



Minutes

Concord College Board of Governors

August 21, 2003

1:30 p.m.

The State 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; Dr. Deborah Akers; Dr. Charles Brichford, Faculty Representative; Mr. James M. Brown; Mr. J. Franklin Long; Mrs. Linda Martin, Classified Representative; Mr. Wayne Meisel; Mr. R. T. "Ted" Rogers. Also participating were: Dr. Jerry L. Beasley, President; Cabinet Officers: Mr. James L. Cannon; Mr. Michael Curry; Mr. Rick Dillon; Ms. Anita Lewis; Dr. Dean Turner; Ms. Loretta Young. Others attending: Mr. Bill Hardee; Ms. Tammy Jenkins; Mr. Bill Skeat. Unable to attend: Mr. Eugene Fife.
2. **Approval of Minutes**  
The minutes of the June 12, 2003 meeting were approved as mailed.
3. **Oath of Office**  
Mr. Sam Litteral was present to notarize the official Oath of Office forms as required for Dr. Deborah Akers (appointment), Mr. James L. Miller, Mr. James M. Brown, and Mrs. Margaret Sayre (reappointments).
4. **Report of the Committee on Academic Affairs**  
Dr. Brichford reported that the committee discussed a draft of the 2003-2004 goals, which will be refined and presented to the Board at a later meeting (see attached minutes from the Committee on Academic Affairs).
5. **Report of the Committee on External Affairs**  
Mr. Meisel reported that the Committee heard from Ms. Young regarding the capital campaign, which is in the silent phase. Mr. Meisel indicated that 100 percent participation is expected from board members. It was reported that enrollment numbers are encouraging: 2,333 last year at this time, compared to 2,341 this year. Additionally, the Committee discussed enrollment strategy for the ensuing year. (See attached minutes from the Committee on Academic Affairs).
6. **Report of the Committee on Finance and Facilities**  
Mr. Cannon reported on the College's financial status for fiscal year 2003, and told Board members that a copy of the complete report could be made available upon request. Additionally, Mr. Cannon discussed the status of the purchasing audit, the Bluefield State – Concord College study (pertaining to finance and facilities), and the results of the Schirmer Engineering Corporation Survey prepared for the Board of Risk Management (see attached minutes from the Committee on Finance and Facilities).

Regarding the findings of the Schirmer Survey, Mr. Miller moved the adoption of the following resolution:

*RESOLVED*, that the Concord College Board of Governors approve: 1) the College will hire up to three “temporary” employees to be assigned the responsibility of completing the items noted in the report; 2) the work will be completed over a period of 24 months; 3) work funded by auxiliary funds, primarily in the residence halls, will be started first and should be completed within the next twelve months. This work constitutes 50 percent of the 67 percent noted by the letter to the HEPC to be completed by College employees; and, 4) funding for the completion of the E & G items has yet to be determined.

Mr. Brown seconded. Motion carried unanimously.

7. **Report of the Committee on Student Affairs**

Mr. Dillon reported that the Committee discussed this year’s accomplishments and goals for next year, ways to improve programming, collaborative efforts between cultural affairs and student activities, and diversity programming (see attached minutes from the Committee on Student Affairs).

8. **Action Items**

a. **Naming of Technology Center**

Mr. Miller moved the adoption of the following resolution:

*RESOLVED*, that the Concord College Board of Governors approve naming the Southern West Virginia Technology Center the Nick Joe Rahall Technology Center (to be shortened to Rahall Center).

Mr. Brown seconded. Motion carried unanimously.

b. **Classified Employee Bumping/ Layoff Policy**

Mrs. Martin moved the adoption of the following resolution:

*RESOLVED*, that the Concord College Board of Governors approve the Classified Employee Bumping/Layoff Policy (see attachment)

Mr. Meisel seconded. Motion carried unanimously.

c. **Policy on Awarding Honorary Degrees**

Dr. Brichford moved the adoption of the following resolution:

*RESOLVED*, that the Concord College Board of Governors approve the Policy on Awarding Honorary Degrees (see attachment).

Mr. Brown seconded. Motion carried unanimously.

- d. **Policy Regarding the Role of Adjunct Faculty and Appropriate Balance Between Full-time and Adjunct Faculty Members**

Dr. Brichford moved the adoption of the following resolution:

*RESOLVED*, that the Concord College Board of Governors approves the Policy Regarding the Role of Adjunct Faculty (see attachment).

Mr. Rogers seconded. Motion carried unanimously.

- e. **Approval of continuation of dates for written notification of tenure-track faculty for retention or non-retention**

Dr. Brichford moved the adoption of the following resolution:

*RESOLVED*, that the Concord College Board of Governors approve the continuation of the tenure-track faculty written notification of retention or non-retention as described in detail in HEPC Procedural Rule Series 9, Section 10.5(all), effective December 25, 2001.

Mr. Rogers seconded. Motion carried unanimously.

- f. **Policy Establishing the Role of Part-time Classified Employees**

Mrs. Martin moved the adoption of the following resolution:

*RESOLVED*, that the Concord College Board of Governors approve the Policy Establishing the Role of Part-time Classified Employees (see attachment).

Mr. Brown seconded. Motion carried unanimously.

- g. **Approval of Continuation of 10 Percent Pay Increase for Faculty Promotion**

Dr. Brichford moved the adoption of the following resolution:

*RESOLVED*, that the Concord College Board of Governors approve the continuation of the ten percent pay increase upon promotion in academic rank. This practice will remain in effect until a faculty salary policy, as required by HC 2224, is established.

Mr. Brown seconded. Motion carried unanimously.

- h. **Approval of the Bluefield State College – Concord College Study**

Dr. Brichford moved the adoption of the following resolution:

*RESOLVED*, that the Concord College Board of Governors approves the essence and intent of the August 14, 2003 draft report “Concord College and Bluefield State College—Collaborations, Cooperations, and Brokering Activities.” *Furthermore*, the Board authorizes Chair Sayre to approve appropriate revisions of the report, and submit the final document to Chancellor Mullen on or before September 1, 2003.

Mr. Meisel seconded. Motion carried unanimously.

i. **Approval of Proposal to the Appalachian Regional Commission**

Mr. Brown moved the adoption of the following resolution:

*RESOLVED*, that the Concord College Board of Governors approves the preparation and submission of a grant proposal to the Appalachian Regional Commission in the amount of \$406,123. This amount, if granted in whole or in part, will be used to furnish and equip the Concord College Entrepreneurial Studies Program and the Business Incubator in the Southern West Virginia Technology Center.

Mr. Meisel seconded. Motion carried unanimously.

9. **Information Item**

a. **Travel Policy**

The Travel Policy was previously approved by the Board and submitted to Chancellor Mullen for final approval. The policy was approved with the addition of technical changes suggested by Bruce Walker, which were included in the final Travel Policy.

10. **Executive Session**

Upon a motion by Mr. Brown, seconded by Mr. Meisel, the Board went into Executive Session.

11. **Other Matters, Announcements**

Upon return from Executive Session, Mr. Brown made the following motion:

*RESOLVED*, that the Concord College Board of Governors voted to extend the employment contract of President Jerry L. Beasley for one year (a continuing three-year contract) with no change in the salary, and with existing terms.

Dr. Brichford seconded the motion. Motion carried unanimously.

12. **Adjournment**

There being no further business the meeting adjourned.

Respectfully submitted,

Margaret Sayre, Chairperson

James L. Miller, Secretary