

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

NOVEMBER 2, 2011
AGENDA

Members

Cindy Bullock
Joe Campbell
Steve Chancey
Cheryl Donohoe
Gerard El Chaar
Curtis Miller

Gregory K. Smith
Rock Wilson
Jamie Six
Violet Mosser
Loren Bell
Matthew Santer

Marie Foster Gnage
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, November 2, 2011

8:00 a.m.	Executive Committee	Community Room
3:30 p.m.	Audit Committee	President's Conference Room
4:30 p.m.	Dinner	Community Room
5:15 p.m.	Board Meeting	Theatre
	Possible Executive Session	Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of November 2, 2011
Theatre
5:15 P.M.

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|-----|----------------------------------------------------------------------|------------------------------------------------------|
| 1. | Call to Order | Board Chair, Joe D. Campbell |
| 2. | Roll Call | Patsy Bee
Executive Assistant to the President |
| 3. | Board Chair Report | Chairman Campbell |
| 4. | Approval of Minutes | |
| | • Regular Meeting – September 14, 2011 | 4 |
| 5. | Committee Reports | |
| | • Executive Committee | Chairman Campbell |
| | • Audit Review Committee | Greg Smith |
| | • Administrative Services Committee | Curtis Miller |
| | • Academic and Student Services Committee | Cindy Bullock |
| | • Campus Development Committee | Curtis Miller |
| 6. | Action Items | |
| | • WVU Parkersburg Audit Report 2010-2011 | Dr. Vincent Mensah, CFO 9 |
| | Building Acquisition | Dr. Mensah 10 |
| 7. | Consent Agenda | |
| | • Salary Policy B-29 | President Gnage 11 |
| 8. | Information Items | |
| | • Fiscal Update | Dr. Mensah 14 |
| | • WVU Parkersburg Accreditation Updates | Dr. Rhonda Tracy 15
Sr. VP Academic Affairs |
| 9. | Possible Executive Session under the authority of WV Code §6-9A-4-2A | |
| 10. | Board Comments/Announcements | |
| | • Commencement – Friday, December 16, 7:00 p.m. | |
| 11. | Next Meeting - Wednesday, February 8, 2011 | |
| 12. | Adjournment | |

**MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS**

September 14, 2011

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, September 14, 2011 in the College Theatre at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Joe Campbell, Matthew Santer, Violet Mosser, Cheryl Donohoe, Jamie Six, Curtis Miller, Cindy Bullock, Steve Chancey, and Loren Bell. Absent were Rock Wilson, Greg Smith, and Gerard El Chaar. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, staff, and members of the media, and Foundation Board Members.

1. Call to Order

Mr. Campbell, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order, and introduced new Board Member Loren Bell, Student Representative.

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 reminded Board members of the Retreat on November 2, and noted that they will receive training hours for their attendance. Several items will be discussed including a report from the Faculty Salary Task Force that was appointed as a fact finding committee regarding faculty salaries.

4. Minutes

Minutes of the regular Board meeting scheduled on June 15, 2011 was approved upon a motion by Mr. Miller and second by Ms. Bullock.

5. President's Report

President Gnage provided a report to the Board including an update on events held during this week in celebration of Founders Week which is a week-long celebration of WVU Parkersburg's 50th Anniversary. President Gnage also introduced the new Human Resources Director, Ms. Cynthia Ashby, and announced the resignation of the Development Director and WVU at Parkersburg Foundation Executive Director Ms. Kim Jones. She provided a report on activities with the American Association of Community Colleges Board of Directors, and announced her appointment to the AACC 21st Century Commission on the Future of Community Colleges.

6. Committee Reports

Executive Committee. The Executive Committee did not meet.

Audit Review Committee. The Audit Review Committee did not meet.

Administrative Services Committee. Mr. Miller reported that the Administrative Services Committee received updates on the Downtown Center, the Applied Technology Center, the Child Development Center, the Energy Lab, Theatre renovation, and the Institutional Advancement block renovation. Business Services provided an update on the change in ERP from MAP/Oracle to Banner Finance/HR – Initial Assessment and Indirect Cost Agreement with the Federal Government. The new HR Director was introduced and an update was provided on new faculty positions for fall, salary increases, and the Classified Staff Salary Schedule.

Academic and Student Services Committee. Ms. Bullock reported that the Academic and Student Services Committee received reports from Academic Affairs on new faculty, grant updates, the Berlin Project, Technology and Academics, and Program Updates. Workforce and Community Education provided a report on Fast Track enrollment; Correctional Center Education, Community Education, Professional Development for WCE staff, WorkKeys and business and industry training. Student Services provided an enrollment update, Financial Aid and scholarship update, and an update on athletics.

Campus Development Committee. Mr. Miller reported that the Campus Development Committee reviewed the Executive Summary of the Capital Campaign Feasibility Study, received an update on all the construction projects, and were provided a list of all current projects.

7. Action Items

Approval for Certificate Program in General Studies

Dr. Rhonda Tracy, Sr. Vice President for Academic Affairs presented the Certificate in General Studies program to the Board for their approval. After some questions and discussion, Mr. Chancey moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Certificate in General Studies Program.

Ms. Mosser seconded the motion. Motion passed.

Reduction Graduation Fee

Mr. Anthony Underwood, Vice President for Student Services presented a recommendation to the Board for approval of a Reduction in Graduation Fee. After some discussion, Mr. Chancey moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves

a reduction in the fee for graduation applications as presented.

Mr. Miller seconded the motion. After additional discussion, the motion was amended by Mr. Chancey to approve the following resolution to include the statement “effective for December, 2011 graduation.”

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a reduction in the fee for graduation applications as presented effective for December, 2011 graduation.

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

Proposed Tuition Rates for Affordable Tuition

Mr. Underwood presented a proposed tuition rates for affordable Tuition to the Board for their approval. Mr. Six moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the tuition rates for the Affordable Tuition Program as presented, effective for spring 2012.

Ms. Bullock seconded the motion. After some additional discussion the motion passed.

Proposed Revision of Salary Policy B-29

Chairman Campbell recognized Mr. Santer who made a motion to remove the Proposed Revision of Salary Policy B-29 from the Consent Agenda for discussion. Ms. Mosser seconded the motion. The motion was approved and the agenda item was open for discussion.

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Salary Policy B-2 and hereby authorizes adoption of said policy revision without further action by the Board if no comments are received.

President Gnage provided a report on the proposed revision of Salary Policy B-29 clarifying that the revision to the policy was added so professors would be able to receive compensation where they were previously redlined.

Mr. Chancey moved to accept the Salary Policy B-29. Mr. Miller seconded the motion. After several questions and discussion, the motion and second were withdrawn and the agenda item was tabled until the next Board meeting.

8. Consent Agenda

Chairman Campbell entertained a motion to approve the Consent Agenda. Mr. Chancey moved to approve the following Consent Agenda items:

Institutional Undergraduate Tuition and Fee Waivers

Resolved, That the West Virginia University at Parkersburg Board of Governors enter this report of the Institutional Undergraduate Tuition and Fee Waivers for FY 2010-11 into its minutes.

Proposed Policy E-58, Affordable Tuition Program

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy E-58, Affordable Tuition Program as presented.

Ms. Bell seconded the motion. Motion passed.

9. Information Items

Fiscal Update

Dr. Mensah provided an update on the state of the college's finances and the budget.

Construction Update

Mr. White provided an update on construction projects for the Downtown Center, Applied Technology Center, Child Development Center, and Energy Lab.

Capital Campaign Feasibility Study

Ms. Kim Jones, Executive Director to the WVU at Parkersburg Foundation reported that the WVU at Parkersburg Foundation contracted consulting firm Crandall Croft and Associates to conduct a Feasibility Study for a Capital Campaign during the month of August 2011. The report has been completed and reviewed by the Foundation Board. On behalf of the Foundation, Ms. Jones provided a copy of the report to the Board for their review. She asked that the Board review the report and respond to the comments and recommendations.

After some discussion, Mr. Miller moved that that the Board of Governors Executive Committee meet with the WVU at Parkersburg Foundation Board Executive Committee to review and comment on the recommendations. Motion passed.

Amendment to Memorandum of Understanding with St. Petersburg College, FL

Dr. Tracy provided a report noting that WVU at Parkersburg entered into a Memorandum of Understanding with St. Petersburg College of St. Petersburg, Florida, to provide an

opportunity for WVU at Parkersburg students to pursue the Veterinary Technology Program offered by St. Petersburg College in November, 2008. An amendment extending the Memorandum of Understanding is attached as well as a copy of the original Memorandum of Understanding that was presented to the Board at the November 12, 2008 meeting.

After some discussion, Ms. Donohoe moved to extend the agreement. Ms. Bullock seconded the motion. Motion passed.

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

Chairman Campbell entertained a motion for the Board to go into Executive Session to discuss Legislative Audits.

Mr. Chancey moved to go into Executive Session at approximately 6:30 p.m. Mr. Santer seconded the motion. Motion passed.

At approximately 7:15 p.m. Mr. Chancey moved to return from Executive Session. Ms. Mosser seconded the motion. Motion passed.

11. Board Comments/Announcements

Chairman Campbell reminded Board members of the Founders Week events including a performance by the *Profs*, the 50th Anniversary Gala, and Convocation. He also announced the first Distinguished Performance Series this year would be held on October 18 at 7:00 p.m. featuring SFJAZZ.

12. Adjournment

With no further business to be discussed, Mr. Six moved that the meeting be adjourned. Ms. Bell seconded the motion. Motion passed. The next meeting will be held on Wednesday, November 2.

Respectfully submitted,

Patsy Bee
Executive Assistant to the President

Joe D. Campbell, Chairman

Jamie Six, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of November 2, 2011**

ITEM: WVU Parkersburg Audit Report for 2010-2011

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Audit report for 2010-2011 as submitted.

STAFF MEMBER: Vincent Mensah, Chief Financial Officer

BACKGROUND:

Dr. Mensah will provide a report on the audit for 2010-2011 and submit copies of the report to the Board of Governors for their review and approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 2, 2011**

ITEM: Building Acquisition

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves pursuing the purchase of a building.

STAFF MEMBER: Vincent Mensah, Chief Financial Officer

BACKGROUND:

Dr. Mensah will provide information to the Board of Governors regarding a building acquisition and request their permission to pursue the purchase the building.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 2, 2011**

ITEM: Proposed Revision of Salary Policy B-29

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Salary Policy B-2 and hereby authorizes adoption of said policy revision without further action by the Board if no comments are received.

STAFF MEMBER: Marie Foster Gnage, Ph.D
President

BACKGROUND:

The addition of Section 3.5, highlighted on the attached copy of the Salary Policy, would permit an additional option for possible salary enhancement opportunities for faculty in the professor rank who have earned doctorate degrees.

West Virginia University at Parkersburg recommends a notice of proposed rulemaking to adopt this policy revision. If no comments are received during the 30-day comment period, authorization is sought to finalize this policy revision following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

**POLICY B-29
SALARY POLICY**

Section 1. General

- 1.1 This rule delineates the procedures to be followed by the West Virginia University at Parkersburg Board of Governors in determining salaries and annual salary increases for its employees.
- 1.2 Authority. – West Virginia Code: §18B-8-2.
- 1.3 Effective Date. – July 1, 2011

Section 2. Background

2.1 The West Virginia University at Parkersburg Board of Governors is committed to a compensation program that will support the retention of quality faculty, staff and administrators so as to accomplish the institutional goals, objectives and priorities identified in state law, rules and master plan of the Council, and campus compact. The realization of salary increase goals is based upon continued increases in state support and the ability to raise tuition and fees.

Section 3. Faculty and Faculty Equivalent Personnel

- 3.1 Entry level salaries shall be based on academic degree and faculty rank (benchmarked with peer institutions and market), as defined annually and approved by the Board of Governors.
- 3.2 Annual salary increases shall be contingent upon available funding. Increases shall be based on annual performance evaluation according to institutional [procedures](#) and shall be consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.
- 3.3 A salary increase of at least ten percent shall accompany promotion in rank.
- 3.4 Upon appropriate verification, a base salary increase may accompany the attainment of a higher degree according to institutional procedures.

3.5 Salary enhancement opportunities may be offered to faculty in the professor rank with doctorate degrees according to institutional procedures.

Section 4. Classified Employees

- 4.1 All classified employees hired after June 30, 2011, shall have an initial salary equal to the zero step at the appropriate pay grade in accordance with the statutory salary schedule.
- 4.2 Annual salary increases shall be contingent upon available funding. Increases after June 30, 2011 may be based on annual performance evaluation outcomes according to institutional [procedures](#) and consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.
- 4.3 A classified staff member promoted to a position in a higher pay grade shall receive a salary increase in accordance

with the personnel rules of the W. Va. Council for Community and Technical College Education.

Section 5. Non-Classified Employees

5.1 Entry level salaries shall be based on academic degree, experience, and market salary analyses, as determined by the Classification and Compensation Unit of West Virginia University, a service provided through an established affiliation agreement.

5.2 Annual salary increases shall be contingent upon available funding. Increases shall be based on annual performance evaluation outcomes according to institutional [procedures](#) and shall be consistent with the rules and directives of the W. Va. Council for Community and Technical College Education and provisions of State Code.

5.3 Upon appropriate verification, a base salary increase may accompany the attainment of a higher degree according to institutional procedures.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 2, 2011**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Vincent Mensah, Chief Financial Officer

BACKGROUND:

Dr. Mensah will provide an update on the state of the college's finances and the budget.

West Virginia University at Parkersburg Board of Governors

ITEM:	WVU Parkersburg Accreditation Updates
RECOMMENDED RESOLUTION:	Information Only
STAFF MEMBER:	Rhonda Tracy, Senior Vice President for Academic Affairs

BACKGROUND:

1. NLNAC Accreditation

- The National League for Nursing Accrediting Commission (NLNAC) site visit occurred October 5-7th, 2011. The visiting team noted our nursing faculty and the resources to support nursing as areas of strength. The continuing accreditation of our nursing program will be finalized in March, 2012, and the on-site visiting team gave a very positive recommendation.

2. Upcoming Accreditation Visits

- On October 21st, 2011 the on-site visiting team for Surgical Technology will review our program for continuing accreditation. The visit is part of the ongoing process for the Commission on Accreditation for Allied Health Education Programs (CAAHEP) accreditation.
- Additionally, we will host the NCATE visiting team for the continuing accreditation of our education program in October 2012. All programs leading to teacher licensure will be reviewed and recommended for continuation.

3. On the Horizon

- WVU Parkersburg has received notification to proceed to the candidacy phase for accreditation by the Accreditation Council for Business Schools and Programs (ACBSP) for business programs at the associate and baccalaureate levels. The business unit will be assigned a mentor to assist with the preparation of the self-study and the impending site visit by the ACBSP team that will occur in 2012/2013 academic year.
- Additionally, our college will soon be seeking additional approvals from the North Central Association/Higher Learning Commission for the RN to BSN online program in nursing. The opportunity exists to have additional programs for online delivery reviewed at the time of the RN/BN's site visit. The approval to offer complete programs online requires a visit by an HLC team to ensure we have the resources and commitment to deliver programs online. We anticipate this on-site

visit for additional online programs will take place during the 2012/2013 academic year.

- The College is exploring accreditation for its Criminal Justice programs at the associate and baccalaureate levels and a recommendation and timeline will be forthcoming.