

**MINUTES**  
**WEST VIRGINIA UNIVERSITY AT PARKERSBURG**  
**BOARD OF GOVERNORS**  
**June 9, 2010**

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, June 9, 2010 at the WVU Parkersburg beginning at 5:45 p.m. Board members present were: Joe Campbell, Curtis Miller, Cindy Bullock, Matthew Santer, Violet Mosser, Teresa Wamer, and Rock Wilson. Absent were Gerard ElChaar, Gregory K. Smith and Keith Burdette. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, and staff.

**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. Board Chair Report**

Chairman Campbell welcomed guests.

- Nominations/Election of 2009-2010 Officers

Ms. Bullock, Chair of the Nomination Committee, reported that nominations from the committee for the 2010-2011 year were Mr. Campbell as Chair, Mr. Burdette as Vice Chair and Mr. Miller as Secretary. Mr. Wilson moved that the nominations be closed and the nominations by the committee be approved. Ms. Mosser seconded the motion. Motion passed.

- Meeting Schedule for 2010-2011

Mr. Campbell noted that the meeting schedule for 2010-2011 had been previously sent out to Board members and is included in the agenda for their reference.

- Board Evaluation

Mr. Campbell provided copies of the Board Evaluation results for Board members to review, and noted that if there are questions to please let him know.

- Series 51, Bookstores and Textbooks

Mr. Campbell provided copies of a letter from Chancellor Skidmore from the WV Council for Community and Technical College Education noting the approval of Series 51, Bookstores and Textbooks. WV Code 18B-10-14 mandates each governing board to adopt rules governing bookstore and the selection of textbooks and other course materials. Series 51 is intended to guide governing board in their adoption of rules mandated by the WV Code 18B10-14. The major provisions of the rule require the governing board's rules to:

- Address the mandates of WV Code 18B-10-14 and the federal Higher Education Opportunity Act regarding textbooks and course materials.
- Address the recommendations of the Task Force.
- Require deadlines for the selection of textbooks prior to a semester, so that students and parents will have ample time to pursue various purchasing options.
- Provide for a Textbook Affordability Committee to advise the governing board.
- Consider nationally recognized strategies that have been identified as reducing textbook and course materials costs.
- Be in place within 180 days of the effective date of Series 51, which is May 22, 2010.

Mr. Campbell appointed Ms. Wamer, Mr. Santer and Ms. Mosser to the committee to review the policy. He asked that Debbie Richards let them know when they will need to meet to make sure they meet the deadline.

Mr. Campbell also asked that Ms. Richards provide hours of training that each Board member has completed. President Gnage noted that the WV Council for Community and Technical Colleges will also be scheduling a training session since the one previously scheduled had to be canceled.

Mr. Campbell reported that a Selection Committee has been nominated by the Foundation Board of Directors to fill the vacancy of the Executive Director of the Foundation, and he would like to appoint Cindy Bullock to serve on that committee.

### **Executive Session under the authority of WV Code §6-9A-4-2A**

Chairman Campbell reported that the President's Evaluation and Contract would need to be discussed in Executive Session. Mr. Campbell entertained a motion to go into Executive Session. Mr. Miller moved that the Board go into Executive Session to discuss progress on President's Evaluation and Contract. Mr. Wilson seconded the motion. The motion passed and the Board went into Executive Session at approximately 6:10 p.m. At approximately 7:20 p.m., Mr. Miller moved that the Board return from Executive Session. Ms. Bullock seconded the motion. The motion passed.

#### **4. Minutes**

Minutes of the regular Board meeting scheduled on April 7, 2010 were approved upon a motion by Mr. Wilson and second by Ms. Mosser.

#### **5. President's Report**

President Gnage welcomed members of the Board and guests. She thanked Board members for their attendance and participation in Commencement. Dr. Gnage introduced Dr. Vincent Mensah the new Chief Financial Officer at WVU Parkersburg. Dr. Mensah comes to our campus from Lansing Community College. She also announced the appointment of Mr. Jeremy Starkey the new Institutional Research Director. Dr. Phil McClung received an award as top professor in the country, and the annual report for the strategic plan will be completed and sent out at the end of June.

President Gnage introduced Ms. Mary Beth Busch, Vice President for Workforce and Community Education. Ms. Busch provided an update to the Board on all the areas of Workforce and Community Education such as:

- Fast track programs
  - Non-credit training
  - Working to make programs better
  - Customized training
  - Personal enrichment and development
  - Committee Reports
  - WorkKeys
  - Facility Rental and Use
- Campus Development Committee – Mr. Curtis Miller, Chair

Mr. Miller reported that the Campus Development Committee met to discuss the Comprehensive Master Plan; names of consultants for fundraising and capital campaign; and updates on naming opportunity.

- Executive Committee – Mr. Joe Campbell, Chair

The Executive Committee did not meet.

- Audit Review Committee – Mr. Rock Wilson, Chair

The Audit Review Committee did not meet.

- Administrative Services Committee—Mr. Gerard ElChaar/Mr. Greg Smith Co-Chairs

Ms. Mosser reported that updates were provided on Facilities and Capital Planning including roofing project, elevator control project; salt storage/motorcycle project; Caperton Center HVAC project; Downtown Center; and Clock Tower/Memory Garden project.

- Academic and Student Services Committee – Ms. Cindy Bullock, Chair

Ms. Bullock reported that Academic Affairs provided updates on search for new faculty positions; grant updates and other new initiatives. Workforce and Community Education provided updates on process technology, WorkKeys and service to business and industry. Student Services provided an update on enrollment, scholarships, online Student Services, Counseling Services, and Official Athletic Logo.

## **6. Action Items**

- 2010-2011 Budget

President Gnage introduced Mr. Jack Simpkin, Chief Financial Officer Emeritus, who has been providing assistance to the college during the hiring process for the new CFO. Mr. Simpkin provided a report on the 2010-2011 Budget proposal. Ms. Wamer moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2010-2011.

Mr. Santer seconded the motion. After questions and discussion by the Board, the motion passed.

- Architect for Downtown Center

President Gnage introduced Mr. David White, Director of Facilities and Grounds to provide a report on the Architect for the Downtown Center. Mr. Miller moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves architect for WVU Parkersburg Downtown Center.

Mr. Santer seconded the motion. The Board the motion passed.

- Comprehensive Master Plan

Following a report by President Gnage, Ms. Bullock moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Comprehensive Master Plan as presented.

Ms. Wamer seconded the motion. Motion passed.

- Caperton Center for Applied Technology Agreement

Following a report by President Gnage, Mr. Wilson moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the agreement for the jointly operated Caperton Center for Applied Technology between West Virginia University at Parkersburg and the Wood County Schools.

Ms. Mosser seconded the motion. After additional questions and discussion by the Board, the motion passed.

- Revised Standards for Admission to Nursing

Following report a by Dr. Rhonda Richards, Sr. Vice President for Academic Affairs, Ms. Bullock moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the revised standards for admission to Nursing as proposed.

Mr. Miller seconded the motion. After additional questions and discussion by the Board, the motion passed.

## **7. Information Items**

- Promotion and Tenure Report
- President 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 department 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. Only one individual was promoted in rank during the 2010 review process: Professor Cheryl Brumfield. There were no candidates for tenure this year.
- Holiday Schedule

President Gnage reported that as authorized by Board of Governors Policy B-08, a holiday schedule for 2010-11 has been established and approved for West Virginia University at Parkersburg. This holiday schedule has been aligned with the schedule of holidays observed by West Virginia University because of the implementation of a new payroll processing system. It has been announced campus wide and is posted in the online "Answer Book" for ongoing accessibility. While there are some changes in the winter holidays for staff, the only change to the academic schedule is that the campus will be closed on election day in November.

## **8. Consent Agenda**

There were no Consent Agenda items.

## **9. Board Comments/Announcements**

- President Gnage was elected to the Executive Board for the American Association of Community Colleges Board of Directors. She was also elected as Chair of the American Council on Education Network Executive Board for the Office of Women in Higher Education.
- Mr. Campbell requested that Critical Dates for the Board be updated and submitted at the next meeting.
- Mr. Campbell asked Board members to review the information they received on Open Governmental Proceedings Act and the WV Ethics Act.
- Mr. Campbell noted that the three-year evaluation for the President will be scheduled for next year.

**10. Next Meeting**

The next regular meeting of the WVU at Parkersburg Board of Governors is scheduled for Wednesday, August 11, 2010 at the WVU Parkersburg main campus.

**11. Adjournment**

With no further business to be discussed, Ms. Mosser moved that the meeting be adjourned, Ms. Bullock seconded the motion. Motion passed.

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

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Joe D. Campbell, Chairman

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Keith Burdette, Secretary