

**Minutes**  
**Concord College Board of Governor's Meeting**  
**Via Teleconference**  
**September 5, 2001, 4:00 p.m.**

In conference:

Board of Governors Members: Board President James Brown, Daniel Dunmeyer, Ted Rogers, Margaret Sayre, Classified Staff Representative, Linda Martin; Faculty Representative Charles Britchford, Student Representative, Matt Jozik and Concord College President Jerry Beasley  
(J. Franklin Long was not available.)

Concord College Cabinet Members: Jim Cannon, Debbie Curry, Michael Curry, Doug Machesney, and Bill O'Brien  
(Dean Turner was not available.)

Others in conference: Margaret Butrick

Agenda Item: Discuss and approve recommendation for salary increases for faculty and staff.

Rogers asked for definitions and examples of classified and non-classified positions.

Beasley noted that non-classified staff includes vice presidents for the College, staff in the computer center and the athletic director. Examples of classified staff include custodial, administrative assistants, security, and some in management like Bill Skeat who is manager of the College Center.

Beasley noted that the Chancellor and legal assistant to the Chancellor have a right to review but the BOG should set salaries. There is a great deal of uncertainty with regard to implementation of increases.

The College is recommending a 3.5% increase to non-classified professionals who have satisfactory evaluations; 3.5% salary pool that would be administered through the existing faculty pay plan, and a 3.5% increase to classified staff. There is the expectation by classified staff that the College will meet the target of the salary schedule passed by law. Discussions regarding salary increases for non-classified staff will begin immediately. The budget impact will be on fringe benefits and will cost around 4% according to the business office. The compact calls for a 3.5% salary increase predicated on tuition and fees of 5% increase but the State limited the fees to 4%, or \$60,000.

Brown asked if the College could afford raises.

Beasley responded that the College is looking at other sources of money, principally fundraising.

Charles Britchford asked about the long-range plans for increases and what plan would be submitted November 1.

Beasley responded that according to the president's meeting he had just attended, that there is concern over college funding. There is an effort to earmark money for change agendas—specifically community colleges and research. Any funding plan should be contingent on state funding, tuition and fees. He would receive by this Friday (September 7), directions to update the compact.

Britchford asked if the incremental pay was not for all employees.

Cannon clarified that the increment stops at 20 years as mandated by state law.

Beasley noted that typically there are three-five faculty who are promoted per year and those are not included in the 3.5%.

Martin pointed out that classified staff is on the Mercer Pay Scale and questioned whether there was a concern that the percentage increase would unbalance that scale.

Beasley noted that over time we would have to look at different impact studies. One way to deal with this is to set a cap on a pool of 3.5% and then distribute across the pay plan. The problem with dealing with this immediately is getting the paperwork to Charleston by the September 10 deadline. Clearly two things have to be addressed, where people currently are on the scale and the expectation that all are brought up to the new pay schedule.

Martin noted the currently 37 people are affected by being below equity on the schedule.

Beasley stated that the College has four years to bring those up to equity, that in the short run, new employees may make more but that it would be addressed.

Martin asked if there is a deadline for those who have been here 10 years.

Beasley stated that there is a conversation about what the impact would be on the other employees and that current estimates are that it would cost around one million to bring classified staff to equity and that it may mean faculty would have to forgo raises. The Chancellor believes, and the presidents (of the state colleges), believe that the schedule is a target and not a mandate.

Butrick asked if Susan Martin's questions from a previous correspondence were answered.

Martin stated that the faculty is at 95% of their peers with regard to salary and the classified staff is 25% below market value. If this is not a deadline to fully fund the schedule then what is the deadline?

Britchford commented that the faculty is happy with the 3.5% raise and that they are not losing ground.

Brown asked the board if they were ready to vote.

Dunmeyer asked if there is a game plan.

Beasley answered that the College will come back to the board with a set of proposals and that the compact is due by November 1, 2001.

Dunmeyer moved that the board approve the 3.5% raise.

The move was seconded by Rogers and approved by a voice vote.

Beasley provided the board with updated enrollment figures. The College's enrollment is close to where we were this time last year. Our five-year compact projects flat enrollment. We have 2,805 registered and payments from 2,565 as of this morning. Many off-campus students aren't counted in this. This is our current headcount. Please note that a formal report will be provided to the Higher Education Policy Commission on November 1 and that the numbers may change between now and the reporting date.

M. Curry added that the FTE for this year is 2,748. Last year at this time it was 2,411 which means we have 337 more this year.

Martin added that we have 1,066 students in residence halls this year compared to 1,087 this time last year.

Brown asked what is the total capacity.

Martin answered, 1,150.

Beasley clarified that this assumed doubles and triples in some instances and that housing encourages some students to live off campus.

Brown asked if the College has a rule requiring freshmen to live on campus.

Beasley said yes, and the College encourages seniors to live off campus.

Martin noted that there are several apartments in the Athens area.

Beasley stated that the principle purpose of today's meeting was to approve the salary increase and that the first meeting would be an October organizational meeting. Debbie Curry has been working on by-laws for the board.

Britchford asked about committee assignments and if he could sit in on budget committee meetings.

Beasley stated that all meetings are open and that the bylaws provide that committees elect chairs and that the meetings be held prior to board meetings and that board members could attend two or more committee meetings.

Britchford commented that the conference call was a good idea from a convenience and resources standpoint and pointed out that the president's cabinet was sitting in on the meeting but that the faculty and staff were not invited and asked that invitations be extended in the future.

Beasley answered that the point was well taken and that the College would head in that direction in the future.

Brown asked if there is a place on campus that would accommodate a larger group.

Britchford answered that perhaps the videoconference room would be an alternative.

Machesney clarified that the room has 20-30 seats, and reminded the board that Concord would be hosting the Higher Education Policy Commission meeting Friday, October 19, and encouraged board members to be available.

Beasley added that Chancellor Mullen will be on campus Wednesday, September 19 and encouraged the board members to be available. Regarding the policy commission meeting, we will plan a dinner in honor of the Higher Education Policy Commission and it would be helpful if board members would attend.

Beasley commented that our part of the state, southeastern West Virginia, has been left out of the policy commission and it would be helpful for Bluefield State College and the Osteopathic School to have a good turnout.

Sayre asked about the current vacancy on the board for a superintendent of schools.

Beasley answered that he has talked with Secretary Goodwin and that given the gender distribution on our current board it would be helpful if the appointee would be a woman. One, Lyn Guy, a Concord graduate, currently serves on the Bluefield State College board. The ball is in their court.

Brown adjourned the meeting.

Minutes respectfully submitted by,  
Anita Lewis, Director of Public Relations/Marketing  
Concord College, Athens, WV 24712