

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**AUGUST 20, 2014  
AGENDA**

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## 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, August 20, 2014**

12:00 p.m.	Board Lunch	Downtown Center/Dining Area
1:00 p.m.	Executive Committee	Classroom
2:00 p.m.	Administrative Services Committee	Classroom
2:00 p.m.	Academic and Student Services Committee	Downstairs
3:15 p.m.	Board Meeting	Dining Area
	Possible Executive Session	Classroom

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of August 20, 2014  
Downtown Center  
3:15 p.m.

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| 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  |
| 4.  | President’s Report   | Dr. Rhonda Tracy, Interim President  |
| 5.  | Approval of Minutes  |  |
|     | <ul style="list-style-type: none"> <li>• Regular Meeting –July 16, 2014 .....5</li> </ul>  |  |
| 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<br/>Committee</li> </ul> | Chairman El Chaar<br>Joe Campbell<br>Sam Winans<br>Curtis Miller<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>• Revisions of Policy E-57, Appropriate Use of<br/>Computer Resources</li> <li>• Science Lab Kits</li> </ul>  | Debbie Richards.....9<br><br>Dr. Rhonda Tracy.....13   |
| 9.  | Consent Agenda   |  |
|     | <ul style="list-style-type: none"> <li>• Rescission of Policy B-22 Faculty and<br/>Administrative Productivity</li> </ul>  | Dr. Rhonda Tracy.....15  |
| 10. | Information Items  |  |
|     | <ul style="list-style-type: none"> <li>• Fiscal Update</li> <li>• Facilities Master Plan Update</li> </ul>   | Alice Harris, VP<br>Finance & Administration.....17<br><br>Alice Harris, VP<br>Finance & Administration.....18 |

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

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
July 16, 2014

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday July 16, 2014 in the College theatre at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Jamie Six, 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.

Chairman El Chaar, asked Debbie Richards to swear in new board member, SGA representative Ryan Garrett.

**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 the election of officers from the June meeting and the appointment of the chairs of the committees. Chairman El Chaar thanked them for their willingness to serve and their dedication to the college.

Chairman El Chaar also thanked Dr. Tracy for accepting the position of Interim President and Ryan Garrett for accepting the SGA President position.

**4. President's Report**

Interim President Tracy thanked the Board of Governors for allowing her this opportunity to serve the college in this capacity.

Dr. Tracy reported on press releases for new programs, marketing for non-traditional students, first draft of the comprehensive enrollment plan, and refining the curriculum of technical programs.

Next, Dr. Tracy reported on speaking with Dr. Tom Witt to help the college identify specific areas to work on to offer training, areas of growth and unoccupied space.

Dr. Tracy also discussed that a trip was planned to go to Hamilton Mill, a small business incubator in Hamilton, OH.

Dr. Tracy also reported that Hans Straight is working a concept paper for the Hammond

Property.

Dr. Tracy provided a report on the HLC visit stating all 21 categories have been met, with 4 of those being met but with concern. All concerns will be met by spring 2015 to give a perfect report.

Dr. Tracy lastly reported on new hires and introduced Alice Harris, VP of Finance and Administration to the Board.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of June 18, 2014, were approved upon a motion by Mr. Six, seconded by Mr. Matheny.

## **6. Committee Reports**

### Executive Committee:

Chairman El Chaar reported that the Executive Committee met prior to the Board meeting to discuss the presidential transition, contract for search firm, search committee for presidential hiring, and upcoming audit.

### 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. 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 grants, new program planning, open positions and data update; program updates; and applications and enrollment, new scholarship programs and tobacco policy reminder.

### Campus Development and Readiness Center Committee:

Chairman El Chaar reported that Mr. Campbell was not able to attend the Board meeting and asked if an update was available. Brady reported that Mr. Campbell had met with Adam Krason and Colonel Stephens and attended the Wood County Commission meeting to provide them an update on the lease and construction efforts.

## **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. Mr. Miller seconded the motion. The motion passed and the Board moved into Executive Session at approximately 6:24 p.m. The Board Chair requested that Dr. Tracy join Executive Session at approximately 7:55 p.m. At approximately 8:10 p.m. Chairman El Chaar announced that the Board would return to

the regular meeting. Mr. Winans moved to return to regular session. Mr. Miller seconded the motion. Motion passed.

After returning to regular session, Mr. Six reported that members discussed selecting the Search Committee. Mr. Six made the motion to approve the Search Committee consist of the 12 Board members with up to an additional seven members to be named at a later date, not to exceed a total of 19 members. Mr. Winans seconded the motion. Motion passed.

**8. Action Items**

None.

**9. Consent Agenda**

Mr. Six moved to approve the following Consent Agenda Item:

- Revision of Policy D-46, Code of Student Conduct

Mr. Miller seconded the motion. Motion passed.

**10. Information Items**

- Report on Enrollment Management:  
Dr. Tracy provided a report on Enrollment Management. Members present received handouts providing an overview or enrollment and strategies to improve numbers.
- Preparation of Technical Program Development and Responsiveness:  
Dr. Tracy provided an overview of preparation for Technical Program Development and Responsiveness.
- HLC Response to Final Report and Next Steps  
Dr. Tracy provided an overview of the HLC response to the final report and the next steps to be taken to correct the four areas of concern.

**11. Board Comments/Announcements**

**12. Next Meeting**

**13. Adjournment**

With no further business to be discussed, Ms. Facemyer moved that the meeting be adjourned. Mr. Matheny seconded the motion. Motion passed. The next meeting will be held August 20, 2014 at 3:15 p.m. at the Downtown Center.

Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

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Gerard El Chaar, Chairman

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Sam Winans, Secretary



**West Virginia University at Parkersburg Board of Governors  
Meeting of August 20, 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 approves the revision of Police E-57, Appropriate Use of Computer Resources, as presented.*

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

**BACKGROUND:**

A notice of proposed rulemaking was issued on June 19, 2014, proposing the revision of Policy E-57, *Appropriate Use of Computer Resources*, to provide for consistent application of appropriate use, which is tied to the institution's mission. One comment was received and is attached with the institution's response. The policy revision is also attached.

Approval of the proposal as presented is recommended.

**COMMENTS RECEIVED**  
**Policy E-57, Appropriate Use of Computer Resources**  
Public Comment Period: June 19 – July 20, 2014

<b>Date Received</b>	<b>Comments</b>	<b>Revisions to policy proposal</b>
6/24/14	<p>Having read over the proposed policy change, it seems that we are changing the policy so we can deny community members and alumni the ability to utilize WVU-Parkersburg's internet resources. My question is: What is the estimated yearly cost to the college in allowing community members and alumni access to the internet? My concerns are: In a time when community service and out reach is being preached so heavily, is it really ethical or necessary to amend policy so that we can deny people access to the internet? I realize that some people may be using the internet here for things that may be deemed inappropriate or less than scholarly, however this is a community college. And we should look past the few people that abuse the system and rather pride our selves in fostering an environment where people who would otherwise not have access to the internet can have such access... to pay their bills, or e-mail their grand kids or read a wiki spread sheet on Michel Foucault for crying out load. We spend way too much time telling people what they can't do. If we can show a financial loss because of the way the policy is written now, then I would be inclined to consider supporting this policy change.</p> <p>Otherwise, I think it is contrary to Goal: An Exceptional Community Resource Partner Objectives Develop, maintain, and nurture strategic partnerships. Identify, build, and support internal and external alliances. Establish opportunity for student engagement in the community. Raise community awareness of partnerships and relationships. Clarify, communicate, and build understanding and acceptance of our identity, who we are, and what we can offer to the community. Just my two cents.</p> <p>Jared E. Towner</p>	None

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: \_\_\_\_\_ [Replaces version dated 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 August 20, 2014**

**ITEM:** \$150 Science Kit Lab Fee for Selected WVU Parkersburg Courses

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the \$150 Science Kit Lab Fee for selected WVU Parkersburg Courses.

**STAFF MEMBER:** Rhonda Tracy  
Interim President

**BACKGROUND:**

**Rationale**

For the online biology laboratory courses offered at WVU at Parkersburg, students are required to do the same or similar labs as would be done in an in-seat lab class. Having these practical experiences in a science lab is invaluable to students, particularly future scientists, teachers, and those entering the healthcare field. Thus, students are required to purchase a kit that contains most of the items they will need to perform these labs at home. In the past, faculty have used lab kits that were assembled by various companies. These lab kits when sold in the bookstore may cost the students around \$260.00. Students are also required to either purchase a microscope or come to campus to use the microscopes in the biology labs or the Student Success Center free of charge. An inexpensive microscope may cost the student \$50-\$100. Online students are also required to pay a fee for each course taken. Therefore, a one credit hour lab could potentially cost the student close to \$400 or more.

**Solution**

In order to alleviate this financial burden on students, the biology faculty would like to assemble lab kits that can be rented to the students for a semester for the General Biology 1 and 2 lab courses offered online. Students would pay the rental cost plus a fee to cover materials used over the course of the semester. This would considerably decrease the cost to students, plus be more in line with what is done in the in-seat lab course.

**Rental Cost and Restocking Fee**

The rental cost and restocking fee would be \$150. At the conclusion of the semester, students would be issued \$100 after the kit has been returned to the biology department and checked for the inclusion of the materials in the kit. In order to cover the cost of restocking items used, a \$50 fee will be charged for each kit.

**Classes For Which Fee Will Apply**

General Biology 1 Online Lab – (Fall 2014 – Biol 103 - CRN 1646)

General Biology 2 Online Lab (Fall 2014 – Biol 104 - CRN 1651)

**Procedures For Payment**

Students will pay the \$150 fee to the Business Office. The Business Office will communicate that payment has been received to the biology department. Students who have paid will pick up their kits from the biology department.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 20, 2014**

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

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for the rescission of Policy B-22, Faculty and Administrative Productivity, and hereby authorizes rescission of said policy without further action by the Board if no comments are received.

**STAFF MEMBER:** Rhonda Tracy, Interim President

**BACKGROUND:**

Policy B-22, Faculty and Administrative Productivity, attached, was transferred to WVU at Parkersburg by West Virginia University in 2008. The policy was originally established for the purpose of complying with requirements set forth in W. Va. State Code. In 2011, SB 330 removed these requirements from State Code.

A notice of proposed rulemaking will be issued proposing the rescission of this obsolete policy. If no comments are received during the 30-day comment period, the rescission of 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 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 August 20, 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 August 20, 2014**

**ITEM:** Facilities Master Plan Update

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

Ms. Harris will report on the Facilities Master Plan progress.