs, online courses, and other technology-mediated learning opportunities.

Wood Co. and/or RESA-V Adult Basic Education will:

- 1) Provide qualified ABE instructor(s) for mutually agreed upon location and hours;
- 2) Furnish additional ABE resources and materials as needed;
- 3) Cooperate/collaborate with WVUP staff to assist students meet goals;
- 4) Assist students with preparation for TASC, ACT, SAT, WorkKeys, ASVAB, ACCUPLACER, or other assessments;
- 5) Offer tutoring, study skills, basic skill remediation, and mentoring for WVUP Developmental classes.

**B. AMENDMENTS**

Amendments to this agreement shall be in writing, approved and signed by the WVUP president, the Wood Co. ABE Director, and the RESA V Adult Basic Education coordinator. Recommendations for amendments by either party should be submitted in writing to the appropriate office, to be distributed for each party’s consideration and approval.

**C. EFFECTIVE DATE, REVIEW, AND TERMINATION**

This MOU shall become effective upon the signature of WVUP president, Wood Co. ABE Director, and the coordinator of RESA V Adult Basic Education. It shall be reviewed annually by the both parties to the agreement. The MOU may be terminated by either party upon written notification within 30 days to the appropriate party.

\_\_\_\_\_/\_\_\_\_\_  
John Holmes                      Date  
Regional Coordinator  
RESA V Adult Basic Education

\_\_\_\_\_/\_\_\_\_\_  
Marie Foster Gnage              Date  
President  
West Virginia University at Parkersburg

\_\_\_\_\_/\_\_\_\_\_  
Karen Brunicardi                Date  
Interim Adult Basic Education Director  
Wood County Schools

\_\_\_\_\_/\_\_\_\_\_  
Rhonda Tracy                      Date  
Senior Vice President for Academic Affairs  
West Virginia University at Parkersburg

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Revision of Policy E-57, "Appropriate Use of Computer Resources"

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy E-57, *Appropriate Use of Computer Resources*, and hereby authorizes adoption of said revised 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:**

A minor revision is recommended to Policy E-57, *Appropriate Use of Computer Resources*, Section 3.1 to provide for consistent application of appropriate use, which is tied to the institution's mission.

A notice of proposed rulemaking will be issued proposing the adoption of this policy. 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.

West Virginia University at Parkersburg Board of Governors

**POLICY E-57**  
**APPROPRIATE USE OF COMPUTER RESOURCES**

*Section 1. General*

1.1 Scope.

1.1.1 This rule sets forth the West Virginia University at Parkersburg Board of Governors' Policy regarding the appropriate use of computer resources and applies to all WVU at Parkersburg staff, faculty, administrators, officers and students (collectively, "users"), including those at the Jackson County Center and other off-campus instructional sites.

1.1.2 If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to come into compliance with said law, and the remainder of the policy shall continue in full force and effect.

1.1.3 The use of any college computing resource constitutes acceptance of this policy.

1.2 Authority: W.Va. Code [§ 18B-1-6](#); [§ 61-3C](#) (The West Virginia Computer Crime and Abuse Act); 5 U.S.C. § 552a (Privacy Act of 1974); 18 U.S.C. § 1030 (The Computer Fraud and Abuse Act of 1986); 18 U.S.C. § 2314 (National Stolen Property Act); 18 U.S.C. § 2510 (Electronic Communications Privacy Act)

1.3 Effective Date: July 5, 2011

Section 2. Purpose

2.1 This campus policy outlines the application of the principles that govern the college community in the appropriate use of college computer and information network resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, individuals' rights to privacy, and freedom from harassment. Computing and networking resources include: computers, computer networks, connections to external computer networks, and subscriptions to external computer services. Open access to these resources is a privilege. It requires individual computer users to act responsibly, conserve computer resources, and consider the rights and privacy of others. Use of any college computing resource constitutes acceptance of this policy.

**Section 3. Policy**

3.1 West Virginia University at Parkersburg computer resources are provided primarily for the use of students, faculty and staff. They are intended to be used for administrative and educational purposes and to carry out legitimate college business. In addition, access to the network may be provided to alumni and members of the local community for the purpose of ~~communicating with students and employees and for~~ accessing WVU Parkersburg information and related educational resources ~~and the internet~~.

Section 4. Guidelines for Appropriate Use of Resources

4.1 [Guidelines](#) for appropriate computer use, as approved by the President, shall comply with all applicable laws, rules, policies, contracts, and licenses. Such guidelines shall prohibit inappropriate use of computer resources, including but not limited to the following:

- a. Interference or impairment to the activities of others
- b. Unauthorized access and use of the resources of others
- c. Damage or impairment of college resources

- d. Unauthorized commercial activities
- e. Violation of city, state or federal laws

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Faculty Promotion Decisions

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Marie Foster Gnage, President

**BACKGROUND:**

The faculty promotion review process at West Virginia University at Parkersburg runs from January through May 15. It involves faculty file preparation, reviews and recommendations by division colleagues and chair, college colleagues, and the Senior Vice President for Academic Affairs, and approval by the President. The final step is notification of the Board of Governors of the decisions made as a result of this review process.

**Promotions Awarded:**

- David Lancaster, Professor
- Aaron Crites, Associate Professor
- David Thompson, Associate Professor
- Ryan Havelly, Assistant Professor
- Rebecca Hoff, Assistant Professor
- Kim Korcsmaros, Assistant Professor
- Holly Martin, Assistant Professor
- Gary Thompson, Assistant Professor

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Collaborative Four-Year Old Pre-Kindergarten Program with Wood County Schools

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

WVU Parkersburg and Wood County Schools are planning to establish a four-year old collaborative classroom at the Center for Early Learning. A Memorandum of Understanding will be developed by July 1<sup>st</sup>, 2014 and will outline responsibilities and obligations for WVU Parkersburg and Wood County Schools. The college and the school district will share in the costs for the collaborative teacher and supplies. The cost for meals will be a reimbursable expense for most students in the collaborative program and the facilities usage will be an in-kind contribution.



**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Articulation Agreement for Bachelor of Applied Technology (BAT) with Pierpont Community and Technical College.

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

WVU Parkersburg has entered into an Articulation Agreement with Pierpont Community and Technical College to deliver the Bachelor of Applied Technology effective July 1, 2014.

As part of the articulation agreement, the following will apply.

**Pierpont Community and Technical College will:**

- a. Offer the Pierpont CTC Associate of Applied Science degree program in Computer Information Technology on the Pierpont campus.
- b. Inform students of the seamless pathway to the Bachelor of Applied Technology (BAT) at WVU Parkersburg through advising, publications, and other means.
- c. Meet with other WVU Parkersburg faculty as needed to update course offerings and to ensure a seamless articulation for students.
- d. Advise students who want to enter the BAT program prior to enrollment at WVU Parkersburg.

**WVU Parkersburg will:**

- a. Admit Pierpont CTC students into the BAT program who meets all admission requirements.
- b. Accept the AAS in CIT coursework from Pierpont Community and Technical College students as applicable toward the Bachelor of Applied Technology (BAT) degree.
- c. Develop minors/concentrations that fit the needs of students from Pierpont CTC as appropriate.
- d. Work with Pierpont CTC faculty to develop a seamless pathway for students from the AAS to the BAT degree at WVU Parkersburg through an identified Course of Study that is clearly communicated and disseminated.
- e. Publish, with Pierpont CTC, the courses needed through the AAS in CIT at Pierpont that articulate into the BAT program.

- f. Offer coursework in a flexible manner to meet the needs of students from Pierpont CTC service area.
- g. Provide up-to-date and timely information regarding any changes to the BAT program.
- h. Provide qualified students the opportunity to apply for financial aid and scholarship assistance.

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Articulation agreement with Regional Education Service Agency (RESA) 5 and WVU Parkersburg to offer academic credit for selected RESA V programs.

**RECOMMENDED RESOLUTION:** For Information

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

**BACKGROUND:**

To facilitate the career pathway between adult basic education students and college programs, WVU Parkersburg and RESA 5 have entered into an articulation to provide academic credit for Hit the Ground Running, SPOKES, and Next Steps. These programs address job ready skills and behaviors as well as in-depth technology training.

Students who complete any one of these programs successfully may receive up to 9 credit hours.

The articulation agreement follows:

**Articulation Agreement**  
between  
**West Virginia University at Parkersburg**  
and  
**Regional Education Service Agency 5**

**This Agreement is to establish an articulation and agreement to offer academic credit for the SPOKES, Next Step, and Hit the Ground Running programs.**

This agreement is made this June 15, 2014, by and between West Virginia University at Parkersburg (“the College”), and Regional Education Service Agency 5 (RESA 5). Both the College and RESA 5 are parties (“the Parties”) to this Articulation Agreement.

**I. Scope of Work**

In an effort to offer opportunities to potential students who successfully complete the SPOKES, Next Step, and Hit the Ground Running Programs, WVU Parkersburg will offer academic credit with the following conditions and responsibilities:

**II. Responsibilities of West Virginia University at Parkersburg:**

- A. The College will offer academic credit as designated in the chart below for training through the SPOKES, Next Step and Hit the Ground Running programs:

<b>Hit the Ground Running</b>			
<b>Training</b>	<b>WVU Parkersburg Course Title/Number</b>	<b>WVU Parkersburg Course Name</b>	<b>Credit Hours</b>
<b>HTGR traditional</b>	SDEV 100	Transitions to College	3
	SDEV 103	Career Development	1
	SDEV 104	Job Search Techniques	2
	CS 100	Computer Literacy	3
			<b>TOTAL 9</b>
<b>HTGR online</b>	SDEV 100	Transitions to College	3
	SDEV 103	Career Development	1
	SDEV 104	Job Search Techniques	2
	CS 100	Computer Literacy	3
			<b>TOTAL 9</b>

<b>SPOKES</b>			
<b>Training</b>	<b>WVU Parkersburg</b>	<b>WVU Parkersburg Course</b>	<b>Credit Hours</b>
<b>SPOKES</b>	SDEV 100	Transitions to College	3
	SDEV 103	Career Development	1
	SDEV 104	Job Search Techniques	2
	CS 100	Computer Literacy	3
			<b>TOTAL 9</b>
<b>SPOKES +</b>	CS 101	Introduction to Computing	3
	BTEC TBD	Microsoft Word/Windows	3
	BTEC TBD	Microcomputer Applications	3
			<b>TOTAL 9</b>

<b>TECHNOLOGY NEXT STEP PROGRAM</b>			
<b>Training</b>	<b>WVU Parkersburg Course Title/Number</b>	<b>WVU Parkersburg Course Name</b>	<b>Credit Hours</b>
<b>Next Step Program</b>	CS 101	Introduction to Computing	3
	BTEC TBD	Microsoft Word/Windows	3
	BTEC TBD	Microcomputer Applications	3
			<b>TOTAL 9</b>

### III. Responsibilities of RESA 5 Staff:

- A. RESA 5 will verify that students have successfully completed the training as indicated in the chart above.
- B. RESA 5 will provide a certificate of completion that documents successful completion of program components.
- C. RESA 5 will provide a listing of successful SPOKES/Hit the Ground Running/Next Step completers to students who plan to enter WVU Parkersburg each semester for follow-up and recruitment opportunities.

### IV. Agreement Term

This Agreement shall become effective upon execution of this agreement, and shall remain in effect for a term of two (2) years. This Agreement shall be renewable by mutual agreement for additional one-year terms. Either Party

shall submit a written notice to the other Party of its intent not to renew at least ninety (90) days prior to the expiration of the initial or renewal term of the Agreement.

**V. Termination**

If either Party, in their sole opinion or discretion, believes the other Party is in default of its obligations under this Agreement, then the non-defaulting party shall provide a written notice to the other party requesting corrective action. If satisfactory corrective action is not taken or is not initiated and diligently pursued within thirty (30) days from receipt of the written notice, the Party not in default may terminate this Agreement upon thirty (30) days prior written notice.

**VI. Additional Responsibilities and Conditions**

- A. In order to facilitate communication, each party shall identify a liaison for the duration of the contract. This liaison will be the principal contact for issues that may arise related to student inquiries, program issues, or other communication that may be necessary and critical for operational success.
- B. It is expressly understood that the termination of this Understanding is without obligation or penalty to either party, and that nothing contained herein shall in any way be construed to create an agency, partnership, or joint venture relationship between the Parties, and each party will have no power to obligate or bind the other in any manner whatsoever.

The Parties acknowledge their acceptance and the execution of the Understanding by their signatures below:

**RESA 5**

By: \_\_\_\_\_

Title: RESA 5 Director

Date: \_\_\_\_\_

**West Virginia University at Parkersburg**

By: \_\_\_\_\_

Title: President

Date: \_\_\_\_\_

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Fiscal Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Jeannine Ratliffe, Interim CFO

**BACKGROUND:**

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

**West Virginia University at Parkersburg Board of Governors  
Meeting of June 18, 2014**

**ITEM:** Salary Increases for FY2014-15

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Scott Poe  
Director, Human Resources

**BACKGROUND:**

West Virginia University at Parkersburg approved a motion at the May 21, 2014 Board of Governors meeting to approve FY 2014-15 Salary Increases. Members asked that Scott Poe, Director of Human Resources present the pay schedule at the June Board meeting.