

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
May 15, 2013

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, May 15, 2013 at the Jackson County Center beginning at 5:45 p.m. Board members present were: Jamie Six, Joe Campbell, Cheryl Donohoe, Matt Santer, Steven Chancey, Violet Mosser, and Gerard El Chaar. Absent were Rock Wilson, Curtis Miller, Loren Bell, and Jeff Matheny. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, and staff.

1. Call to Order

Mr. Six, 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. Board Chair Report

Chairman Six thanked the employees at WVU Parkersburg Jackson County Center for hosting the Board meeting this evening.

Chairman Six reminded Board members of the Ribbon Cutting Ceremony for the WVU Parkersburg Center for Early Learning that will be held at 10:00 a.m. on Friday, May 17. Commencement Ceremony will be held at 2:00 p.m. on Saturday, May 18. He announced that an update on the parking facility at the Downtown Center will be provided at the June meeting. They have had discussions with Mayor Newell and they are looking at a long-term lease.

Next, Chairman Six announced on behalf of Mr. Miller the nomination of officers for 2013-2014. Nominations included: Chair: Gerard ElChaar; Vice Chair; Joe Campbell; Secretary, Cheryl Donohoe. Additional nominations will be accepted and the election will be held at the June meeting.

After discussions with President Gnage on the classified staff salary schedule, Chairman Six appointed a task force to look at the schedule to see if they can make adjustments and report back at the June meeting. Those appointed to the Task Force include: Rodney Parker, Staff Council Chair; Violet Mosser, Staff Representative to the Board; Drema Starkey, Staff Council Chair-Elect; Scott Poe, HR Director; and President Gnage.

4. President's Report

President Gnage also thanked Mr. John Gorrell and the JCC staff for hosting tonight's meeting. She noted that a lot of work has been done to make the Center more like a campus. President Gnage reported that the WV Community and Technical College Council met last week and approved the tuition increase for WVU Parkersburg. She also noted that approval of the BSN program had been received. President Gnage thanked our

Legislative delegation and had invited local delegation to attend this evening's meeting to thank them for the work they had done to support WVU Parkersburg. She passed around an article in the State Journal on the accreditation of WVU Parkersburg's Business Programs. President Gnage also thanked members of the WVU at Parkersburg Foundation Board for their representation at several events on campus.

5. Approval of Minutes

The minutes of the Regular Board meeting of April 10, were approved upon a motion by Mr. Chancy and second by Ms. Donohoe.

6. Committee Reports

- Executive Committee: Chairman Six
There was no meeting held.

- Audit Review Committee:
There was no meeting held.

- Administrative Services Committee:
Board members present received reports from the Foundation on fund raisers and professional development funds for faculty and staff. They also received a report on the card key access which is in phase I at the college and other facility updates. A report was received on preparations for year-end closings and preparing for the audit. HR provide the number of vacancies and new hires. There was an update on the summer schedule and four-day work week, and an extensive update on the information technology goals and completion of email migration.

- Academic and Student Services Committee:
Board members present received an update from the academic area providing highlights from the conference tomorrow--twenty employees from WVU Parkersburg will be attending the Community College Completion conference in Charleston tomorrow to showcase several programs. Over two million dollars in competitive grants were received this year. Sixteen program reviews and all programs recommended for continuation by the curriculum committee. The retention rate has increased and work is continuing on this. New programs are being offered in Workforce and Community Education. There are also changes in personnel and titles within WCE. Enrollment is down but there is a 3% increase in applications. Areas are being addressed that were reviewed in orientation, advising and late registration. Mandatory orientation will be held this year for new students and there will be no late registrations. There are also new personnel hired in the Student Services area.

- Campus Development Committee:
There was no meeting held.

- Readiness Center Liaison Committee: Mr. Campbell reported that the Readiness Center did not meet, but he did report on the Wood County Commission meeting that was open to the public. The Commission would like to meet again on the WVU Parkersburg campus to gather some more information and have the architect provide

additional information to them. As soon as a date has been finalized everyone will be contacted.

7. Action Items

- Program Reviews:

Dr. Rhonda Tracy, Sr. Vice President for Academic Affairs reported that as a requirement of Title 135, Series 10, the WV Council for Community and Technical College Education "Policy Regarding Program Review," WVU Parkersburg has conducted an internal follow-up review of five programs this academic year in accordance with procedures. The internal review was conducted by the Outcomes Assessment Committee

Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2011/2012.

Mr. ElChaar seconded the motion.

After questions and discussion, the motion passed.

Chairman Six requested that the two Action Items: Acceptance of Property and President's Annual Salary be moved to follow discussions in Executive Session.

8. Consent Agenda

There were no Consent Agenda Items

9. Information Items

- Promotion and Tenure Report

- Presented Gnage reported that the faculty promotion and tenure 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. President Gnage announced the following promotions for this year:

- Charles Almond, Professor
- Beth Sears Cox, Professor
- Chris Cunningham, Professor
- Cheryl Robinson, Professor
- Rob Anderson, Associate Professor
- Jodyne Christain, Assistant Professor
- Jessica Emerick, Assistant Professor (conditional)
- Torie Jackson, Assistant Professor
- Louis Roy, Assistant Professor

There are no faculty currently on tenure track.

- Fiscal Update

Dr. Vincent Mensah reported on the state of the college's finances and the budget.

- Holiday Schedule

President Gnage reported that as authorized by Board of Governors Policy B-08, a holiday schedule for 2013-14 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.

- Update on HLC

Dr. Tracy reported that WVU Parkersburg continues to seek accreditation at both the initial and continuing levels for the institution and programs of study offered at the institution.

The following individuals were recognized by the Board of Governors for their individual areas receiving accreditation:

- Steve Morgan, Chair of the Business and Economic Division for the five Business degree programs.
- Cynthia Gissy, Chair of the Education and Humanities Division for NCATE Accreditation.
- Rose Beebe, Chair of the Health Sciences Division for the Surg-Tech Program.

Teresa Cowan was also recognized for the approved proposal for the RN to BSN. Dr. Tracy reported documentation on all these successes are being updated for the HLC.

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

Chairman Six entertained a motion to move into Executive Session to discuss the acceptance of property and the president's annual salary. Mr. Campbell moved to adjourn to Executive Session. Mr. ElChaar seconded the motion. The motion passed. At approximately 6:50 p.m. the Board moved into Executive Session. The Board Chair requested that President Gnage join Executive Session. At approximately 7:58 p.m. President Gnage was excused from Executive Session. At approximately 9:25 p.m. Chairman Six announced that the Board would return to the regular meeting. Mr. ElChaar moved to return to regular session. Ms. Mosser seconded the motion. Motion passed.

- Acceptance of Property:

President Gnage reported that periodically, there are properties that individuals want to donate to the college. These properties will be reviewed for acceptance based on college needs.

Mr. Campbell moved to accept the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the request by the President to accept property donated to the college as discussed in Executive Session pending environmental phase 1 studies.

Mr. Chancey seconded the motion. The motion passed.

- President's Annual Salary:

Chairman Six reported that The WVU Parkersburg Board of Governors reviewed the President's Annual Salary for 2013-2014 in Executive Session and are presenting their recommendation for approval.

Mr. Chancey moved to continue the President's contract as currently written. Mr. ElChaar seconded the motion. The motion passed.

11. Board Comments/Announcements

- Commencement – Saturday, May 18, 2013 2:00 p.m., College Activities Center
- Chairman Six announced the resignation of Board member, Cindy Bullock, which has been submitted and accepted by the Governor. President Gnage noted that Ms. Bullock served on the Board since 2008, and her service to the Board and to WVU Parkersburg has been greatly appreciated.

12. Next Meeting

Wednesday, June 12, 2013

13. Adjournment

With no further business to be discussed, Mr. Chancey moved that the meeting adjourn. Ms. Mosser seconded the motion. Motion passed. The next meeting will be held on Wednesday, June 12, 2013.

Respectfully submitted,

Patsy Bee
Executive Assistant to the President

Jamie Six, Chairman

Cheryl Donohoe, Secretary