

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
January 14, 2009

A meeting of the West Virginia University at Parkersburg Board of Governors was held on November 12, 2008 beginning at 5:45 p.m. in rooms 2209-2211 at WVU Parkersburg. Board members present were: Cindy Bullock, Gregory Busch, Joe Campbell, Gerard El Chaar, William H. Hopkins, Curtis Miller, Violet Mosser, Rock Wilson, and Keith Burdette. Absent were Gregory K. Smith, Kim Starkey, and Kennad Skeen, II. Others present included Dr. Marie Foster Gnage, Patsy Bee, Dr. Rhonda Richards, and Paul Milhoan.

Guests present included administrators, faculty, staff, students and members of the media.

1. Call to Order

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

2. Roll Call

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

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

No Executive Session was held.

4. Approval of the Minutes

The minutes of the December 9, 2008 conference call meeting were approved upon a motion by Curtis Miller and second by Keith Burdette.

5. Board Chair Report

The Board Chair had no items to report.

6. President's Report

President Gnage provided an update to Board members on events at the college including the announcement of a \$44,000 grant from the West Virginia Department of Environmental Protection for recycling. WVU Parkersburg also received a nearly \$0.5 million dollar grant from the Department of Labor that will focus on health care programs, and asked Dr. Richards to provide additional information about the grant to the Board members.

President Gnage introduced students Brandon Amos, Vice President of Student Government, and Kevin Kieffer to provide a featured report on Student Government activities to our Board members.

7. Committee Reports

- Executive Committee
 - No report.
- Audit Review Committee
 - The Audit Committee will meet on Wednesday, January 21 at 2:00 p.m. in the President's Conference Room
- Administrative Services Committee
 - The Committee met at 4:00 p.m. on Wednesday, January 14 in the President's Conference Room. Items reviewed were as follows:
 - Title transfers
 - Budget update
 - Contract with the college bookstore and Barnes and Noble
 - Update on the W. T. Grant building
 - Met the new Director of Institutional Technology, Mr. Jeff Wilbur
- Academic and Student Services Committee
 - The Committee met at 4:00 p.m. on Wednesday, January 14 in the Dean's Conference Room. Items reviewed were as follows:
 - Program approval process
 - Faculty promotion and tenure process
 - Update on grants

- Retention plan
- Online program updates
- FastTrack program through Workforce and Community Education
- Funding streams accessible through WV Advance
- Funding available to students for programs through HEAPS
- Status of the Sexual Offender and Felon Policy
- Justification and goal of the Student ID Policy
- Status and areas of focus for the TRIO student support services grant
- Community participation in Institutional Image Research
- Enrollment update
- Technology projects update

8. Action Items

- Cooperative Education Project

Following a report by the WVU Parkersburg Executive Dean for Academic Affairs, Dr. Rhonda Richards, and questions by Board members, Gregg Busch moved for the approval of the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Cooperative Education Project between West Virginia University at Parkersburg and the University of Ruse, Angel Kanchev, Bulgaria, for the academic year 2009-2010.

Gerard El Chaar seconded the motion. Motion carried.

9. Consent Agenda

Mr. Miller moved for the approval of the following resolutions for all Consent Agenda items:

- Presidential Contract and Compensation Amendment

Resolved, That the West Virginia University at Parkersburg Board of Governors hereby amends President Gnage's 2008-09 contract to reflect an additional increase of \$2,500 in the housing allowance over the amount approved at the December 4, 2008, meeting of the Board of Governors.

- Transfer of Property from WVU Board of Governors to WVU at Parkersburg Board of Governors

Resolved, That the West Virginia University at Parkersburg Board of Governors approves and accepts the transfer by deed of parcels of real estate in Wood County, WV, which

comprise WVU at Parkersburg main campus and in Jackson County, WV, which comprise the WVU at Parkersburg satellite campus, from the West Virginia University Board of Governors. And further resolves that the President of WVU at Parkersburg is authorized to execute acceptance of the deeds on behalf of the WVU at Parkersburg Board of Governors.

- Policies B-03, Sabbatical Leave; B-05, Change in Organization; B-08, Holidays; B-13, Part Time Classified Employees; B-17, Ethics; B-22, Faculty and Administrative Productivity; B-24, Employee Leave; B-26, Employee Development; B-27, Work Scheduling; B-32, Annual Increment Payments; B-34, Affirmative Action and Equal Employment Opportunity; B-38, Emeritus Status; B-49, Employment of Minors; B-50, Meal Breaks

Resolved, That the West Virginia University at Parkersburg Board of Governors concurs with non-substantive alterations specific to WVU at Parkersburg with the transfer of WVU Board of Governors Policies 3, 5, 8, 13, 17, 22, 24, 26, 27, 32, 34, 38, 49 and 50 to the WVU at Parkersburg Board of Governors, as re-numbered B-03, B-05, B-08, B-13, B-17, B-22, B-24, B-26, B-27, B-32, B-34, B-38, B-49 and B-50.

Mr. Burdette seconded the motion. Motion carried.

10. Information Items

- Agreements between West Virginia University at Parkersburg and the West Virginia Corrections Academy regarding the Associate in Applied Science Degree in Technical Studies.

Dr. Paul Milhoan, Associate Professor of Manufacturing Technology, and Special Assistant to the Executive Dean of Academic Affairs, reported that on December 4, 2008, West Virginia at Parkersburg entered into two agreements with the West Virginia Corrections Academy covering four program areas for the Associate in Applied Science Degree in Technical Studies. The agreements allow West Virginia Corrections Academy students to pursue four different program areas in the Associate in Applied Science Degree in Technical Studies at West Virginia University at Parkersburg including 1) Correctional Officer Corrections Emergency Response Team (CERT) or Marksmen/Observer, 2) Correctional Officer Crisis Negotiator, Case Manager, or Unit Manager, 3) K-9 Handler Controlled Dangerous Substance (CDS), or 4) K-9 Handler Patrol. Corrections academy students couple the basic corrections courses with a group of specialized corrections courses and take 21 hours of general education courses offered by West Virginia University at Parkersburg to complete their degree. As a result of these agreements, the enrollment in our Associate in Applied Science Degree in Technical Studies program has the potential of increasing exponentially.

- Certificate Program in HVAC/R

Dr. Richards, Executive Dean for Academic Affairs, reported that WVU at Parkersburg received funding from the WV Community and Technical College System for a one-year certificate program in Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R). The curriculum for the certificate program was approved by the campus Curriculum Committee at their November 2008 meeting for delivery in Spring 2009.

The HVAC/R is a certificate program designed to meet the standards and skill training necessary to be licensed in West Virginia. All objectives and criteria are aimed at meeting content competencies needed to pass the HVAC/R Technician Certification Examination and the North American Technician Excellence, Inc. (NATE), the leading certification program for technicians in the heating, ventilation, air-conditioning, and refrigeration (HVAC/R) industry and the only test supported by the entire industry. The program may be completed as a stand-alone certificate program or may be imbedded in the Board of Governors Associate of Applied Science degree program or the AAS in Technical Studies at WVU Parkersburg.

- Certificate Program in Pharmacy Technician

Dr. Richards reported that WVU at Parkersburg received funding from the WV Community and Technical College System for a one-year certificate program in Pharmacy Technician. The curriculum for the certificate program was approved by the campus Curriculum Committee at their April 2008 meeting for delivery in Fall 2008.

The Pharmacy Technician Program at West Virginia University at Parkersburg is a two-semester Certificate program that will prepare graduates to perform general pharmacy technician skills under the direct supervision of a licensed pharmacist. The program is designed to meet the qualifications for the graduate to sit for the National Certification exam for Pharmacy Technicians. The program is open to any person who holds a high school diploma or GED with no felony convictions.

A pharmacy technician works under the direction of a licensed pharmacist and assists the pharmacist in providing medication and other health care products to patients. Roles of the pharmacy technician vary and depend on State rules and regulations as well as the type of setting employed; retail versus institutional.

11. Next Meeting

Date: March 11, 2009
Location Room 2209-2211
Time: 5:45 p.m.

12. Adjournment

With no further business to be discussed, Mr. Burdette moved that the meeting be adjourned. Mr. Miller seconded the motion. The motion passed.

Respectfully submitted,

Patsy J. Bee

Executive Assistant to the President

Joe D. Campbell, Chairman

Keith Burdette, Secretary