

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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SEPTEMBER 10, 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, September 10, 2014**

12:00 p.m.	Board Lunch	Community Room
1:00 p.m.	Executive Committee	Community Room
2:00 p.m.	Administrative Services Committee	Community Room
2:00 p.m.	Academic and Student Services Committee	President's Conference Room
3:15 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of September 10, 2014  
College Theatre  
3:15 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. Rhonda Tracy, Interim President
5.	Approval of Minutes	
	<ul style="list-style-type: none"> <li>• Regular Meeting – August 20, 2014 .....</li> </ul>	5
6.	Committee Reports	
	<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Search 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 Joe Campbell Joe Campbell Sam Winans Curtis Miller Joe Campbell/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"> <li>• Base Salaries and Performance Based Increases for Instructional Specialist</li> </ul>	Dr. Rhonda Tracy.....9
9.	Consent Agenda	
10.	Information Items	
	<ul style="list-style-type: none"> <li>• Future needs of JCC</li> <li>• Fiscal Update</li> </ul>	Dr. Rhonda Tracy.....10  Alice Harris, VP Finance & Administration.....11

11. Board Comments/Announcements

12. Next Meeting  
October 8, 2014, 2014-College Theatre

13. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
August 20, 2014

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday August 20, 2014 at the Downtown Center beginning at 3:15 p.m. Board members present were: Joe Campbell, Jamie Six, Violet Mosser, Gerard El Chaar, Karen Facemyer, Sam Winans, and Ryan Garrett. Others present included Dr. Rhonda Tracy and Brady Whipkey.

Guests present included administrators, faculty, and staff.

**1. Call to Order**

Mr. El Chaar, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order.

**2. Roll Call**

Roll Call was taken by Brady Whipkey, Executive Assistant to the President, noting that a quorum was present.

**3. Board Chair Report**

Chairman El Chaar thanked members for attending. Chairman El Chaar reported that there are extra meetings scheduled for the academic year to assist Interim President Tracy in her roll. Next Chairman El Chaar thanked Chef Gene Evans and his staff for the lunch they provided and reported that all of the vegetable were grown locally.

**4. President's Report**

Interim President Tracy discussed enrollment numbers and short and long term strategies that are in place to improve enrollment. Dr. Tracy discussed that there is a growth in technical programs compared to last year but technical/manufacturing enrollment is the lowest and that there are definitive plans for targeting enrollment of these areas.

Dr. Tracy reported that Country Music Television (CMT), the Rural Community College Alliance (RCCA) and the Community College of Appalachia (CCA) are partnering for a new Commitment to Action Project which is a rural economic development initiative. We will be asked to sign a partnership agreement on August 28 and there will be subsequent press releases.

Dr. Tracy next reported that the final agreement between Southern Regional Education Board (SREB), Wood County Schools and WVU at Parkersburg for offering a collaborative Advanced Curriculum Health Informatics program has been signed. The finishing touches are being put on the development of a grant proposal that will be submitted by September 10 for funding.

Dr. Tracy reported that she, Dr. Cindy Gissy, and Dr. Rose Beebe visited with the Pleasants Area Chamber of Commerce and the Pleasants County Economic Development

office to discuss opportunities for courses and programs. We are also looking at the opportunity for degree programs in conjunction with the MOVTI and will be meeting with Ryan Haught.

Dr. Tracy informed the members that the college is applying to receive recognition as a Model of Efficiency, a program that honors campuses that have found ways to streamline their operations while raising the bar on service and success.

Next Dr. Tracy reported that WVU Parkersburg continues to have high pass rates on licensing examinations.

Lastly Dr. Tracy reported on the impact of Cracker Plant on WVU Parkersburg. Dr. Tracy met with Dr. Tom Witt to discuss occupations as a result of the cracker plant and the impending study that will center on the college's specific and intended role in the industry.

Dr. Tracy distributed a report to members present that covered each of her topics.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of July 16, 2014, were approved upon a motion by Ms. Mosser, seconded by Mr. Six.

## **6. Committee Reports**

### Executive Committee:

Board members present received a report that the Executive Committee met prior to the Board meeting to discuss shell technology and WVU/WVU at Parkersburg agreements and relationships.

### Audit Review Committee:

There was no meeting held.

### Administrative Services Committee:

Board members present received reports from the Foundation on fundraisers, grants, events, and donations. They also received reports on renovations being done to facilities and campus. A report was received on the position vacancies, new hires and summer scheduling. A report was received on marketing and communication efforts. A report was received on grant funded programs budget. An update was also received on system upgrades and maintenance.

### Academic and Student Services Committee:

Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of faculty updates, program updates, grants and special initiatives; program updates; enrollment, orientation, athletic schedules, and personnel.

### Campus Development and Readiness Center Committee:

Board members present received a report on the Readiness Center. Mr. Campbell reported that the ground lease has been finalized and is ready to sign. Mr. Campbell

also reported on meeting with the County Commission and will provide them with an update on the funding in 90 days.

## **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. Ms. Mosser seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:45 p.m. The Board Chair requested that Dr. Tracy join Executive Session. At approximately 4:10 p.m. Chairman El Chaar announced that the Board would return to the regular meeting. Mr. Six moved to return to regular session. Mr. Campbell seconded the motion. Motion passed.

## **8. Action Items**

- Science Lab Kit Fee

Dr. Rose Beebe, Interim Senior Vice President for Academic Affairs reported on establishing a rental for lab kits for the online biology laboratory courses. The rental cost and restocking fee would be \$150 per kit. At the conclusion of the semester, students would be issued \$100 after the kit has been returned to the biology departments and checked for the inclusion of the materials.

Ms. Mosser moved to approve the following resolution:

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

Ms. Facemyer seconded the motion.

After questions and discussion, the motion passed.

## **9. Consent Agenda**

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

- Revision of Policy E-57, Appropriate Use of Computer Resources
- Rescission of Policy B-22, Faculty and Administrative Productivity

Mr. Campbell seconded the motion. Motion passed.

## **10. Information Items**

- Fiscal Update:

Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of July 31, 2014. Members present received a copy of the report.

- Facilities Master Plan:

Alice Harris, VP Finance and Administration reported on the progress of the Facilities Master Plan. A full draft report will be sent to members and reviewed at the October 8, 2014 meeting.

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

- Chairman El Chaar reported that there will be a Special Board of Governors meeting held on August 26, 2014 with the Search Committee meeting following immediately afterwards.
- Ms. Facemyer asked about future plans for JCC to purchase property to expand the size and courses offered. Ms. Facemyer also discussed that she would like to see more marketing done on JCC.

Chairman El Chaar asked Ms. Facemyer to lead a group consisting of Ms. Mosser, Joyce Okes of the Workforce Investment Board, and Dr. Tracy, to discuss the needs of JCC and the options to grow its courses. Chairman El Chaar requested that JCC updates be added to the agenda for the September 10 meeting, and that Ms. Facemyer provide updates.

## **12. Next Meeting**

September 10, 2014, College Theatre.

## **13. Adjournment**

With no further business to be discussed, Mr. Winans moved that the meeting be adjourned. Mr. Campbell seconded the motion. Motion passed. The next meeting will be held September 10, 2014 at 3:15 p.m. in the college theatre.

Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

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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 September 10, 2014**

**ITEM:** Base Salaries and Performance-Based Increases for Instructional Specialists

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

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

**BACKGROUND:**

In keeping with the definition of Instructional Specialists provided in W.Va. C.S.R. § 135-9-3.2.6 an amended proposal for base salaries and performance-based salary increases for Instructional Specialists is presented for the Board’s approval. The structure previously presented to the Board did not recognize the opportunity for Instructional Specialists to be promoted to the same ranks as other faculty, as provided in the Council rule.

This proposal aligns the base salaries for Instructional Specialists with the base salaries for other faculty and recognizes that Instructional Specialists teach in highly technical programs where advanced degrees typically do not exist. Appointments at the Instructor rank will be paid on the basis of the degree or equivalent, as advertised.

This salary schedule allows for the implementation of appropriate criteria to be utilized for faculty promotions in conjunction with the institution’s present guidelines. Promotions in rank for Instructional Specialists would not necessarily require an earned advanced degree but would be based on other standards of quality, achievement and experience.

**Instructional Specialists**

<b>Degree</b>	<b>Instructor</b>	<b>Assistant Professor</b>	<b>Associate Professor</b>	<b>Professor</b>
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.

Approval of this base salary chart is recommended to comply with the rules of the WV Council for Community and Technical College Education.

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 10, 2014**

**ITEM:** Future Needs of JCC

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

Dr. Tracy will report on future needs of JCC.

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 10, 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.