

**Minutes**  
**Concord University Board of Governors**  
**September 16, 2004**  
**1:30 p.m.**  
**The Concord Room**

**1. Call to Order and Determination of a Quorum**

A quorum being present, the meeting was called to order. In attendance were: Mrs. Margaret Sayre, Chairperson; Mr. Daniel Dunmyer, Vice Chairperson; Mr. James L. Miller, Secretary; Ms. Lydia Bennett, Student Representative; Dr. Charles Brichford, Faculty Representative; Mr. James M. Brown; Mr. J. Franklin Long; Ms. Linda Martin, Classified Representative; Mr. Wayne Meisel; and, Mr. R. T. "Ted" Rogers. Cabinet Officers: Mr. James L. Cannon; Mr. Michael Curry; Mr. Rick Dillon; Ms. Anita Lewis; Dr. Bill O'Brien; Dr. Dean Turner; and, Ms. Loretta Young. Others participating: Dr. Jerry L. Beasley, President; Dr. Kathy Liptak; Dr. Tom Brewster; Ms. Amy Pitzer; Mr. Bill Skeat; Coach Greg Quick; Mr. Bill Hardee; Dr. Elizabeth Roth; Ms. Barbara Hawkins; Mr. John Nelson; Father Tom Acker, Forward WV; Mr. Bill Baker, Forward WV; and, Mr. D. J. Boland. Unable to attend: Dr. Deborah Akers; Mr. Eugene Fife.

**2. Approval of Minutes**

Upon a motion by Mr. Dunmyer and seconded by Mr. Rogers, the minutes of the June 2, 2004 and June 29, 2004 meetings were approved as mailed. Motion passed unanimously.

**3. Election of Officers**

Upon a motion by Mr. Brown, seconded by Mr. Long, and passed unanimously, the current officers of the Board of Governors, Mrs. Margaret Sayre, Chairperson; Mr. Dan Dunmyer, Vice Chairperson; and, Mr. James Miller, Secretary, were re-elected to serve another term.

**4. Report on Shared Facility in Beckley, WV**

Dr. Beasley introduced Father Tom Acker and Mr. William Baker who gave a progress report to the Board on the Higher Education Center in Beckley, WV.

Father Acker and Mr. Baker assured the Board of Governors that it is not the intent of the Education Foundation Committee that will oversee the Higher Education Center to reduce Concord University's presence in Beckley. They are, in fact, optimistic that the Center will increase the college-going rate, and increase the number of classes offered by Concord thus increasing enrollment.

There was discussion about policies that address the acceptance of credit and the cost of courses, which, according to Father Acker and Mr. Baker, are still in the planning phase. Quality control of those teaching within the facility was discussed, and Father Acker agreed that the quality of the educators would be very closely monitored, most

likely by the Education Foundation Committee. Mr. Baker stated that there must be some way that quality can be assured, and he and Father Acker will work on that point.

The Board was assured that New River Community and Technical College would not have the responsibility for all introductory courses taught at the new facility. According to Father Acker, if Concord is now teaching English 101 at 5:00 p.m. on a certain day, Concord will continue to teach that course. If New River teaches one at the same time, “we’ll see what happens,” Father Acker said.

In response to Mr. Rogers’ inquiry about what authority the new president of New River Community and Technical College has at the Center, Mr. Baker responded that “the president of New River Community and Technical College will have no authority at this facility.”

Father Acker indicated that the Center will not be under the jurisdiction of a chancellor nor will there be a president at the facility.

Mr. Meisel thanked Father Acker and Mr. Baker for the verbal assurances, but asked if it would not be beneficial to all concerned to draw up a charter in which the terms of governance, etc. could be outlined specifically. Father Acker responded that he thought a charter is an excellent idea, and will begin to work on that.

## **5. Report of the President**

Dr. Beasley told the Board that he is working on an extensive written report that will be sent to all Board members and to the consultants who participated in his evaluation process.

At the last Board of Governors meeting, the Board asked the Classified Association to bring some recommendations that may be considered by the Board relating to the professional development of classified employees.

Amy Pitzer explained that the Staff Council met and listed elements that should be included in a professional development policy. The Classified Council did not develop a policy, just submitted some ideas on what should be in a policy dealing with staff development. Dr. Beasley indicated that he sees both the spirit and the direction of what has been recommended as very positive, and Concord will be willing to work with the Council in developing the policy for Board consideration at a future meeting.

Dr. Beasley announced that Mr. Cal Hite, Superintendent of the National Park Services, New River Gorge, has informed him that Senator Byrd is putting \$175,000 in the federal budget for a feasibility study on the Camp Brookside. Also, in the federal budget is another \$300,000 to continue to upgrade the facilities there. Dr. Beasley expressed appreciation to Senator Byrd and his staff for the significant boost not only to Concord but also to this area of the state.

## **6. Report from Board Committees**

### **A. Report from Committee on Academic Affairs**

Dr. Turner reported on faculty activities and accomplishments in Academic Affairs, and introduced items for action that will be acted on later in the meeting: 1) Program Review – M.Ed.; 2) Portfolio Evaluation Fees; 3) Procedure to Address Insufficient Leave; 4) “Goals of a Liberal Arts Education at Concord University;” 5) addition of assessment activities in Mission Statement.

### **B. Report from Committee on Student Affairs**

Mr. Long reported on discussion from the committee meeting on student affairs. Among things discussed was a report on concerns from students generated last May through the Student Government Association. A detailed report was given on the concerns expressed by the students, and how Concord responded to those concerns.

The Environmental Survey distribution was discussed. Students have indicated that the dining hall food has improved, and the parking situation on campus has shown improvement.

Student housing for married students (College Courts) was discussed. What is the most practical use for these facilities? What are plans to update or replace these facilities? A long-term plan for housing was discussed, and an action item will be brought to this Board later in the meeting.

The Policy on Intercollegiate Athletics was discussed, and will, also, be brought to the Board later in this meeting as an action item.

### **C. Committee on Finance and Facilities**

Mr. Dunmyer reported on discussion/action items from the Finance and Facilities Committee.

### **D. Committee on External Affairs**

Mr. Meisel discussed reports from Ms. Young and Mr. Curry in the External Affairs Committee meeting.

## **7. Action Items**

### **A. Policy No. 11, Adoption, Amendment, Repeal of Policies (Rule on Rules)**

Mr. Brown moved the adoption of the following resolution:

*RESOLVED*, that the Concord University accepts Policy No. 11, Adoption, Amendment, Repeal of Policies (Rule on Rules) as presented.

Dr. Brichford moved that in sections 4.1, 5.1, 5.3, of Policy No. 11, that the phrase “time frame must include at least one day on which classes are in session with faculty on campus” be inserted after the word “workday(s).”

Mr. Brown moved the adoption of the resolution as amended. Mr. Meisel seconded. Motion passed unanimously.

**B. Policy No. 10, Funding Policy on Intercollegiate Athletics**

Mr. Long moved the adoption of the following resolution:

*RESOLVED*, the Concord University Board of Governors approves Policy No. 10, Funding Policy on Intercollegiate Athletics.

Dr. Brichford moved that the resolution be amended as follows:

In Section 3.4, last sentence should read “Total expenditures from unrestricted institutional revenues shall not exceed 70 percent of the national average for Division II institutions.”

Mr. Long moved the adoption of the resolution as amended. Mr. Brown seconded. Motion passed with Dr. Brichford voting against it.

**C. Program Review – M.Ed.**

Dr. Brichford moved the adoption of the following resolution:

*RESOLVED*, the Concord University Board of Governors accepts the Academic Affairs Committee’s approval of the M.Ed. 2003-2004 program report and requests that this action be reported to the WV Higher Education Policy Commission. *FURTHERMORE*, it expresses appreciation to all appropriate personnel for the initial and continuing success of the program.

Mr. Brown seconded. Motion passed unanimously.

**D. RBA Portfolio Evaluation Fee**

Dr. Brichford moved the adoption of the following resolution:

*RESOLVED*, the Concord University Board of Governors approves the addition of a \$10/hour posting fee for credit

awarded through the Concord University Regents Bachelor of Arts (RBA) portfolio assessment process, effective July 1, 2005.

Mr. Brown seconded. Motion passed unanimously.

**E. Payroll Procedure to Address Insufficient Leave**

Dr. Brichford moved the adoption of the following resolution:

*RESOLVED*, the Concord University Board of Governors approves initiation of the proposed “Payroll Procedure to Address Insufficient Leave” with a change to letter “E” under “Procedure” section. The last sentence should read: “Employees who take a medical or personal leave of absence, which reduces the leave accumulation below zero, shall be placed on deferred payroll.”

Mr. Brown seconded. Motion passed unanimously.

**F. “Educational Goals of Concord University”**

Dr. Brichford moved the adoption of the following resolution:

*RESOLVED*, the Concord University Board of Governors endorses the proposed “Educational Goals of Concord University.” *FURTHERMORE*, it directs appropriate personnel to place these in appropriate publications to replace the former “Characteristics of an Educated Person” and to initiate timely compliance with all accreditation expectations.

Mr. Brown seconded. Motion passed unanimously.

**G. Proposed Salary Increase**

Mr. Dunmyer moved the adoption of the following resolution:

*RESOLVED*, the Concord University Board of Governors endorses a two (2) percent pay increase for Concord University faculty and staff, effective October 1, 2004. Additionally, subject to review of the budget situation, another one (1) percent increase in January, 2005 is endorsed by the Board of Governors.

Dr. Brichford seconded. Motion passed unanimously.

**H. Conversion of Temporary Maintenance Positions**

Mr. Dunmyer moved the adoption of the following resolution:

*RESOLVED*, the Concord University Board of Governors

endorses the recommendation of the Finance and Facilities Committee, and in compliance with Schirmer and fire marshal reports, to replace one of three temporary positions by converting it to a full-time position.

Mr. Brown seconded. Motion passed unanimously.

**I. Long-term Plan for Housing**

Mr. Long moved the adoption of the following resolution:

*RESOLVED*, the Concord University Board of Governors endorses the recommendation of the Student Affairs Committee for the administration of the University to develop a long-term plan for housing for students, faculty, and staff. This plan is requested for the April meeting of the Board of Governors.

Mr. Brown seconded. Motion passed unanimously.

**8. Information Items**

Mrs. Sayre reminded Board members of the HEPC annual training session for Boards of Governors scheduled September 24, 2004 at Embassy Suites in Charleston, WV.

Dr. Beasley reminded Board members of the Convocation celebrating Concord's name change on October 26, 2004. Dr. Constantine Curris, president of AASCU, is the featured speaker, and everyone is invited and encouraged to attend.

Mr. Rogers announced that Dr. Beasley's evaluation is scheduled September 22-23, 2004, and invited Board members to participate.

The Board then adjourned to Executive Session.

**9. Out of Executive Session**

The Board returned to regular session with the following resolution:

*RESOLVED*, that the record reflect that the Board appreciates Dr. Brichford's and the faculty's input into the evaluation process, and received the information collected by them.

**10. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

Margaret J. Sayre, Chairperson

James L. Miller, Secretary

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Attachments