

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
February 6, 2013

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, February 6, 2013 in the College Theatre at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Jamie Six, Gerard El Chaar, Cheryl Donohoe, Curtis Miller, Joe Campbell, Loren Bell, Rock Wilson, and Matt Santer. Absent were Violet Mosser, Greg Smith, Steve Chancey, and Cindy Bullock. 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

Campus Development Committee

Chairman Six announced a change in the order of agenda items to allow for a report from the Campus Development Committee. Mr. Miller, chair of the committee introduced Lt. Col David Shafer from the National Guard and Adam Krason from ZMM Architects attending today to present a conceptual design for the Readiness Center that was discussed at the Campus Development Committee Meeting today, and was previously presented to the President and Chair of the Readiness Center Committee. They wanted to present the conceptual design to the entire Board. The presentation showed different types of uses for the facility such as conferences, meetings, performances, demonstrations, and banquets. The facility will be just under 58,000 sq. feet and has the capability of seating for 3500 to nearly 4,000 depending on the set up and type of function.

They explained that the next steps would be financial. Information distributed showed that approximately \$4,025,903 would come from Federal funding and the remaining \$9,022,308 would need to be local funding.

Presentation

Chairman Six recognized Michele Wilson and Drema Starkey, staff members that were recommended for recognition to the Board by President Gnage for their outstanding service to the college.

4. Approval of Minutes

The minutes of the Regular Board meeting of December 5, were approved upon a motion by Mr. Miller and second by Ms. Bell.

5. President's Report

President Gnage introduced Anthony Underwood, Vice President for Student Services to provide an update to the Board on the Dynamic Campus implementation of Banner Student. Mr. Underwood explained the partnership, training of staff and the great

efficiencies in many of the processes that had been very time-consuming. Students can now take care of many processes online rather than coming to the campus.

Next, President Gnage introduced Torie Jackson, Faculty Senate Chair to provide an update on the new Alumni magazine that was recently published. Ms. Jackson provided each member of the Board with a copy of the magazine and explained the process of publishing the magazine which was funded by a grant.

President Gnage also asked Board member and Student Government Association President, Loren Bell, to provide an update to the Board on Student Government activities. Ms. Bell introduced SGA representatives Mr. Tyler Ohrn, Vice President for Communications, Jose Campbell, Vice President for Finance, and Matthew Renta, Freshman Senator. The students provided a presentation and overview of SGA activities this year including a fall leadership conference of 150 students from schools all over the state; presentation from the Advisory Council of Students to the CTC, HEPC and LOCEA; community service including bell ringing for the Salvation Army, volunteering for Latrobe Street Mission, and "Get Out The Vote" Campaign; and they are planning a leadership training on February 15.

President Gnage thanked Board members for attending the Culinary Arts Academy Ribbon Cutting Ceremony. She reported that the ribbon cutting for the Center for Early Learning will probably be later in the spring when the Center will open. She reminded Board members of the upcoming Legislative session. She attended the American Association of Community College's Workforce Development Institute in San Diego, and noted that WVU Parkersburg's partnership with Dupont's *Learn and Earn* program was presented and is now receiving national attention. President Gnage, Gerard ElChaar and Loren Bell will be attending the ACCT Legislative Summit February 10-14, and they will be visiting Capitol Hill to meet with some members of Congress.

6. Committee Reports

- Executive Committee:
 - o No report.
- Audit Review Committee:
 - o No report.
- Administrative Services Committee:

Mr. Miller met with the Administrative Services Committee today and received reports from the Foundation Director on the Capital Campaign, Grants, and Tax Credits. The Facilities Director provided an update on several projects including the Center for Early Learning, Culinary Arts Academy, new science labs, and card access for the main building. The CFO provided a report on the financial monitoring audit of select WV Community & Technical College System grants for FY2009/2010. The HR director reported there are 20 open positions. He also announced that the Vice President for Workforce and Community Education position has been filled and she will begin later this month. The CIO provided a report on the progress of IT goals.

- Academic and Student Services Committee:
Mr. ElChaar met with the Academic and Student Services Committee and reported that an update was provided on the building relationships such as a partnership with WVU Parkersburg and Parkersburg Catholic to combine college and high school courses to get a degree through the EDGE program. There is also an agreement with Eastern Community College to receive a bachelor in Elementary Education offered through WVU Parkersburg, and partnership with Chronicle of Higher Education and our Developmental Education program. Workforce and Community Education provided an update on programs with business and industry, short-term programs, an update on WorkKeys and community education. Student Services provided an update on personnel announcing the new Financial Aid Director; update on enrollment; and the Wellness Initiatives
- Campus Development Committee:
 - Readiness Center Liaison Committee
 - Review Property Possibilities Committees

In addition to the report at the beginning of the meeting on the Readiness Center, Mr. Miller also reported that the college had received a donation from the Erickson Foundation of parking lots behind the Downtown Center, and discussion of other properties that may become available in the future.

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

Chairman Six entertained a motion to move into Executive Session to discuss issues regarding student correspondence, property acquisition, and personnel matters. At approximately 6:56 p.m., Ms. Bell moved to adjourn to Executive Session. Mr. ElChaar seconded the motion. The motion passed. Chairman Six invited Dr. Mesah and President Gnage to join the Board in Executive Session.

At approximately 8:10 p.m. Chairman Six called the meeting back in to regular session. No actions were taken on any issues discussed upon return to regular session.

8. Action Items

- Naming Opportunities
President Gnage reported that Michael Miller, a local entrepreneur, business neighbor to the college, and WVU at Parkersburg Foundation Board of Directors, has made a donation for a naming opportunity. When it was learned that the new Early Learning Center would need a sun shelter, Mr. Miller was approached for a donation. The result was that he designed, built and donated a 1030 sq ft. state-of-the-art pavilion in honor of his grandson, Seth Miller. The pavilion is cedar with concrete flooring. The interior contains cabinetry to hold toys, a flat screen TV, dry erase boards, three flat screen computers, lights and ceiling fans. The name of the shelter would be the “Seth Miller Pavilion.”

Linda and David Dickirson of Jackson County have been advocates for WVU Parkersburg for many years. Mr. Dickirson is a successful businessman in Jackson County who continues to support the college. Ms. Dickirson served on the WVU Parkersburg Board of Advisors and currently serves on the WVU at Parkersburg Foundation Board of Directors. She is a retired teacher; she taught children ages 3 – 5

who had special needs. Because of Linda's love of teaching young children and education in general, the Dickirson's have made a commitment for a naming opportunity: the 4-6 year-old classroom.

After some questions and discussion, Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Naming Opportunities as presented.

Ms. Bell seconded the motion. Motion passed.

- Tuition and Fees

Dr. Vincent Mensah, CFO, presented two options to the Board for consideration for tuition and fee increases for 2013-2014. In the event there will be a 7.5% cut in state appropriations to the college, WVUP would recommend a 9% increase in tuition to cover rising costs. If there are no cuts in state appropriations, then the college would propose a 5% increase be approved.

After questions and discussion, Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves tuition and fees recommendations for 2013-2014 academic year as presented.

Mr. ElChaar seconded the motion. Motion passed.

- Dynamic Campus Contract:

Dr. Mensah, CFO, reported that Dynamic Campus has been contracted for the past year to provide Information Technology Services for the implementation of Banner and related applications; provide technology leadership, management of technology services and related on-demand services. This engagement is within the context of multi-year technology upgrade project. The initial contract for the first year – May 2012 – April 2013 is about to end. WVUP proposes to continue to engage Dynamic Campus for the second year of this multi-year technology project during which the technology services provided will include:

- Leadership and Management of WVUP's IT services
- Banner Finance Implementation
- Continued Student Banner System Re-Implementation
- Continued Financial Aid Re-Implementation

WVU at Parkersburg will decide the breakdown for each year's activities. Costs are expected to exceed \$250,000 annually.

After questions and discussion, Mr. Miller moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a contractual arrangement with Dynamic Campus to provide IT Services for

the implementation of Banner and related applications up to current amount. Any amount over that would need to be reviewed by the Board.

Mr. ElChaar seconded the motion. Motion passed with one Board member opposed.

- Access Control for Main Building:

Mr. Dave White, Director of Facilities and Grounds provided a report to the Board noting that to provide a more secure facility, WVU Parkersburg has made the decision to install card access to our main campus building. The Facilities Department budgeted \$200,000 in the 2013 budget for this project. The State of West Virginia allocated \$180,000 to WVUP for this project for a total of \$380,000. The amount of \$30,000 was paid for the contract specs and installation oversight. The total project exceeds the \$250,000 bid limit: approval by the Board is required.

After questions and discussion, Ms. Donohoe moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the purchase of the Access Control for the Main Campus.

Mr. ElChaar seconded the motion. Motion passed.

- Property Acquisitions

President Gnage reported that WVU Parkersburg has the opportunity to make offers on property that will enable the college to expand its programs present and future. The President requests permission for the college to make an appropriate and/or reasonable offer on the property.

After questions and discussion, Mr. Miller moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Request by the President to make appropriate offer on available property.

Mr. Santer seconded the motion. The Motion passed.

- HVAC/Exhaust System for Science Wing

Mr. White reported that WVU Parkersburg will need to purchase a new Heating and Air Conditioning unit and ventilation for the science lab renovation project. The total project will exceed the \$250,000 bid limit.

After questions and discussion, Mr. Miller moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the purchase of the HVAC/Exhaust System for the Science Wing.

Mr. Campbell seconded the motion. Motion passed.

- Approval of Contract for Phase I of the New Science Labs

Mr. White reported that Phase I of the new science labs in the old Technology Wing is ready to begin. Completion of Phase I will prepare the area for the addition of 2 chemistry, 2 biology and one earth science/multi use lab. This will support enough spaces to replace the 40 year old labs currently located on the 3rd floor of the main building.

After questions and discussion, Mr. ElChaar moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approve proceeding to Phase I of the new science labs with no more than \$999,999.

Mr. Campbell seconded the motion. Motion passed.

9. Consent Agenda

Mr. Campbell moved to approve the following Consent Agenda items:

- Revision of Policy A-34, Equal Opportunity Affirmative Action and Nondiscrimination

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the revision and re-numbering of Policy B-34, to A-34, Equal Opportunity, Affirmative Action and Nondiscrimination, as presented.

- Adoption of Policy F-60, Tobacco and Smoke-Free Environment

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy F-60, Tobacco- and Smoke-Free Environment, without revision.

- Proposed Revision of Policy D-51, Admission to WVU at Parkersburg

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for a revision of Policy D-51, and hereby authorizes adoption of said policy without further action by the Board if no comments are received during the comment period.

Ms. Donohoe seconded the motion. Motion passed.

10. Information Items

- Emergency Alert System

Ms. Valerie Mead, CIO, reported that the Emergency Alert System provided to WVU Parkersburg current faculty, staff and students is designed to play a critical role in keeping people safe before, during and after a campus emergency. The communication system is only used to inform the campus community of an emergency, the impact the emergency has on class schedules and other key information in terms of recommendations to the message recipients. Messages are delivered through a variety of methods including text messages with a message lead of: ALERT! Types of emergency may include weather alerts or loss of utilities (e.g. power, water, heat).

Campus community members are automatically enrolled in the program although an opt-out procedure is available. There is no charge to the WVU Parkersburg community for this service.

Chairman Six noted that Board members are encouraged to participate in the Emergency Alert System so they will receive alerts that are sent out to faculty and staff. He asked that they contact Patsy Bee with the information that is needed to participate.

- Fiscal Update
Dr. Mensah provided a report on the state of the college's finances and the budget.

11. Board Comments/Announcements

Mr. Six appointed Joe Campbell, Gerard El Chaar and Cheryl Donohoe to serve on a committee for the president's evaluation review.

12. Next Meeting – Wednesday, April 10, 2013

13. Adjournment

With no further business to be discussed, Ms. Bell moved that the meeting adjourn. Mr. El Chaar seconded the motion. Motion passed. The next meeting will be held on Wednesday, April 10, 2013.

Respectfully submitted,

Patsy Bee
Executive Assistant to the President

Jamie Six, Chairman

Cheryl Donohoe, Secretary