

Minutes

CONCORD COLLEGE BOARD OF GOVERNORS

June 12, 2003

9:30 a.m.

The Concord Room

201 Marsh Hall

1. Call to Order and Determination of a Quorum

A quorum being present, the meeting was called to order. In attendance were: Mr. James M. Brown, Chairperson; Mr. James L. Miller, Secretary; Mr. Daniel Dunmyer; Mr. J. Franklin Long; Mr. Wayne Meisel (via teleconference); Mr. R. T. "Ted" Rogers; Dr. Charles Brichford, Faculty Representative; Mrs. Linda Martin, Classified Representative. Also participating were: Dr. Jerry L. Beasley, President; Cabinet Officers: Mr. James L. Cannon; Mr. Rick Dillon; Mr. Kent Gambill (Representing Michael Curry); Ms. Anita Lewis; Dr. William O'Brien; Dr. Dean W. Turner; Ms. Loretta Young. Others attending: Mr. Bill Hardee; Ms. Amy Pitzer; Mr. Bill Skeat. Unable to attend: Ms. Heather Arnott, Student Representative; Mr. Eugene Fife; Mrs. Margaret Sayre.

2. Approval of Minutes

The minutes of the May 6, 2003 meeting were approved as mailed.

3. Report of the Nominating Committee: Slate of Officers for 2003-2004

Mr. Ted Rogers moved that the following slate of officers be approved:

1. Margaret Sayre, Chairperson
2. Daniel Dunmyer, Vice Chairperson
3. James Miller, Secretary

Mr. Long seconded. Motion carried unanimously.

4. Report of the President

Dr. Beasley reported for Mrs. Sayre on a meeting called by House Education Chairman Mezzatesta. Topics discussed were:

- A. improved communication among Boards of Governors;

- B. content standardization of courses (e.g. inconsistencies in dual enrollment across the state);
- C. a mandatory auxiliary fee (a provision of House Bill 2224);
- D. identification of new revenue to keep tuition costs down;
- E. identification by Boards of Governors of five concerns that will be discussed at the August meeting;

Further, Dr. Beasley reported on a meeting of the state college and university presidents with Chancellor Mullen and HEPC Chair, Tom Jones. Discussion focused on the following issues:

- A. elimination of cuts in higher education;
- B. identification of new sources to fund higher education;
- C. elimination of un-funded mandates;
- D. "Initiative for Higher Education," a statewide effort
- E. reduction of taxes brought about by a federal bill that will provide \$120 million to West Virginia over the next two years—one-half of which will be devoted to Medicaid;
- F. Governor's commitment to dedicate federal money: \$5 million for public schools; \$5 million for higher education; \$1 million for HEAPS (financial aid for part-time students); \$2.7 million to be distributed among public institutions (Concord's share: \$177,000);
- G. collaboration among three national organizations: NCHEMS, Education Commission of the States, and the National Center for Public Policy and Higher Education.
- H. method of delivery and access to education for non-traditional students, and utilization of "Measuring Up" (focus on learning);
- I. Governor's indication that in the ensuing year, education will be given more favorable consideration;
- J. existing inconsistencies when reporting statistics (e.g. report of students enrolled in advanced math does not reflect the percentage of students requiring remedial work at the college level).

Dr. Beasley announced that Mr. John Jessee has been elected Chairman of the Concord College Foundation, and Ms. Loretta Young has been appointed the Executive Director of the Foundation. Ms. Anita Lewis has entered the Foundation's "President's Report" in statewide competition for an award of distinction.

Dr. Beasley told the Board that Congressman Nick Rahall has secured \$1.2 million for the Southern West Virginia Technology Center on the Concord campus. Dr. Steve Rowe and others

on campus are working on a proposal for Title III funding that could bring \$2 million to the College over the next five years. A planning committee will be appointed to work on the Title III grant.

Applications for admission to the College continue to be an area of concern. The College's tuition and fees are competitive for out-of-state students, and Concord needs resources in place to take advantage of this opportunity. Many institutions are enhancing scholarship awards by increasing "discounting" methods. Mr. Curry has been asked to work on staffing positions in a manner that will enable the College to take advantage of opportunity areas.

5. Action Items

A. Adoption of Preliminary Budget, FY2004

Mr. Rogers moved the adoption of the following resolution:

RESOLVED, The Concord College Board of Governors approves the proposed budget for the fiscal year 2003-04.

Mr. Long seconded the motion. Motion carried unanimously.

B. Adoption of Name Change for Division of Business

Dr. Brichford moved the adoption of the following resolution:

RESOLVED, The Concord College Board of Governors approves renaming the Concord College Division of Business.

Mr. Miller seconded the motion. Motion carried unanimously.

C. Adoption of Proposal to the Katharine B. Tierney Charitable Foundation

Mr. Rogers moved the adoption of the following resolution:

RESOLVED, that the Concord College Board of Governors authorizes the Concord College Foundation to submit a written proposal for grant funding from the Katharine B. Tierney Charitable Foundation. The Board of Governors directs the Concord College Foundation specifically to request funding in the amount of \$100,000 from the Tierney Foundation in order to support the establishment of the Entrepreneurial Studies Program at Concord College.

Mr. Long seconded the motion. Motion carried unanimously.

D. Adoption of resolution for temporary approval of policy regarding the role of adjunct faculty and defining an appropriate balance between full-time and adjunct faculty members

Mr. Miller moved the (temporary) adoption of the following resolution:

RESOLVED, that the Concord College Board of Governors approves the attached "Policy on the Role of Adjunct Faculty at Concord College, June 12, 2003."

Dr. Brichford seconded the motion. Motion carried unanimously.

E. Adoption of the resolution for temporary approval of the policy establishing the role of part-time classified employees.

Dr. Brichford moved the adoption of the following resolution:

RESOLVED, the Concord College Board of Governors approves the attached "Policy on the Role of Part-time Classified Employees at Concord College, June 12, 2003."

Mrs. Martin seconded the motion. Motion carried unanimously.

6. Information Items

A. Second Draft of Classified Employee Bumping/Layoff Policy

This policy was distributed to Board members with changes that have been suggested by Bruce Walker, Esq., and Margaret Buttrick, statewide Director of Human Resources. Ms. Pitzer requested that a sentence be added under "Notice" which reads: "A letter of intent to reduce the work force will be sent to employees as soon as a determination has been made that a reduction is necessary." This draft (with all suggested changes) will again be sent to campus constituencies for a 30-day comment period.

Mr. Cannon said that it is important for the classified staff to know that as the budget is currently proposed for next year, the College anticipates no layoffs in this segment of employees. Unlike in past years, the budget reductions will this year occur in the administrative ranks rather than within classified employees. If the College's enrollment holds up, and there are no mid-year mandated budget rescissions, there will be no layoffs at Concord. However, there will be a substantial reallocation of effort on behalf of classified employees.

B. Draft of the Procedure for Awarding Honorary Degrees

This draft policy will now be sent to the campus constituent groups for a 30-day comment period.

C. For consideration at the next meeting of the Board, Dr. Turner discussed the College's policy of awarding a 10 percent increase for faculty promotion in academic rank, and requested that this policy not be changed. The resolution that will be brought to the next meeting of the Board states: *RESOLVED*, the Concord College Board of Governors approves continuation of the 10 percent faculty pay increase upon promotion in academic rank. This practice will remain in effect until a faculty salary policy, as required by HB 2224, is established.

D. Update on Study Between Bluefield State College and Concord College Drs. Beasley and Turner reported on the study between Bluefield State College and Concord College as mandated by HB 2224. A number of meetings have been held between the key administrators of both institutions, and with Chancellor Mullen. There have been identified at least 96 ways that the two colleges can or already collaborate encompassing several areas on both campuses. As suggested by Chancellor Mullen, four words beginning with the letter "e" have been established (Economies, Efficiencies, Effectiveness, and Enhancements), and the administrators are beginning to put the 96 ideas under the appropriate category. The Compact format is being used, and data are concise. Everything thus far is in draft form, and it is anticipated that some of the 96 ideas may be doable by September 1, some of those identified are already in practice, and others may have to be accomplished over a longer period of time. Some of the ideas on the list are: joint offerings for foreign language certification, distance learning, faculty and staff training, shared purchasing of leased equipment, development of a combined printing process for catalogs, recruiting reciprocity.

7. Other Matters

The "Review of the Biology Department of Concord College" was presented for information only.

Data on athletics participation growth were included for informational purposes only.

8. Announcements

Future meeting dates for the Board were discussed. Since the study with Bluefield State College is due on September 1, a meeting in mid to late August will be necessary for the Board of Governors to approve the document, and forward it to the appropriate parties. An October 16-18 combined meeting among the three College Boards (Foundation, Board of Governors, and Alumni Executive Council) is being planned. Dr. Beasley indicated to the Board that the October 17 meeting is particularly important, and he would appreciate everyone's attendance, if at all possible. And, on June 3-4, the College is hosting the Bonner Foundation Summit for Service, and a meeting of the Board of Governors would include participation in this event. Additionally, it was noted that the August meeting must be on campus because of the evaluation of the president. The December and February meetings will be teleconferences on dates to be announced, and the April meeting (date to be announced) will be on campus.

9. Adjournment

There being no further business, the meeting adjourned.

Respectfully submitted,

James M. Brown, Chairperson

James L. Miller, Secretary

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