

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**APRIL 27, 2009  
AGENDA**

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## Members

Cindy Bullock  
Keith Burdette  
Joe Campbell  
Gerard El Char  
William H. Hopkins  
Curtis Miller

Kennad Lee Skeen, II  
Gregory K. Smith  
Rock Wilson  
Matthew Santer  
Violet Mosser  
Kim Starkey

Marie Foster Gnage  
President



WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of April 27, 2009  
5:00 p.m.  
Emergency Meeting  
Rooms 2209-2211

1. Call to Order Board Chair, Joe D. Campbell
2. Roll Call Patsy Bee  
Executive Assistant to the President
3. Approval of Minutes
  - March 11, 2009
  - March 26, 2009
  - April 16, 2009
4. Possible Executive Session under the authority of WV Code §6-9A-4-2A
  - HB 3215 Agreements
5. Follow-up Discussion Items
  - Memorandum of Understanding with WVU
  - Service Agreement with WVU
  - Trademark License Agreement
6. Board Comments/Announcements

Upcoming Events at WVU Parkersburg:

May 6, 2009  
Employee Recognition Brunch  
10 a.m., Multi-Purpose Room

May 16, 2009  
Commencement  
2 p.m., Multi-Purpose Room
7. Next Meeting

Date: June 10, 2009  
Location: Room 2209-2211  
Time: 5:45 p.m.
8. Adjournment

**MINUTES**  
**WEST VIRGINIA UNIVERSITY AT PARKERSBURG**  
**BOARD OF GOVERNORS**  
**March 11, 2009**

A meeting of the West Virginia University at Parkersburg Board of Governors was held on March 11, 2009 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, Keith Burdette, Gregory K. Smith, Kim Starkey, and Kennad Skeen, II. Others present included Dr. Marie Foster Gnage, Patsy Bee, Ms. Mary Beth Busch, Mr. Dave White, Mr. Anthony Underwood, and Dr. Rhonda Richards.

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 all Board members were present.

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

Ms. Bullock moved to go into executive session. Mr. Burdette seconded the motion. Motion carried. At approximately 5:50 p.m. the WVU Parkersburg Board of Governors moved into Executive Session.

At approximately 6:25 p.m. Mr. Burdette moved that the Board return from Executive Session. Mr. Miller seconded the motion. Motion passed. Mr. Burdette moved that a letter be sent to WVU Interim President, Dr. Peter Magrath, by the WVU Parkersburg Board of Governors Chair, requesting that West Virginia University finalize the Memorandum of Understanding with WVU Parkersburg within the next two weeks. Mr. Miller seconded the motion. Motion passed.

**4. Approval of the Minutes**

The minutes of the January 14, 2009 meeting were approved upon a motion by Mr. Burdette and second by Mr. Miller.

**5. Board Chair Report**

- Nomination Committee for 2009-2010 Officers.

Mr. Campbell appointed the following Board members to serve on the nomination

committee for 2009-2010 officers.

- Rock Wilson, Chair
  - Greg Smith
  - Greg Busch
- Possible Meeting Dates for 2009-2010.

Mr. Campbell requested that discussion regarding meeting dates for 2009-2010 be deferred to the June meeting.

## **6. President's Report**

President Gnage provided an update to Board members on events at the college.

President Gnage introduced Professor Lew Rutherford, Faculty Senate representative to provide a featured report on faculty at WVU Parkersburg.

## **7. Committee Reports**

- Executive Committee
  - Mr. Campbell reported that the Executive Committee met on February 25, 2009 to discuss various issues including the Governor's proposed budget, and the possibility of a tuition increase to support fully funding the classified staff salary schedule and to increase the general operations for student support services.
- Audit Review Committee
  - Mr. Hopkins reported that the Audit Committee met on Wednesday, January 21 to discuss the mission of the audit committee, review the 2007-2008 financial statements, and audit process overview. The Audit Committee also met today to follow up on audit committee responsibilities and discuss WVU Parkersburg's upcoming Financial Audit for 2008-2009.
- Administrative Services Committee
  - Mr. El Chaar reported that the Administrative Services Committee met today to review Facilities and Capital Planning Update, including new emergency generator, addition to the vehicle fleet, and classroom renovations. An Information Technology update was provided as well as a Budget update.
- Academic and Student Services Committee
  - Ms. Bullock reported the Academic and Student Services Committee met today to review the following areas of Academic Affairs: five-year program reviews, leadership certificate program, high school initiatives and mentor program. In Workforce and Community Education they reviewed the report on the Century Aluminum Response, and were provided an update on process technology and the Polymer Alliance Zone lease. From Student Services they reviewed the honor code for students; convocation; procedure for hiring and processing work study students; non-traditional/veteran open house; conference on serving veterans in college; possible grant opportunities through the Lumina Foundation; and campus mascot for the Sports Club.

## 8. Action Items

- Amendment to Policy C-09, “Assignment of Academic Credit/CEU’s and Financing Noncredit Instruction”

Following a report by the WVU Parkersburg Dean for Workforce and Community Education, Ms. Mary Beth Busch, and questions by Board members, Mr. Burdette moved for the approval of the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of rulemaking proposing standards for awarding CEU’s to be added to Policy C-09, and hereby authorizes adoption of said amendment without further action by the Board if no substantive changes in the proposal result following the 30-day comment period.

Ms. Bullock seconded the motion. Motion passed.

- Proposed Policy E-52, “Capital Spending”

Following a report by the WVU Parkersburg Director of Facilities and Grounds, Mr. Dave White, and questions by Board members, Mr. Busch moved for the approval of the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of a capital spending policy in accordance with HEPC Series 12 and hereby authorizes adoption of said policy without further action by the Board if no substantive changes in the proposal result following the 30-day comment period.

Mr. Miller seconded the motion. Motion passed.

- Proposed Policy D-53 “Campus Participation of Students with Felony and Sexual Offense Records

Following a report by the WVU Parkersburg Dean of Students, Mr. Anthony Underwood, and questions by Board members, Mr. Hopkins moved for the approval of the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of a policy on Campus Participation of Students with Felony and Sexual Offense Records and hereby authorizes adoption of said policy without further action by the Board if no substantive changes in the proposal result following the 30-day comment period.

Ms. Starkey seconded the motion. Motion carried.

- Tuition and Fees

Following a report by the WVU Parkersburg President, Dr. Marie Foster Gnage, and questions by Board members, Mr. Smith moved for the approval of the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the proposed tuition and fees increase of 8.6% for WVU at Parkersburg for 2009-10.

Ms. Mosser seconded the motion. Motion carried.

## **9. Consent Agenda**

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

- Five-Year Program Reviews
  - AAS in Criminal Justice
  - AAS in Occupational Studies
  - CP in Surgical Technology
  - AAS in Technical Studies
  - CP in Technical Studies

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2008-09.

- Board of Governors Policies
  - C-07, Grade Point Averages
  - C-23, Credit for Public School Service
  - C-35, Accreditation and Degree Standards
  - E-39, Assessment, Payment and Refund of Fees
  - E-48, Bookstores

*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 7, 23, 35, 39 and 48 to the WVU at Parkersburg Board of Governors, as re-numbered C-07, C-23, C-35, E-39, E-48.

Mr. Burdette seconded the motion. Motion carried.

## **10. Information Items**

- Sabbatical Leaves for 2009-2010

President Gnage reported that she has approved two applications for Sabbatical Leave for the coming academic year in accordance with Board of Governors Policy B-03.

- Certificate in Basic and Advanced Leadership

Dr. Rhonda Richards reported that the Business and Economics Division and the Social Sciences Division collaborated to offer an innovative certificate program in Leadership. This program offers the candidate an opportunity to complete coursework in a career ladder format at two levels: the undergraduate certificate in Basic Leadership and the degree certificate in Advanced Leadership. Coursework includes an internship opportunity with the WVU Parkersburg Leadership Academy and offers content in business management, leadership dynamics, psychology, and communications.

### 11. Next Meeting

Date: June 10, 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

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Joe D. Campbell, Chairman

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Keith Burdette, Secretary

**MINUTES**  
**WEST VIRGINIA UNIVERSITY AT PARKERSBURG**  
**BOARD OF GOVERNORS**  
**March 26, 2009**

An emergency meeting of the West Virginia University at Parkersburg Board of Governors was held on March 26, 2009 by teleconference in the President's Conference Room at WVU Parkersburg beginning at 4:00 p.m. Board members present were: Cindy Bullock, Matthew Santer, Joe Campbell, Gerard El Chaar, William H. Hopkins, Curtis Miller, Violet Mosser, Gregory K. Smith, Kim Starkey, Keith Burdette and Kennad Skeen, II. Absent was Rock Wilson. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, staff 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. Discussion Items**

- Practice and Procedures for Social Activities: Request

Mr. Campbell asked Board members to consider a request from the WVU at Parkersburg Foundation for President Gnage to approve the serving of alcohol at a Mystery Dinner Theatre fund raising event scheduled on the WVU Parkersburg Campus that would permit two drinks (wine or beer) per person to approximately 200 people. Mr. Smith moved that the WVU Parkersburg Board of Governors would endorse the request. Mr. Miller seconded the motion. After additional discussion, Mr. Smith amended his motion to include endorsement for President Gnage to approve the request for the Foundation to serve alcohol at the Mystery Dinner Theatre with the following conditions:

1. The WVU at Parkersburg Foundation needs to have host liquor liability insurance
2. WVU at Parkersburg must be named as additional insured.
3. Endorsement by the Board of Governors is for this one-time event with the approval of the President.

Mr. Miller seconded the amendment to the motion. Motion carried.



- Foreign Travel for Faculty and Staff

President Gnage provided information to the WVU Board of Governors regarding foreign travel for faculty and staff. She noted that she recently received a request for a faculty member to travel to Chad located in Central Africa. While the President follows current policy in approving requests for travel to foreign countries, she wanted our WVU Parkersburg Board of Governors to be aware of such requests. President Gnage also noted that employees are covered under West Virginia's BRIM insurance when traveling on behalf of the college.

- Communications with WVU

Mr. Campbell asked President Gnage to provide an update on meetings with West Virginia University. President Gnage reported that meetings have been held with representatives from WVU and an agreement between WVUP and WVU is progressing. She noted that both institutions want to be aligned as much as possible despite HB 3215.

- Other

Mr. Campbell announced the resignation of the faculty representative on the Board of Governors noting that Mr. Gregg Busch has accepted a position with Washington State Community College as the dean of arts and sciences. He announced and introduced new board member Professor Matthew Santer from the Social Science Division who has been elected by faculty to serve as their representative on the Board of Governors.

Mr. Burdette provided an update on several bills currently circulating in the Legislature that would have an impact on the college, but he noted they currently do not have much support.

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

Mr. El Chaar moved to go into executive session. Ms. Mosser seconded the motion. Motion carried. At approximately 4: 25 p.m. the WVU Parkersburg Board of Governors moved into Executive Session.

At approximately 5:17 p.m. Mr. Burdette moved that the Board return from Executive Session. Ms. Starkey seconded the motion. Motion carried.

Mr. Campbell reported that Board members reviewed a draft of the agreement between WVU and WVU Parkersburg and noted that it is an evolving process.

#### **5. Next Meeting**

Mr. Campbell noted that Board would probably meet again before the next meeting scheduled on June 10.

**6. Adjournment**

With no further business to be discussed Mr. Burdette moved to adjourn. Mr. Smith seconded the motion. Motion carried and the meeting adjourned at 5:20 p.m.

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

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Joe D. Campbell, Chairman

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Keith Burdette, Secretary

**MINUTES**  
**WEST VIRGINIA UNIVERSITY AT PARKERSBURG**  
**BOARD OF GOVERNORS**  
**April 16, 2009**

An emergency meeting of the West Virginia University at Parkersburg Board of Governors was held on April 16, 2009 by teleconference in the President's Conference Room at WVU Parkersburg beginning at 5:00 p.m. Board members present were: Cindy Bullock, Matthew Santer, Joe Campbell, William H. Hopkins, Curtis Miller, Violet Mosser, Gregory K. Smith, and Keith Burdette. Absent were Gerard El Chaar, Kennad Lee Skeen, II, Rock Wilson and Kim Starkey. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, staff, students, members of the community and 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**

Violet Mosser moved to go into executive session. Cindy Bullock seconded the motion. Motion carried. At approximately 5:05 p.m. the WVU Parkersburg Board of Governors moved into Executive Session.

At approximately 6:11 p.m. Ms. Mosser moved that the Board return from Executive Session. Ms. Bullock seconded the motion. Motion carried. The WVU Parkersburg Board of Governors returned to regular session.

Mr. Burdette moved that the Chairman of the WVU at Parkersburg Board of Governors draft a letter to the Chairman of the WVU Board of Governors with a copy to the President of West Virginia University and the Governor of the State of West Virginia stating concerns with the Trademark License Agreement and Service Agreement with regards to term limitation of the trademark license agreement. Ms. Bullock seconded the motion. After some discussion, Mr. Burdette amended his motion noting that the motion would only refer to the Trademark License Agreement and not the Service Agreement. Ms. Bullock seconded the amendment. The motion passed.

**4. Discussion Items**

Chairman Campbell reported that process is continuing on the Memorandum of Understanding and the Service Agreement and should be finalized soon.

**5. Next Meeting**

Mr. Campbell announced that he would like for the Board to meet again on April 27.

**6. Adjournment**

With no further business to be discussed, Mr. Burdette moved to adjourn, Mr. Miller seconded the motion. Motion carried and the meeting adjourned at 6:16 p.m.

Respectfully submitted,

Patsy Bee  
Executive Assistant to the President

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Joe D. Campbell, Chairman

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Keith Burdette, Secretary