



**Concord University
Board of Governors
June 19, 2012
1:00 p.m.
The Concord Room
201A Marsh Hall**

Board Members

**Lane Bailey, Vice Chair
David Barnette
Frank Blackwell, Chair
Steven Collins
Robert "Doc" Foglesong
Elliot Hicks**

**David Matchen
Brace Mullett, Secretary
Adam Pauley
Amy Pitzer
Susan Rogers**

**Gregory F. Aloia, President
Sharon Manzo, Recorder**

Concord University Board of Governors Committees 2011-2012

Academic Affairs

Lane Bailey, Chair
David Matchen
Brace Mullett
Doc Foglesong
Adam Pauley
Susan Rogers

University Staff

Bill O'Brien
George Towers
Kendra Boggess
Cheryl Barnes

Student Affairs

Elliot Hicks, Chair
Amy Pitzer
Adam Pauley
Steven Collins
Frank Blackwell

University Staff

Marjie Flanigan
Rick Dillon
Kevin Garrett

External Affairs

Brace Mullett, Chair
Steven Collins
David Barnette
Susan Rogers

University Staff

Kent Gamble
Alicia Besenyei

Finance and Facilities

Elliot Hicks, Chair
David Barnette
Lane Bailey
Frank Blackwell
Amy Pitzer
David Matchen
Doc Foglesong

University Staff

Charles Becker
William O'Brien
Rick Dillon

Executive Committee

Lane Bailey
Frank Blackwell
Brace Mullett
Elliot Hicks
Gregory Aloia



Agenda

Concord University Board of Governors

June 19, 2012 – 1:00 p.m.

The Concord Room

201A Marsh Hall

Concord University

- I. **Call to Order and Determination of Quorum**
- II. **Approval of the April 24, 2012 Meeting Minutes (pp. 4-5)**
- III. **Committee Reports**
 - A. **Academic Affairs Committee** – Mr. Bailey, Chair/Dr. Boggess, Interim Vice President and Academic Dean **(pp. 6-12)**
 - B. **Student Affairs Committee** – Mr. Hicks, Chair/Dr. Flanigan, Vice President of Student Affairs
Mr. Garrett, Athletic Director **(pp. 13-19)**
 - C. **External Affairs Committee** – Mr. Mullett, Chair/Ms. Alicia Besenyeyi, Interim Vice President of Advancement/Mr. Kent Gamble, Director of Enrollment **(pp. 20-25)**
 - D. **Finance and Facilities Committee** – Mr. Hicks, Chair/Dr. Becker, Vice President for Business and Finance **(pp. 26-38)**
Action Item – Approval of the 2013 Budget
 - E. **Executive Committee** – Mr. Blackwell/Mr. Campbell, Director of Human Resources **(pp. 39-51)**
Action Items – Approval of the Procedure for Faculty Evaluation, Promotion and Tenure
Approval of the 2012-2013 Committee and Full Board Meeting Schedule **(p. 52)**
- IV. **President's Report**
- V. **Election of Officers**
- VI. **Executive Session**
- VII. **Adjournment**



Concord University Board of Governors
 April 24, 2012
 1:00 p.m.
 The State Room
 Jerry L. Beasley Student Center

Members present: Mr. Lane Bailey, Vice Chairman; Mr. David Barnette; Mr. Frank Blackwell, Chairman; Mr. Steven Collins; General Robert Foglesong; Mr. Elliot Hicks; Dr. David Matchen; Mr. Adam Pauley; Ms. Amy Pitzer; Ms. Stephanie Stafford

Member absent: Mr. Brace Mullett, Secretary; Ms. Susan Rogers

Call to Order and Determination of Quorum - A quorum being present, Mr. Blackwell called the meeting to order.

Minutes of the February 14, 2012 Meeting – Mr. Barnette moved the approval of the minutes of the February 14, 2012 meeting; Mr. Hicks seconded; motion carried. (**Attachment 1**)

Reports from the following committees were presented:

Academic Affairs – Mr. Lane Bailey, Chair; Dr. Kendra Boggess, Interim Vice President and Academic Dean

Action Items – General Foglesong moved the approval of the following academic program reviews: Biology (**Attachment 2**); Chemistry (**Attachment 3**); Computer Information Systems (**Attachment 4**); Geosciences (**Attachment 5**); Mathematics (**Attachment 6**); Dr. Matchen seconded; motion carried.

Dr. Matchen moved to approve the Intent to Revise Policy #18, Faculty Salaries (**Attachment 7**); Mr. Barnette seconded; motion carried.

Student Affairs – Mr. Elliot Hicks, Chair; Dr. Marjie Flanigan, Vice President of Student Affairs; Mr. Kevin Garrett, Athletic Director

External Affairs – Ms. Alicia Besenyei, Interim Vice President of Advancement; Mr. Kent Gamble, Director of Enrollment

Action Item – Mr. Hicks moved the Intent to Revise Policy #28, Financial Aid Policies; Mr. Bailey seconded; motion carried (**Attachment 8**)

Finance and Facilities – Mr. Elliot Hicks, Chair; Dr. Charles Becker, Vice President of Business and Finance
Action Item – Mr. Bailey moved the approval of a tuition and fee increase in the amount of 4.95%; Mr. Hicks seconded; motion carried. (**Attachment 9**)

General Foglesong moved the approval of a 2% increase in room and board; Mr. Hicks seconded; motion carried. (**Attachment 10**)

Executive Committee – Mr. Blackwell, Chair; Dr. Gregory Aloia, President; Mr. Marshall Campbell, Director of Human Resources

Action Items – The Executive Committee recommended conferring an honorary degree to Mr. Greg Allen; motion failed. (**Attachment 11**).

Mr. Hicks moved the approval of the Return to Work Policy; Mr. Barnette seconded; motion carried

(Attachment 12).

General Foglesong moved the approval of the Disciplinary Action Policy; Mr. Hicks seconded; motion carried **(Attachment 13).**

Mr. Barnette moved the approval of the Overtime and Compensatory Time Policy; Mr. Hicks seconded; motion carried **(Attachment 14).**

President's Report – Dr. Gregory F. Aloia

Executive Session – Pursuant to State Code §6-9a-4, General Foglesong moved to go into executive session; Mr. Hicks seconded; motion carried.

Returning from Executive Session, there being no further business, the meeting was adjourned at 5:15 p.m.

Frank Blackwell, Chairman

Brace Mullett, Secretary

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Board of Governors' Committee Summary
Academic Affairs Committee
April 17, 2012

Members Present: Dr. David Matchen, Mr. Lane Bailey, Mr. Brace Mullett, Mrs. Susan Rogers

Staff Members Present: Dr. George Towers, Dr. Kendra Boggess, Dr. Bill O'Brien, Dr. Joe Allen, Dr. Tom Ford, Mr. Scott Inghram, Mr. David McKee, Mr. Randy Winfrey.

George Towers called the meeting to order at 10:00 AM in Marsh Hall 201A. The agenda was approved.

1. Action items:
 - a. Approval of program reviews for Biology, Chemistry, Computer Information Systems, Environmental Geosciences, and Mathematics. Necessary corrections for the program review executive summaries for Chemistry and Computer Information Systems were noted. The program reviews were approved pending correction and distribution to program faculty in advance of the April 24 BOG meeting.
 - b. David Matchen presented a resolution to provide notice of intent to revise BOG Policy 18, Faculty Salaries. The resolution was approved and will be brought to the April 24 BOG meeting.
2. Administrative Affairs Administration Report: George Towers called attention to the faculty and students accomplishments detailed in the previously distributed Academic Affairs Administrative Report.
3. Information items:
 - a. Scott Inghram, Director of Grants and Contracts, presented the Research Corporation Report. The Corporation has received 18 proposal submissions in FY 2012 with three major proposals - Veterans Upward Bound, Rural Innovation, and Math and Science Upward Bound – due in soon. The total funding requested for this period is approximately 4.9 million dollars. There are a total of 19 awards received during the first three quarters totaling approximately 2 million dollars.
 - b. Cheryl Barnes, Interim Director of Graduate Studies, reported that the M.A. in Health Promotion program will begin this fall and that approval of the Masters of Social Work program is moving forward with the Council on Social Work Education and the Higher Learning Commission.
 - c. David McKee, Director of International Admissions, reported that his recent trips to the Middle East, Asia, and Latin America have generated inquiries from 584 prospective students who have expressed interest in coming to Concord over the next 3-4 years to begin or transfer into a degree program.

The meeting adjourned at 10:35.



**ACADEMIC AFFAIRS
CONCORD UNIVERSITY BOARD OF GOVERNORS
June 19, 2012
1:00 p.m.
Concord Room, 201A Marsh Hall**

Division of Business:

Dr. Cynthia Khanlarian presented at the ISOneWorld Conference , in April 2012 in Las Vegas, NV. The title of her presentation was "Frustration in Online Learning." She will also be presenting at the 2012 American Accounting Association Annual meeting in Washington, DC in August 2012. The title of her upcoming presentation is "Web-based Homework: Differences Between Online and In-person Students."

Dr. Jie Luo presented at the Southeast American Accounting Association Meeting in April in Savannah, GA. The title of her presentation was "Evaluating the Effects of Dynamically Self-Selected Compensation Schemes and Task Complexity on Individual Performance." She will also be presenting at the 2012 American Accounting Association Annual meeting in Washington, DC in August 2012. The title of her upcoming presentation is "Evaluating the Effects of Dynamically Self-Selected Compensation Schemes and Task Complexity on Individual Performance."

Mr. Thomas Shelton will be attending the 23rd Annual Association of Certified Fraud Examiners conference in Orlando, FL, June 17-22. Through attendance at various workshops, he will be earning CPE credits toward the renewal of his Certified Fraud Examiners license.

Dr. Betsy Tretola attended the 2012 DC Marketing Colloquium at George Mason University, April 13, 2012.

Dr. Andrey Zagorchev will be presenting at the Multinational Finance Society Conference in Krakow, Poland, in late June. The title of his presentation is "Does a Country's Financial and Legal Systems Contemporaneously Impact the Governance and Performance Relationship: Further Evidence?"

Division faculty participated in their annual Summer Planning Retreat on May 29. The focus of the retreat was discussing and working on assessment of the business administration degree program.

Student Highlights

The Division of Business held its graduation party April 27, 2012. The party was planned with the help of Business Student Advisory Council members.

The Division of Business faculty selected the following students as recipients of its 2011-2012 Business Student Recognition Awards:

- Jonathan Hunt (management emphasis) – Business Student of the Year
- Natasha Hiner – Accounting Scholar
- Anthony Searls – Administrative Systems Scholar
- Cody Vinson – Finance Scholar
- Anita Bennett – Management Scholar
- Ayumi Hayashi – Marketing Scholar

Student awardees receive a plaque and small monetary reward for their accomplishments. All awards are presented during the University's annual Honors Banquet.

Division of Natural Sciences

Faculty Highlights

The Division of Natural Sciences announces the first summer research awards from the STEM Faculty-Student Research Program funded by the West Virginia Research Trust Fund (the Governors "Bucks for Brains" program). The program will support 4-6 summer research projects per year through at least summer 2014. Faculty P.I.'s will have the opportunity to apply for grants-in-aid as seed money to support publishable research that involves at least one undergraduate student. Specifically, the program is designed to:

1. Enhance student achievement. The program will:
 - a. Increase retention and graduation rates among STEM majors
 - b. Promote higher-order learning through research
 - c. Increase admissions to STEM graduate programs
2. Support faculty development. The program will:
 - a. Provide small summer grants to support new or ongoing research
 - b. Encourage presentation/publication of research results with students
 - c. Provide seed money to obtain research results that may lead to future external funding to extend capacity for scientific equipment and research
3. Enhance the research atmosphere in the Division of Natural Sciences. The program will:
 - a. Encourage submission of proposals for larger projects with potential for external funding
 - b. Provide a STEM-wide capacity for research, and a more vibrant faculty-student research community

For 2012, the following awards are announced:

1. Dr. Tim Corrigan (Physics) with one undergraduate student; "Enhancement of quantum dot fluorescence", nanotechnology research applied to biochemistry.
2. Dr. Darrell Crick (Chemistry) with one undergraduate student; "Antiproliferative compounds from extremophilic freshwater algae and cynaobacteria", natural products research with applications to drug discovery for treatment of cancer and infectious diseases.
3. Dr. Joseph L. Allen (Geology) with one undergraduate student; "Localization of seismogenic rupture in lamprophyre dikes", geological research applied to earthquake physics.
4. Dr. Stephen C. Kuehn (Geology) with one undergraduate student; "Geochemistry of mafic dikes associated with shear zones", geochemical research.

Division of Social Sciences

Faculty Highlights

- For the second year in a row, the Division of Social Sciences has won the President's Cup for excellence awarded by the Office of Sponsored Programs. At the Office of Sponsored Programs award ceremony Friday, May 4, Dr. Rod Klein, Dr. Joe Manzo, and John David Smith were honored for their individual contributions.
- Dr. Sally Howard attended the WV-FACDIS 2012 Scholar-Diplomat Program, "Arab Spring or American Autumn? The Changing Role of the United States in the Middle East" in April.

Graduate Studies

1. The Higher Learning Commission (HLC) focus visit for the Master of Social Work program (MSW) is tentatively scheduled for September 24 and 25, 2012. After the visiting team has been assembled by the HLC, the following materials are to be sent to the team eight weeks prior to the scheduled visit.
 - Complete Change Request (Part 1 & 2)
 - Catalog
 - Staff and Faculty Handbook
 - Copies of contracts between Concord University and any partners that may be providing support, technological platforms, etc.

2. May 2, 2012, the Council for Social Work Education (CSWE) indicated that the application and supporting documents submitted by the Social Work faculty on March 30, 2012, were compliant with eligibility standards. The Social Work faculty submitted Benchmark I to the Council for Social Work Education (CSWE) for the MSW program on April 30, 2012. Once Benchmark I is approved, a Commissioner will be appointed to conduct a site visit. At the Commission on Accreditation (COA) meeting following the Commissioner Visit I, the COA will review Benchmark I, the Commissioner's Benchmark Review Brief and the program's response to make one of three decisions: grant; defer; or deny candidacy.
3. Master of Education faculty members are currently working with RESA I to create three new cohorts; the M.Ed. in Educational Leadership and Supervision and the M.Ed. in Reading Specialist programs will begin in fall 2012. The third cohort, a certification only program for Educational Leadership, will begin in spring 2013.
4. The Master of Arts in Health Promotion Program is currently accepting applications for the fall 2012 initial start date.
5. The Master of Arts in Teaching continues to conduct transcript analyses for individuals who hold a four year degree in content areas specified by WV Policy 5100 and are seeking teacher certification.
6. The Graduate Program report is due to be sent to the HEPC by June 30, 2012.
7. Concord University is currently interviewing candidates for the Director of Graduate Studies position.

Technology:

- Mr. John Spencer, Director of the Computer Center, resigned on March 15 to pursue career opportunities elsewhere. Concord University thanks Mr. Spencer for his many years of leadership and service. A national search for a Chief Technology Officer (CTO) was undertaken. Mr. Chuck Elliott, the new CTO will join Concord on June 18th. His goal will be to lead efforts to build and sustain a state-of-the-art technology operation at Concord University.
- Concord is working with IPC Technologies to transition to a **Voice over Internet Protocol** (VoIP) phone system. The VoIP system will improve service, expand functionality, and provide cost savings.

Catalog:

The Concord University catalog has been sent to the online catalog company, Acalog. The process for creating our first online catalog publication is an 8-10 week process with the company "scribing" the catalog into their format, working with the VPAD's office to review and edit it to completion. We expect to have our first official catalog available by October.

Office of Sponsored Programs:

Concord University Office of Sponsored Programs Data Overview Fiscal Year 2012 as of 6/4/12

Proposals Submitted in Fiscal Year 2012	
Total Submissions	23
Total Funding Requested	\$ 5,460,039

Awards Received in Fiscal Year 2012	
Total Awards	23
Total Funding Received	\$ 2,642,664
Total Active Funding	\$ 7,405,484

Proposals Submitted in Fiscal Year 2011	
Total Submissions	31
Total Funding Requested	\$ 1,959,169

Awards Received in Fiscal Year 2011	
Total Awards	31
Total Funding Received	\$ 2,023,896
Total Active Funding	\$ 6,733,951

Teaching American History Grant Update and Constitution Day:

Dr. Bill O'Brien will spend the coming academic year seeking grant and governmental funding for the creation of The Robert C. Byrd Center for the Study of American Constitutionalism and Civic Responsibility. A plan is evolving to make the Center an HEPC state-wide academic program. Concord would anchor the Center with its vital library holdings (UVA's Rotunda collection, among others), and would invite other institutions to join the Center – thus creating a state-wide initiative.

At present, Dr. O'Brien is prepared to launch the effort with a 90-minute live internet program on the Constitution that will run 7.5 hours per week; beginning July 16th, 2012. Dr. O'Brien will host the program an established internet audience of American History teachers from around the nation (in excess of 2,000 people).

The Center will also have applications with the Boy Scouts new initiative in WV. Kent Keyser and Congressman Rahall have proposed that the Center design education packages for the general public and Boy Scouts, based on the Merit Badge requirements related to Citizenship. Dr. O'Brien has identified seven specific areas linked to citizenship -- including law, journalism, business, and the economy.

At Dr. O'Brien's summer Academy in Beckley, teams of enrolled teachers will be assigned to design instructional modules to teach in their classrooms next year. The theme is America's Founders -- the Constitution and the evolution of the ideals and values which inspired the Founders in the nation's development. Enrolled teachers will take online graduate classes next year on these topics and the teachers will complete 12 graduate hours of American History study by the time the Boy Scouts arrive next summer.

The best of the teachers will be hired as consultants (paid by grant), will take the Constitution-based modules on Citizenship that they develop for their own classrooms, and make these available to the Boy Scouts as online learning modules. This will connect the Scouts to the region via the Internet even after they leave WV and will provide us continued access to their families as well.

Board of Governors' Committee Summary
Student Affairs Committee
June 12, 2012

Members Present: Mr. Elliot Hicks, Chair; Mrs. Amy Pitzer

Staff Members Present: Mr. Rick Dillon, Mr. Kevin Garrett, Dr. Greg Aloia, Ms. Kathy Ball, Ms. Alicia Besenyei, Dr. Chuck Becker; Dr. Kendra Boggess; Dr. George Towers, Dr. Marjie Flanigan

Chair Elliot Hicks called the meeting to order at 8:30am. Athletic Director Kevin Garrett highlighted key aspects of the athletic report included in the BOG notebook, including the Elimination Dinner which raised approximately \$20,000 for the weight room project (**Facilities SII**) to benefit all athletic teams and veterans; The GRIP Program to improve retention and graduation; the addition of a Chiropractor to the student athlete clinic in fall 2012; men's track athlete qualified for the NCAA Nationals in the 100 meters; women's golfer qualified for the NCAA regional tournament; and more. CU Athletics enjoyed an outstanding year of accomplishments.

Vice President of Administration Rick Dillon presented information on Housing and Residence Life and Facilities (**SII**). Two aspects of the Facilities Special Interest Items were discussed: (1) architects visited campus and are preparing a report on needed Towers renovations; (2) Student Center renovations. Mr. Dillon reported that work began today on the Marsh Hall roof. Fall housing numbers were discussed.

Vice President of Student Affairs Marjie Flanigan reported on Student Activities, highlighting the excellent service projects completed by Beckley campus students, coordinated by faculty member Lori Pace. Anna Hardy is coordinating Orientation for fall 2012, with numerous activities planned. The Commuter Lounge (**SII** for facilities—Student Center renovations) is now open and available for students. Commuter students comprise over 60% of CU students and the lounge provides a restful spot between classes. Planning is underway for online meal selection, made possible by the One Card system. Discussion occurred on the benefits of the Concord Cash card.

Dr. Flanigan presented information on Retention (**SII**), including efforts to contact returning students who have not yet registered for fall.

Bonner Scholars Director Kathy Ball highlighted the service learning activities conducted throughout the year, with a special emphasis on the hunger and homelessness awareness activities during April and May, including a service trip to Washington, DC and advocacy efforts with Congress.

Dr. Flanigan discussed the Upward Bound grants—one new, one continuation—and the upcoming Math Science Upward Bound and Veterans Upward Bound competitions.

The meeting adjourned at 9:30am.



**Student Affairs Committee
Concord University Board of Governors
June 19, 2012 – 1:00 p.m.
The Concord Room, 201A, Marsh Hall
Concord University**

Committee Members

Elliot Hicks, Chair; Amy Pitzer; Adam Pauley; Steven Collins; Frank Blackwell

University Staff

Marjie Flanigan, Rick Dillon, Kevin Garrett

Beckley Student Activities: Lori Pace coordinates Student Activities for the Beckley campus. For April and May 2012, area service activities included: Campus Collection for Pinehaven Homeless Shelter and Women's Resource Center; a hunger awareness campaign; numerous Relay for Life fundraisers and activities; Women's Resource Center Chair-ity Auction (Concord artist Nicole Suptic painted an Adirondack chair to auction for the WIC--Women, Infants, & Children's--program. The Chair was auctioned for \$720 and was voted People's Choice of all the chairs painted for the event); Holocaust Remembrance display (the display traveled to Athens campus, also); Dream Center Third Saturday Food Distribution; Earth Day Festival and 10K race, with Concord University Kid Zone; Concord night at Beckley Motor Speedway; "Connect and Relax" for finals, including a pizza party, BIG Sandwich, Jazz Coffee House, and CU give-a-ways from SGA Beckley Student Organization funds. Lori arranged for rotating food service at the Erma Byrd Center, including sales by local retailers, fundraisers, and Student Activities events, which has been very successful.

Bonner Scholars Events/Activities: Numerous activities and projects were conducted during the latter part of spring semester, including: Oxfam Hunger Banquet (April 7); Share Our Hunger Bake Sale fundraiser for SOS, an organization that fights childhood hunger; Relay for Life; Athens After-School project; Senior Service awards and picnic; Box City (April 27), to raise awareness of homelessness and funds for Scottie's Place in Peterstown, WV; Canned Food Drive (in conjunction with Box City), food distributed to Princeton's Tender Mercies and the Bluefield Union Mission; Week-long Freshmen Service Trip to Washington, DC: 19 students and two staff assisted various service organizations throughout the city: DC Central Kitchen; ThriveDC; SOME; and the National Coalition for the Homeless for advocacy, writing letters and delivering them to senators and representatives on Capitol Hill; visited the US Memorial Holocaust Museum and other museums, monuments and galleries; Bonner meetings (led by Sharde Hardy): Decision-Making exercise, Interviewing: An Introduction to the Art of It, and A Year in Review: Reflection: sessions are based on training modules provided by the Bonner Foundation and adapted for CU annual learning goals.

Tobacco Education Grant: Interest meeting (April 5): students were recruited to assist with April and May activities; Information Table on dangers of tobacco use during CU's Relay for Life (April 20), with promotional items distributed; Student Coordinator Jennifer Bowman and Kathy Ball participated

in a WV Division of Tobacco Prevention, WV Bureau for Public Health workshop (April 30) entitled “Putting the Pieces Together,” held at Pipestem State Park; end-of-term study break (May 3): 140 t-shirts were tie-dyed and pizza/drinks provided, along with information about healthy ways to relieve stress during exams.

WV Campus Compact: Kathy Ball, Dr. Susan Williams, and Dr. Lewis Cook attended the annual Campus Compact conference at WVU on April 20, *Transaction to Transformation: Civic Engagement in Higher Education*, with keynote speaker Dr. Barbara Jacoby, University of Maryland, nationally recognized leader for civic engagement and service-learning; information presented on the design and development of service-learning courses. She also lectured on the “Transformational Potential of Service-Learning and Civic Engagement.” CU had three faculty members- Dr. Susan Williams, Dr. Lewis Cook and Dr. Tom Ford- submit applications for LINK grants (service learning) for Fall 2012. Decisions on grant recipients will be made by June 15. An event for all faculty/community teams has been scheduled for July 13 at Stonewall Jackson Resort. If funded, each grant will provide a \$1,000 faculty stipend and \$5,000 to cover project costs. May Presidents’ Campus Compact meeting held at WVU (May 21, attended by M. Flanigan); Dr. Susan Williams and Dr. Dave Matchen continue to represent CU regarding the Roads Scholar Program in relation to the new Boy Scout facility in Fayette County. This is a collaborative effort, led by Franchesca Nestor, to culminate in the submission and eventual funding of a Benedum Foundation grant and other educational opportunities for jamboree staff and families.

Campus Activities/Student Center: April/May/June Activities

Facilities (SII): The Silling Architectural Firm is completing work on repairing/replacing the hoods/venting in the Student Center and creating architectural plans for the Student Center and Towers renovations. Student Center 202 conversion to a Commuter Lounge is completed: non-residential students will have a dedicated place to study, relax, and eat. The room has comfortable chairs, a TV, tables & chairs, a refrigerator, a microwave, and computers. The first-floor lockers (hallway outside Bookstore) have been removed and the area painted. Conference Room AB will receive an upgrade that includes new tables, décor, and new carpet on the small carpeted area of the room. Additional blinds will be placed in the 3rd floor hallway. The damaged blinds in the Ballroom were replaced. The floor in the Study Lounge will be replaced with more durable flooring. Upcoming renovations for the Student Center include 3rd floor Guest Rooms, Bookstore, Food Court improvements, and a Faculty/Staff Lounge.

Activities: Approximately 990 students participated in various activities during April and May, including: Friday Free Giveaways, Diversity Speaker Matt Glowacki, Movie Night in North Towers & Wooddell residence halls, Open Mic and Karaoke Night, Bingo Party, Student Center Up Late, Just Dance Tournament, Comedy Night, and final exam Relaxation Station with free food, drinks and massages.

OneCard: Phase 2 of the “Concord Cash” One Card System is being planned or implemented: decision made to decline Point of Sale in lieu of Discover debit option; attendance tracking planned; vending, laundry, and door access planning is proceeding.

Recycling: The recycling program will continue during the summer; two student workers hired for the program this summer.

Student Government Association: Student Government members and their advisor (A. Hardy) attended the HEPC Student Leadership Conference May 14-16 at Jackson's Mill. The Conference helped students strengthen their leadership skills and share ideas/information with Student Government Associations from several other WV colleges/universities. Greek Week (April 9-13): 8 national fraternities and sororities participated; competitions included football, volleyball, outdoor events, dodge ball, quiz bowl, basketball, ultimate Frisbee and Greek Sing. The winners of Greek Week were Sigma Sigma Sigma and Phi Sigma Phi. Local fraternity Chi Omega Psi helped officiate. SGA's Spring Fling (April 16-20): several hundred participants; events included Laser Tag, Mobile Zip Line, Black Light Bingo, Picnic with live music, and free t-shirts.

CU Events: The Office of Special Events continues to assist with event management. The Master Calendar is available on the main CU web page; it allows users to subscribe by category and send text and e-mail updates. The Special Events web page features a step-by-step guide to planning an event as well as all contact information, University Point Brochure, and printable materials. Numerous events were held throughout April and May, with weddings scheduled throughout the summer. Planning is underway for Orientation and Homecoming, Fall 2012. **Earth Day 2012** (April 23): very successful, with approximately 300 participants involved from the Beckley Center, Athens Campus, social and service organizations, athletics, faculty, staff, and others; joint service projects with Athens School and Town of Athens; *Backyard Gardening Seminar*, a partnership with a local organic farm and the WVU Extension Service: over 40 attendees from CU and the community attended and requested a second seminar next year; Donation received from the Baker Heirloom Seed Company: \$800 in varied heirloom seeds were distributed to Athens School, seminar participants, and CU's Child Development Center for use in a sustainable garden. Media coverage was arranged by CU Advancement Office for all Earth Day activities. **Richardson Retirement Dinner** (April 14): A joint Town of Athens and CU event to honor retiring Mayor Robert Richardson, with 150 attendees from Concord and the community.

Housing and Residence Life (SII): May 2012 Occupancy Report attached. Room reservations for Fall 2012: reduced by 72 (50 women, 22 men). Mill Street Residence Hall is open/occupied.

Multicultural Affairs/Disability Services: The Office of Multicultural Affairs sponsored a trip to Washington, DC (April 30): 10 students and Dr. Maria Zalduondo toured art galleries in the DC area. Eleven International students graduated in May; The International Banquet featuring foods prepared by our international students and performances from students was held on Sunday, April 29, with over 200 attendees; international students produced a video of their experiences at CU; six new international students have begun studies at Concord in the Summer I session: Four of these are in the English as a Second Language Program (ESL). CU has been accepted as a host for the 2012-2013 Global Undergraduate Exchange Program in Eurasia & Central Asia (Global UGRAD), which provides one semester and academic year scholarships to outstanding undergraduate students from underrepresented sectors in East Asia, Eurasia and Central Asia, the Near East and South Asia and the Western Hemisphere for non-degree full-time study combined with community service, internships and cultural enrichment. Our first students will join us in the fall semester, with one student from Belarus and a group of students from Pakistan. Following the program, Global UGRAD fellows return to finish college in their home countries, share what they have learned with others, and contribute to the development of their home communities. Director of Multicultural Affairs, Nancy Ellison, made the initial contact with UGRAD and wrote the proposal for becoming a host institution.

Fifty-one students were registered with the Office of Disability Services for the spring 2012 semester. Of the students registered, five graduated in May 2012. Over 86% achieved satisfactory academic progress. The ODS is working with returning and new students enrolling for Fall 2012.

Student Support Services (SSS): SSS graduates for 2011-2012: 4 SSS Alumni graduated from CU Master of Education program (1 in December 2011; 3 in May 2012) 40 graduates with various Bachelor's degrees (15 in December 2011; 25 in May/August 2012). SSS Seniors Holly Jackson and David Fox presented their senior art show in the Butcher Paine Gallery (April/May 2012). 95% of SSS students are meeting Satisfactory Academic Progress, as of end of Spring 2012 semester. SSS is currently recruiting program-eligible freshmen for 2012-2013.

Academic Success Center: The ASC assisted with Early Advising on Friday and Saturday throughout April. A UNIV 100 Planning Committee is revising course curriculum for Fall 2012. The 2012 Summer Reading selection is *The Other Wes Moore: One Name, Two Fates*.

Retention (SII): As of May 21, 78% of non-graduates are registered for Fall 2012: 71.5% of freshmen, 75.6% of sophomores; 78.8% of juniors; and 84.9% of seniors. The ASC is contacting non-registered students by multiple means (email, phone, text, Facebook) to assist with registration. The ASC contacted academic advisors and various offices regarding the registration status for specific students, re: need to register for fall classes (athletics, disability services, SSS, band/choir, multicultural affairs, veterans, Beckley campus). ASC is monitoring students requesting official academic transcripts for transfers and FAFSA renewals. The ASC is contacting students who did not meet Satisfactory Academic Progress for academics and/or financial aid to inform students of the appeal process. ASC staff serves on the Appeals Committee.

Upward Bound: The final Saturday session of 2011-2012 was held May 19, with more than 100 students/parents attending. Eleven "Bridge" students (rising college freshmen) are enrolled at CU for first summer session. Megan Justice of Summers County High School and Trey Lockhart of Riverview High School are graduating as Valedictorians at their high schools; both participated in UB for 4 years. Seven students from James Monroe and one student from Mount View were welcomed into the program in April. Planning is underway for the continuation and new Mercer-Monroe Upward Bound grants, including participation in Department of Education and COE webinars, meetings with CU and Research and Development Corporation administrators, and Monroe County school officials. Director Pam McPeak assisted with the "Stand Down" Veterans activity on May 25, including arranging for a Black Hawk helicopter for the event. P. McPeak is also assisting with the Veterans Upward Bound grant proposal and along with Counselor Michael Craighead, working on a Math Science Upward Bound proposal.

Professional Development Activities for Student Affairs Staff: 12th Annual Sexual Assault Symposium (April 11-12, 2012, Roanoke, WV—A. Hardy); HEPC Student Leadership Conference (May 14-16, 2012, A. Hardy); Children's Justice Task Force (May 24, 2012, Athens, WV, A. Hardy); Service Members and Veterans on Campus: University Counseling Center Core Competency Program (June 28, 2012, Morgantown, WV—A. Hardy); Suicide Prevention Training (June 29, 2012 Charleston, WV—A. Hardy); Empowering Women Conference (June 7, 2012, Tamarack—L. Hill, S. McMillan; N. Ellison, D. Weiss); HEPC Diversity Conference (April 25, 2012, Charleston, WV—N. Ellison, M. Flanigan); WV HEPC Retention Conference (April 12, Charleston, WV—M. Flanigan); NASW (Social Work) Conference (April 12, 2012, Charleston, WV—P. McPeak); WV Trio Drive-In Conference (April 2012, Flatwoods, WV—B. Rush, M. Richmond).

May

FALL 2012

	<u>Men</u>	<u>Women</u>
Incoming students rec'd in May	22	33
Previous total to Apr. 30	151	167
Sub-Total	173	200
Cancellations	5	17
Sub-Total	168	183
Currently enrolled rec'd in May	4	9
Previous total to Apr. 30	375	346
Sub-Total	379	355
Cancellations	15	26
Sub-Total	364	329
TOTAL	532	512

TOTAL RESIDENTIAL STUDENTS: 1044

FALL 2011

	<u>Men</u>	<u>Women</u>
Incoming students rec'd in May	29	23
Previous total to Apr. 30	155	181
Sub-Total	184	204
Cancellations	10	13
Sub-Total	174	191
Currently enrolled rec'd in May	0	0
Previous total to Apr. 30	413	388
Sub-Total	413	388
Cancellations	33	17
Sub-Total	380	371
TOTAL	554	562

TOTAL RESIDENTIAL STUDENTS: 1116

FALL 2012 - INCOMING

Men

West Virginia	102
Out -of-State	71
Sub-Total	173
Cancellations	2
Sub-Total	171
Can. Prior to May	3
TOTAL	168

Women

West Virginia	139
Out-of-State	61
Sub-Total	200
Cancellations	8
Sub-Total	192
Can. Prior to May.	9
TOTAL	183

TOTAL INCOMING STUDENTS: 351

FALL 2011 - INCOMING

Men

West Virginia	108
Out -of-State	76
Sub-Total	184
Cancellations	6
Sub-Total	178
Can. Prior to May	4
TOTAL	174

Women

West Virginia	131
Out-of-State	73
Sub-Total	204
Cancellations	7
Sub-Total	197
Can. Prior to May.	6
TOTAL	191

TOTAL INCOMING STUDENTS: 365

Athletic Department Highlights

- Ⓜ Developed the GRIP Program to enhance graduation and retention rates for athletes and minorities in the athletic department
- Ⓜ Implemented the first Athletic Director's Honor Roll for student/athletes with a overall 3.5 GPA
- Ⓜ Established Athletic Department Student/Athletic Clinic
- Ⓜ Added a Chiropractor to the student/athlete clinic for the fall 2012
- Ⓜ Developed student/athlete orientation for incoming freshmen
- Ⓜ Developed student/athlete Early Advising Program for incoming freshmen
- Ⓜ Initiated a student/athlete Drug Testing policy for all athletes that will begin in the fall 2012
- Ⓜ Restructured the athletic website
- Ⓜ Developed a Coaches Corner talk show to be broadcast on the athletic website
- Ⓜ Implemented a Compliance Handbook for the athletic department
- Ⓜ Developed an Electronic Absence Request for the athletic department that can also be used by the student body for fall 2012
- Ⓜ Employed a Strength and Conditioning Coach for the athletic department
- Ⓜ Updated the Athletic Department Weight Room with new equipment
- Ⓜ Updated the Women's Locker Room (Paint, Flooring, and Lockers)
- Ⓜ Updated the Men's Basketball Locker Room (Paint, Flooring, and Lockers)
- Ⓜ Secured two guest speakers to address the students/athletes
Howard Schnellenburger Football Coach
Joel Fish Sports Psychologist NCAA Speaker Program
- Ⓜ Elimination Dinner raised \$20,000 to fund the purchase of new equipment for athletic weight room
- Ⓜ Baseball and Football Championship teams visited the WV Senate and House of Delegates
- Ⓜ Football wins 2012 WVIAC championship, first NCAA Division II regional playoff appearance in school history.
- Ⓜ Women's Basketball most wins in school history (23)
- Ⓜ Men's and Women's Basketball qualify for the semi-final round in the WVIAC tournament
- Ⓜ Men's Basketball first winning season since 2006
- Ⓜ Men's Golf team qualifies for the NCAA National Tournament
- Ⓜ Baseball team qualifies for the WVIAC for the 15th year in a row and finishes in 3rd place
- Ⓜ Men's Track Athlete qualifies for the NCAA Nationals in the 100 Meters
- Ⓜ Women's golfer qualifies for the NCAA regional tournament
- Ⓜ 3 Conference Champions
- Ⓜ 2 Coach of the Year Awards
- Ⓜ 3 WVIAC Player of the Year Awards
- Ⓜ 3 National Academic Award Winners
- Ⓜ 13 WVIAC Athletes of the Week
- Ⓜ 10 All NCAA Atlantic Region Players
- Ⓜ 6 NCAA All-Americans
- Ⓜ 50 WVIAC All-Conference Players



Board of Governors' Committee Summary
External Affairs Committee
June 12, 2012

Committee Member Present: Mr. David Barnette

Staff Members Present: Ms. Alicia Besenyei, Mr. Kent Gamble, Dr. Gregory Aloia, Dr. Kendra Boggess, Mr. Rick Dillon, Mr. Kevin Garrett, Dr. George Towers

Besenyei called the meeting to order at 11:30 am and began with the Advancement report. Work to use the Neighborhood Investment Program (NIP) credits awarded to the CU Foundation continues. As of June 12, approximately \$400 remained. Through NIP, the CU Foundation will raise approx.\$30,000 this fiscal year. Besenyei indicated Kerri Zaferatos, Executive Director of the Foundation, was in the process of working with a donor to award the remaining credits. An application for additional credits will be submitted the WV Development Office by the end of June. Concord will be notified of available credits by late summer. A number of alumni engagement activities have taken place since the February BOG meeting including alumni socials in Blacksburg, VA, New York City, Princeton, WV, Beckley, WV and at the university. Efforts to engage students while they are on campus have also increased. Several alumni returned to campus to help steam commencement gowns for the spring 2012 graduating seniors. The seniors were treated to a "Sandless Beach Party" the week of graduation where they picked up their regalia for commencement. Career Services organized an etiquette dinner where approximately 50 students participated. Besenyei indicated alumni activities will continue throughout the summer with events planned in Greensboro, NC, Charleston, WV, Princeton, WV, Morgantown, WV, the Washington, D.C. area, Roanoke, VA and on campus. The Advancement Office will also continue work with the incoming freshman with the "Freshman Piggy Banks" as well as work with the sophomore class to emphasize the importance of giving. Besenyei mentioned enhance internal communications would start over the summer. The Advancement Office organized "Dog Days of Summer," an opportunity to get faculty and staff to University Point for a hotdog lunch. An online employee newsletter will start July 1. Besenyei reported an additional gift of \$4,000 was collected for the president's house. Rick Dillon indicated landscaping work was already underway which will be followed by construction. Mr. Barnette asked if the work would be complete by July. Dillon confirmed construction plans were on schedule. Besenyei concluded her report by saying the spring 2012 alumni magazine was mailed and the summer 2012 magazine is estimated to be out by late August or early September.

Gamble and the committee discussed the report from the Admissions and Financial Aid areas including the summer college fairs and programs including West Virginia Boy's and Girl's State, Virginia Boy's State, Health Science Technology Academy (HSTA), Hugh O'Brian (HOBY), West Virginia Governors Honors Academy (GHA) and the West Virginia Governors School for the Arts (GSA).

The Office of Admission will be hosting summer visitation days on Friday, July 6th and Friday, August 3th. This year's theme for the summer visitation days is "Summer Float Fridays". As of June 4 we have the following data from a weekly Banner report regarding applications and accepts. Fall 2012, we have 2,490 applications and 1,295 accepts and fall 2011 we have 2,478

applications and 1,135 accepts. The University is in full swing with Summer Advising program for fall 2012 courses for first time freshmen, transfers and readmits. So far the University has registered 460 first time freshmen, 51 transfers and 33 readmits for the fall 2012. This year the Office of Admissions staff covered over 30 high school awards assemblies throughout West Virginia and Virginia. The Admissions staff will be taking on several projects over the summer including design and redesign of University recruitment publications, admissions and financial aid websites and implementation of recruitment plan for fall 2013 – spring 2013. The Financial Aid office is currently processing incoming and current student's financial aid for fall 2012 and summer 2012. The staff will be working with the upcoming auditors regarding the annual year-end audit. Also the financial aid staff will be completing the year-end reconciliation and final reports on financial aid. Special Interest Items (SII) for the upcoming Board of Governors meetings will include ongoing admissions initiatives and activities to maintain and increase enrollment of new students.



Office of Advancement
June 19, 2012

Development:

Prospect Contacts	04/10/12 to 06/04/12	FY	FY11
Phone Calls	53	268	--
Emails	10	104	--
Mailings	11	98	--
Meetings	18	193	--
Proposals		2	
Pipeline		\$225,000	

Foundation:

Gifts	61	378	--
Donors	60	343	--
Total	\$472,573.07	\$1,928,313.14	\$245,709

Charitable Gift Annuity		1	--
Total		\$25,000	--

NIP (Neighborhood Investment Program)

Awarded by WVDO		\$15,900	\$5,400
Tax Credits Awarded by CU		\$13,498.97	\$5,400
Tax Credits Remaining		\$2,401.03	\$0
Donations Received		\$26,997.94	\$11,500

Charleston Dinner		\$24,425.91	\$0
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President's House	\$4,000	\$74,750	\$164,427.25
			\$23,495.75
		TOTAL	\$187,923

Alumni Affairs:

CU Alumni Assoc. Memberships		265	367
Dues Collected		\$12,416.98	\$16,666.99

Special Event Fund-raisers	\$4,483.45	\$14,423.45	\$0
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Office of Advancement Continued

Alumni Engagement Activities

Apr 11	CU Employee Alumni Chapter Meeting
Apr 11	Outstanding Student Employee Reception
Apr 13	Recognition of All On-Campus Student Employees
Apr 14	New River Valley (VA) Alumni Social
Apr 16	Etiquette Dinner
Apr 26	Freshman Piggy Banks – J104 Promotion
Apr 24,25,30	Alumni Gown Steaming
Apr 27	Beckley Raleigh County Chamber of Commerce Annual Dinner
Apr 27,28	Greater Bluefield Chamber of Commerce Women’s Expo
May 3	Senior Picnic
May 4, 5	Beckley Raleigh County Chamber of Commerce Business Show
May 11	Alumni Banquet
May 12	25 year & 50 year Reunion Breakfast
May 12	Commencement
May 21	Yankee Chapter Alumni Meeting (New York City)
May 21	Pine Trees Chapter Alumni Meeting (Princeton)

Upcoming Events:

Jun 5	BRCCC Golf Tournament
Jun 8	Homer Ball Golf Tournament
Jun 9	Concord Night with the Beckley Miners
Jun 13	“Dog Days of Summer”
Jun 14	Greensboro, NC Alumni Gathering
Jun 14-15	Palliative Care Conference
Jun 25	Greater Kanawha Valley Chapter Meeting
Jun 27	“Dog Days of Summer”
Jul 11	“Dog Days of Summer”
Jul 21	Concord Night with the Bluefield Blue Jays
Jul 26	Beckley Alumni – Theatre West Virginia
Aug 2	Concord Night with the Charleston Power
Aug 16	Morgantown, WV Alumni Event
Aug 20	Freshman Piggy Banks - - Class of 2016
Aug 23	Concord Night with the Princeton Rays
Sept 8	PMCCC Pageant
Sept 22	Greater Kanawha Valley Chapter - - WV State Tailgate
Sept 29	Washington, D.C. Area Alumni - - Shepherd Tailgate
Oct 20	New River Valley Chapter - - Livery Tailgate

Alumni Magazine

Spring Issue – May 2012

Summer Issue – Aug 2012

Internal Online Newsletter - - July 2012 launch

Admissions

The Office of Admissions has completed spring recruitment travel to college fairs and programs in the Mid Atlantic states. The admissions staff will be traveling to several college fairs and programs this summer both instate and out-of-state including the West Virginia Boy's and Girl's State, Virginia Boy's State, Health Science Technology Academy (HSTA), Hugh O'Brian (HOBY), West Virginia Governors Honors Academy (GHA) and the West Virginia Governors School for the Arts (GSA).

Summer Visitation Days for prospective students and parents will be Friday, June 8th; Monday, July 6th and Friday, August 3th. This year's theme for the summer visitation days is "Summer Float Fridays". Students and parents will visit the Concord University campus and enjoy an ice cream float!

As of June 4, 2012 we have the following data from a weekly Banner report for the Fall 2012 regarding applications and accepts.

Applications - Accepts

Fall 12	2490 – 1295
Fall 11	2478 – 1135
Fall 10	2375 – 1398
Fall 09	2267 – 1282
Fall 08	2198 – 1536

Through early advising the University has registered over 444 (first time freshmen, transfers, readmits) students for Fall 2012 courses during early advising. Last year the University registered 401 through early advising for the Fall 2011.

New Student Advising – Registration Data for fall 2012 - as of Monday, June 4.

Freshmen	437
Transfers	43
Readmits	30

Currently, the University is in full swing with the Summer Advising program for fall 2012 courses for first time freshmen, transfers and readmits. Summer Advising for fall 2012 courses will run from Monday, May 14 – Tuesday, August 21 and on the Saturdays of June 9th, June 23th, and July 14th.

This year the Office of Admissions staff covered over 30 high school awards assemblies throughout West Virginia and Virginia with both professional staff and Concord University students. High school awards assemblies provide the University with a wonderful opportunity to go back into the high schools and present scholarships to awarded students. We have currently awarded over 1,000 students scholarships to attend Concord University this fall. We will continue to review and offer institutional scholarships to eligible students for the fall 2012.

The Admissions staff will be taking on several projects over the summer including design and redesign of University recruitment publications and admissions and financial aid websites, summer advising for fall 2012 courses, Summer

Float Friday visitation days, implementation of recruiting students for Fall 2013 – Spring 2013 and summer college fairs and programs. ²⁵

Financial Aid

- Summer appeals were reviewed May 25, 2012 by the Concord University Appeals committee. Committee will meet monthly in June, July and August to review fall appeals.
- Summer aid has been awarded and Summer I term funds has been disbursed. Summer II funds will be disbursed the first of July.
- Fall aid for returning students is currently being processed. Incoming freshman and transfers continue to be awarded as information is received.
- Tammy Lilly is attending the Summer Institute intensive financial aid workshop the week of June 4th.
- We are currently working with auditors regarding the annual year-end audit.
- Year-end reconciliation and final reports are being completed.

Financial Aid information submitted by the Financial Aid Director, Mr. Debbie Turner

Board of Governors' Committee Summary
Finance & Facilities Committee
June 12, 2012

Members Present: Mr. David Barnette, Mr. Elliot Hicks (Chairman), Dr. David Matchen, Ms. Amy Pitzer

Staff Members Present: Charles Becker, Rick Dillon, Marjie Flanigan, Kendra Boggess, Kent Gamble

Chair Elliot Hicks called the meeting to order at 1:05pm. VP for Business & Finance, Charles Becker, introduced the materials supporting the request for approval of the FY2013 budget. Board member Barnette asked for clarification on a capital budget item. There was no discussion of the year-to-date financial results because the budget discussion included projected FY 2012 year end results.

The Committee unanimously approved a motion to recommend the FY 2013 budget for approval to the full Board of Governors at the June 19, 2012 meeting.

The meeting was adjourned at 1:45 pm.



Concord University

Board of Governors

Finance & Facilities Report

Date 6/19/12

Business & Finance: Accompanying this report, we are continuing to provide expanded revenue and expenditure information. This format presents a clearer separation of operational and capital costs. In addition, more detailed information is provided. Further, this format addresses the Board's desire for more indicators of the University's financial viability. Our performance against budget is a short-term reflection of this effort. Through April 2012, we have collected 94% of budgeted operating revenues and spent 85% of budgeted expenses. This compares with 93% and 81% respectively for FY2011. Both operating revenues and expenses are on target through the first ten months of the fiscal year. The University's cash position is adequate to meet ongoing needs while continuing to preserve the \$1.4 million cash reserve.

Facilities: A contractor has been selected to replace the entire Marsh Administration roof and large sections of the Marsh Library and Alexander Fine Arts roofs. Additionally, the structure containing the carillon is scheduled to have maintenance performed on it as a part of the roof projects. All roof projects will begin soon after commencement and be completed no later than the end of October, 2012. The Marsh Library and Alexander Fine Arts Building roofs are part of the East Bond project.

The Hood and Vent system replacement project for the Beasley Student Center dining hall is underway.

Silling has completed the exploratory engineering work necessary to allow Concord an accurate picture of how the existing exterior walls currently co-exist with the steel structure exoskeleton of the Towers. The project mission also established exactly where in the building's infrastructure water damage has occurred. Our goal, other than to eventually locate and repair the water damage, is to make certain the Towers complex was engineered to accept the full weight of any applied exterior substance (EFIS) that would be add to the structure.

CONCORD UNIVERSITY
SCHEDULE OF CASH ACCOUNTS AND CASH RESERVE CALCULATIONS
AS OF APRIL 30:

	FY 2012	FY 2011	Change
Cash Reserves *	\$ 1,405,905	\$ 400,000	\$ 1,005,905
Bond Sinking Funds:			
Student Center	227,914	-	227,914
Day Care Center	12,209	-	12,209
North & South Towers	209,150	-	209,150
Capital Accounts (<i>Contingency</i>)	100,000	100,000	-
	<u>549,273</u>	<u>100,000</u>	<u>449,273</u>
Operational Funds:			
Education & General Funds	2,221,705	2,729,801	(508,096)
Dedicated Funds	1,580,738	1,662,938	(82,200)
Auxiliary Enterprise Funds	639,203	1,658,886	(1,019,683)
Capital Repairs & Improvement Funds	472,817	641,206	(168,389)
	<u>4,914,463</u>	<u>6,692,831</u>	<u>(1,778,368)</u>
Subtotal	6,869,641	7,192,831	(323,190)
Restricted Funds:			
Permanent Endowment Funds	2,785,200	2,354,400	430,800
State Grants & Contracts	1,007,202	577,172	430,030
Federal Grants & Contracts	13,204	80,865	(67,661)
	<u>3,805,606</u>	<u>3,012,437</u>	<u>793,169</u>
Total Available Cash	\$ 10,675,247	\$ 10,205,268	\$ 469,979

* (1) Cash reserves represent those funds set aside for emergencies or future use. At times, it may become necessary to use these funds as leverage for operational funds. (2) Cash reserve funds are not used in funding expense budgets for any given year with the exception of the capital improvement accounts. Capital projects may use beginning cash balances to complete capital projects included in the current years budget.

	4/30/2012	4/30/2011
2 Accounts Receivable Balance	\$ 385,074	\$ 248,845
Revenue Budget (<i>Operational funds only.</i>)	\$ 25,328,056	25,666,420
Percentage outstanding	1.52%	0.97%
3 Total State Appropriated	\$ 10,164,340	\$ 9,977,767
Collected to Date	10,164,340	9,977,767
Remaining balance to be paid in variable amounts on the 1st day of each quarter	<u>\$ -</u>	<u>\$ -</u>

Concord University
 April 30, 2012 and 2011
 Management Report - Budget to Actual Comparative
 Functional Presentation Reported on a Modified Accrual Basis

	FY 2012			FY 2011		
	Budgeted Amount	Actual Transactions to Date	Percentage Change	Budgeted Amount	Actual Transactions to Date	Percentage Change
EDUCATION & GENERAL OPERATIONS:						
Operating Revenues						
State Appropriations	\$ 10,164,340	\$ 10,164,340	100.00%	\$ 9,175,771	\$ 9,175,771	100.00%
State Fiscal Stimulus (Federal ARRA)	-	-	0.00%	832,916	832,916	100.00%
Tuition and fees	14,820,471	14,088,189	95.06%	13,572,659	12,884,204	94.93%
Federal grants and contracts	1,527,137	935,677	61.27%	1,684,772	1,129,177	67.02%
State and local grants and contracts	4,532,183	3,994,218	88.13%	4,889,026	4,044,593	82.73%
Private grants and contracts	155,400	82,168	52.88%	152,143	44,498	29.25%
Pell Grants	6,029,878	5,711,106	94.71%	6,012,861	5,712,218	95.00%
Sales and services of educational activities	5,920	2,657	44.88%	6,872	3,218	46.83%
Investment income	36,524	23,776	65.10%	49,946	65,002	130.14%
Other operating revenue	674,489	590,726	87.58%	622,072	584,946	94.03%
Total Operating Revenues	37,946,342	35,592,857	93.80%	36,999,038	34,476,543	93.18%
Operating Expenses						
Core Operating Expenses						
Primary Mission Costs						
Instruction	11,777,320	9,522,571	80.86%	11,286,112	8,925,511	79.08%
Academic support	1,803,277	1,385,955	76.86%	1,631,379	1,244,436	76.28%
Student services	2,387,308	1,872,558	78.44%	2,187,760	2,010,129	91.88%
Scholarships and fellowships	13,074,260	12,686,424	97.03%	13,300,713	11,852,584	89.11%
Subtotal Primary Mission Costs	29,042,165	25,467,508	87.69%	28,405,964	24,032,660	84.60%
Other Core Operating Expenses						
Operations and maintenance	1,882,929	1,497,384	79.52%	1,409,896	1,183,293	83.93%
Institutional support	3,786,090	3,359,897	88.74%	3,782,605	3,007,734	79.51%
Public service	870,153	584,560	67.18%	1,314,029	709,974	54.03%
Fees retained by the Commission	161,204	120,782	74.92%	157,191	161,204	102.55%
Loan cancellations & writeoffs	-	-	0.00%	80,000	-	0.00%
Budgeted Reserves	370,000	-	0.00%	200,000	-	0.00%
Transfers Out - Debt Service - E&G	623,893	345,027	55.30%	524,181	492,872	94.03%

Concord University
April 30, 2012 and 2011
Management Report - Budget to Actual Comparative
Functional Presentation Reported on a Modified Accrual Basis

	FY 2012			FY 2011		
	Budgeted Amount	Actual Transactions to Date	Percentage Change	Budgeted Amount	Actual Transactions to Date	Percentage Change
Transfers Out - Equipment & Other Assets Purchases - E&G	611,249	202,427	33.12%	2,265,363	1,250,513	55.20%
Subtotal Other Core Operating Expenses	8,305,518	6,110,077	73.57%	9,733,265	6,805,590	69.92%
Total Core Operating Expenses	37,347,683	31,577,585	84.55%	38,139,229	30,838,250	80.86%
Net operating income	598,659	4,015,272	670.71%	(1,140,191)	3,638,293	-319.10%
Other Revenues, Expenses, Gains and Losses	-					
Permanent restricted endowment gifts	430,852	430,852	100.00%	2,351,946	2,347,280	99.80%
Other post employment benefits (OPEB) expense	(1,689,660)	-	0.00%	(1,609,200)	-	0.00%
Net Other Revenues, Expenses, Gains and Losses	(1,258,808)	430,852	-34.23%	742,746	2,347,280	316.03%
Increase (Decrease) in Net Assets	(660,149)	4,446,124	-673.50%	(397,445)	5,985,573	-1506.01%
AUXILIARY OPERATIONS:						
Operating Revenues						
Auxiliary enterprises	9,537,540	8,715,625	91.38%	10,110,821	9,662,557	95.57%
Other operating revenue	561,811	562,735	100.16%	203,478	235,632	115.80%
Total Operating Revenues	10,099,351	9,278,360	91.87%	10,314,299	9,898,189	95.97%
Auxiliary Expenses						
Auxiliary Expenses	9,530,997	7,791,660	81.75%	10,293,793	8,739,978	84.91%
Transfers Out - Debt Service - Auxiliary	414,539	185,204	44.68%	211,485	172,073	81.36%
Transfers Out - Equipment & Other Assets Purchases	626,572	642,687	102.57%	332,815	184,904	55.56%
Total Operating Expenses	10,572,108	8,619,551	81.53%	10,838,093	9,096,955	83.94%
Net operating income	(472,757)	658,809	-139.35%	(523,794)	801,234	-152.97%
Other Revenues, Expenses, Gains and Losses						
Other post employment benefits (OPEB) expense	(305,340)	-	0.00%	(290,800)	-	0.00%
Net Other Revenues, Expenses, Gains and Losses	(305,340)	-	0.00%	(290,800)	-	0.00%
Increase (Decrease) in Net Assets	(778,097)	658,809	-84.67%	(814,594)	801,234	-98.36%

Concord University
 April 30, 2012 and 2011
 Management Report - Budget to Actual Comparative
 Functional Presentation Reported on a Modified Accrual Basis

	FY 2012			FY 2011		
	Budgeted Amount	Actual Transactions to Date	Percentage Change	Budgeted Amount	Actual Transactions to Date	Percentage Change
PROPERTY, PLANT & EQUIPMENT:						
Available Funding:						
CU Bond Debt Issue	5,200,000	-	0.00%	-	-	0.00%
Capital grants and gifts						
HEPC bond revenue funds	3,836,073	615,625		1,138,652	1,137,824	99.93%
Aramark Cost Share	230,000	-				
Payments on behalf of CU - Aramark	422,917	422,917	100.00%	524,181	-	0.00%
Transfers In - Debt Service - E&G	623,893	345,027	55.30%	524,181	492,872	94.03%
Transfers In - Debt Service - Auxiliary	414,539	185,204	44.68%	211,485	172,073	81.36%
Transfers In - Equipment & Other Assets Purchases - E&G	611,249	202,427	33.12%	2,265,363	1,250,513	55.20%
Transfers In - Equipment & Other Assets Purchases - Auxiliary	626,572	642,687	102.57%	332,815	184,904	55.56%
Total Available Funding	11,965,243	2,413,887	20.17%	4,996,677	3,238,186	64.81%
Cash Expenditures:						
Capital Asset Purchases:						
Equipment & Other Assets	1,216,359	989,319	81.33%	1,628,959	947,064	58.14%
Building Improvements	9,925,965	1,048,554	10.56%	1,973,389	1,488,776	75.44%
Principal Payments on Debt Retirement	427,966	172,161	40.23%	303,377	244,098	80.46%
Fees assessed by the Commission for Debt Service	240,044	80,984	33.74%	251,925	247,620	98.29%
Interest on capital asset related debt	370,422	129,145	34.86%	180,365	173,227	96.04%
Total Nonoperating Revenue and Expenses	12,180,756	2,420,163	19.87%	4,338,015	3,100,785	71.48%
Subtotal	(215,513)	(6,276)		658,662	137,401	
Non Cash Expenditures:						
Depreciation Expenses	2,308,250	2,095,836	90.80%	1,875,000	1,636,444	87.28%
Income before other revenues, expenses, gains or	(2,523,763)	(2,102,112)	83.29%	(1,216,338)	(1,636,444)	134.54%

Concord University			
Comparative of FY 2013 Budget & FY 2012 Projected Operating Results			
As of June 1, 2012			
ALL UNRESTRICTED FUND GROUPS			
	FY 2013 PROPOSED BUDGET	FY 2012 BUDGET	FY 2012 PROJECTED ACTUAL OPERATING RESULTS
Revenue	43,025,832	38,554,816	35,953,849
Operating Expenses			
Salaries & Wages	16,410,916	14,912,233	15,585,885
Benefits	4,327,396	3,753,846	4,152,982
	20,738,312	18,666,079	19,738,867
Utilities	1,784,270	1,905,272	1,756,812
Contractual & Professional	3,948,380	3,818,372	3,972,644
Insurance	173,615	225,679	190,144
Other Operating Expenses	3,990,571	4,203,720	3,718,315
Equipment	1,024,405	519,526	1,453,679
General Repairs	678,797	399,562	464,403
Scholarships & Fellowships	3,039,651	3,033,985	2,756,252
Capital Lease	401,742	401,742	401,742
Presidential Reserve	0	200,000	0
Reserve for Enrollment Declines	0	550,000	0
Bond Sinking Fund Reserve	0	100,000	0
Bond Debt Retirement	76,400	279,219	335,278
Fees Retained by the Commission	161,204	161,204	161,204
Capital Projects, Net	6,747,581	3,534,061	715,857
Transfers	0	0	0
	22,026,616	19,332,342	15,926,331
Total operating costs	42,764,928	37,998,421	35,665,198
Net	260,904	556,395	288,651
<i>*Capital budget adjusted for CU Bond Debt not utilized during FY 2012.</i>			

Concord University			
Comparative of FY 2013 Budget & FY 2012 Projected Operating Results			
As of June 1, 2012			
EDUCATION & GENERAL FUNDS			
	FY 2013 PROPOSED BUDGET	FY 2012 BUDGET	FY 2012 PROJECTED ACTUAL OPERATING RESULTS
Revenue	23,740,162	22,224,777	21,927,268
Operating Expenses			
Salaries & Wages	13,045,779	12,015,928	12,266,494
Benefits	3,463,879	3,012,247	3,314,901
	16,509,658	15,028,175	15,581,395
Utilities	826,174	790,312	829,410
Contractual & Professional	1,011,030	930,672	982,680
Insurance	173,615	223,829	190,144
Other Operating Expenses	1,783,533	1,384,829	1,242,864
Budgetary Reserve	0	750,000	0
Equipment	162,464	63,561	121,347
General Repairs	9,522	5,668	11,220
Scholarships & Fellowships	2,831,912	2,831,912	2,548,513
Bond Debt Retirement	0	0	0
Fees Retained by the Commission	161,204	161,204	161,204
	6,959,454	7,141,987	6,087,382
Total operating costs	23,469,112	22,170,162	21,668,777
Net	271,050	54,615	258,491

Concord University			
Comparative of FY 2013 Budget & FY 2012 Projected Operating Results			
As of June 1, 2012			
DEDICATED FUNDS			
	FY 2013 PROPOSED BUDGET	FY 2012 BUDGET	FY 2012 PROJECTED ACTUAL OPERATING RESULTS
Revenue			
Dedicated Fees	1,917,416	1,905,926	2,048,132
Transfers-In	-	-	-
Total	1,917,416	1,905,926	2,048,132
Operating Expenses			
Salaries & Wages	380,107	233,073	499,047
Benefits	43,829	22,619	62,617
	423,936	255,692	561,664
Utilities	47,140	24,142	44,340
Contractual & Professional	371,495	237,641	319,045
Insurance	0	0	0
Other Operating Expenses	625,088	1,113,045	776,331
Equipment	426,541	264,531	340,874
General Repairs	8,725	5,475	0
Scholarships & Fellowships	4,500	4,500	4,500
	1,483,489	1,649,334	1,485,090
Total operating costs	1,907,425	1,905,026	2,046,754
Net	9,991	900	1,378

Concord University			
Comparative of FY 2013 Budget & FY 2012 Projected Operating Results			
As of June 1, 2012			
PLANT FUNDS			
	FY 2013 PROPOSED BUDGET	FY 2012 BUDGET	FY 2012 PROJECTED ACTUAL OPERATING RESULTS
Capital Improvement Fees	1,182,186	1,169,732	1,108,269
Repair & Maintenance Fees	558,477	444,984	502,979
East Bond Revenue	5,832,530	3,000,000	175,486
Interest	1,028	0	497
Transfers-In	0	200,000	0
Donated Funds	0	0	400,000
Total Revenue	7,574,221	4,814,716	2,187,231
Operating Expenses			
Salaries & Wages	0	0	0
Benefits	0	0	0
	0	0	0
Utilities	5,000	4,865	5,000
Contractual & Professional	115,450	40,490	117,019
Insurance	0	0	0
Other Operating Expenses	59,129	41,487	45,921
Equipment	280,500	85,691	766,301
General Repairs	298,800	183,127	53,051
Capital Projects	6,588,320	3,334,061	564,400
Capital Lease Payments	190,265	190,265	190,265
Bond Debt Retirement	0	279,219	335,278
Bond Sinking Fund Reserves	0	100,000	0
	7,537,464	4,259,205	2,077,236
Total operating costs	7,537,464	4,259,205	2,077,236
Net	36,757	555,511	109,995

**Capital budget adjusted for CU Bond Debt not utilized during FY 2012.*

Concord University			
Comparative of FY 2013 Budget & FY 2012 Projected Operating Results			
As of June 1, 2012			
AUXILIARY FUNDS			
	FY 2013 PROPOSED BUDGET	FY 2012 BUDGET	FY 2012 PROJECTED ACTUAL OPERATING RESULTS
Revenue	9,794,033	9,609,397	9,791,218
Revenue	9,794,033	9,609,397	9,791,218
Operating Expenses			
Salaries & Wages	2,985,030	2,663,232	2,820,344
Benefits	819,688	718,980	775,464
	3,804,718	3,382,212	3,595,808
Utilities	905,956	1,085,953	878,062
Contractual & Professional	2,450,405	2,609,569	2,553,900
Insurance	0	1,850	0
Other Operating Expenses	1,522,821	1,664,359	1,653,199
Equipment	154,900	105,743	225,157
General Repairs	361,750	205,292	400,132
Scholarships & Fellowships	203,239	197,573	203,239
Capital Projects, Net	159,261	200,000	151,457
Debt Retirement	76,400	0	0
Capital Lease Payments	211,477	211,477	211,477
	6,046,209	6,281,816	6,276,623
Total operating costs	9,850,927	9,664,028	9,872,431
Net	-56,894	-54,631	-81,213
<i>*Capital budget adjusted for CU Bond Debt not utilized during FY 2012.</i>			

**Concord University Board of Governors
Meeting of June 19, 2012**

ACTION ITEM: Approval of Budget for fiscal year 2012-13 (FY 2013)

COMMITTEE: Finance and Facilities

RECOMMENDATION: Resolved, that the Concord University Board of Governors approve the budget for FY 2013 as proposed.

STAFF MEMBER: Charles Becker
Vice President for Business and Finance

BACKGROUND: As a part of the ongoing budget process implemented during the fiscal 2009-2010 budget cycle, all budgetary units provided input into the formation of the FY 2013 budget. In addition, the budget was presented to the University Budget Committee for review on June 7, 2012. The Committee accepted the budget and recommended that it be presented to the Finance and Facilities Committee and to the Board of Governors for approval.

Concord University Board of Governors

Meeting of June 19, 2012

ACTION ITEM: Adoption of a Revised Evaluation, Promotion and Tenure Policy

COMMITTEE: Executive

RECOMMENDED RESOLUTION: Resolved, the Concord University Board of Governors adopt the proposed Evaluation, Promotion and Tenure policy.

STAFF MEMBER: Marshall S. Campbell, Director of Human Resources

BACKGROUND: The Board approved an intent to revise the Board's policies Nos. 39, 40, and 41 on faculty evaluation, promotion, and tenure. A draft policy combining these policies was published for the requisite thirty (30) day comment period. Pursuant to Board policy No. 11, a committee was formed to review the comments. The committee accepted some of the suggested revisions and disagreed with others, as is detailed in the attached chart. The final proposed policy is now before the Board for approval.

Board of Governors' Committee Summary
Executive Committee
June 12, 2012

Members Present: Mr. Frank Blackwell; Mr. Elliot Hicks

Staff Members Present: Dr. Gregory F. Aloia; Mr. Marshall Campbell; Dr. Kendra Boggess; Mr. Rick Dillon

The meeting was called to order at 2:31 p.m.

The Procedure for Faculty Evaluation, Promotion and Tenure was reviewed. It was moved and seconded and approved unanimously to be recommended to the Board.

The 2012-2013 Committee and Board Meetings Schedule was reviewed. It was moved and seconded and approved unanimously to be recommended to the Board.

Mr. Campbell presented information relative to Senate Bill 330, the current status of the state's Human Resources Review and the implementation of PeopleAdmin, which is in the web page design and build phase.

Pursuant to State code §6-9a-4 executive session was held. Returning from executive session, there being no further business, the meeting was adjourned at 3:05.

Policy Number: XX
Effective Date: mm/dd/yyyy

Concord University Board of Governors
Policy No. XX
(combination and revision of Policies 39, 40, and 41)
Procedure for Faculty Evaluation, Promotion and Tenure

Section 1.0 General

- 1.1 Scope: This policy establishes a procedure for faculty evaluation, promotion and tenure.
- 1.2 Authority: WV Code 18B-2A-4 and [West Virginia](#) HEPC Procedural Rule Series 9.
- 1.3 Effective Date: mm/dd/yyyy
- 1.4 Approved by:

Section 2.0 Purpose

- 2.1 To establish:
 - 2.1.1 The procedure for the annual performance evaluation of full-time tenured, tenure-track, non-tenure-track faculty (continuing and non-continuing), and part-time faculty (continuing and non-continuing) at Concord University.
 - 2.1.2 Concord University criteria and a procedure for initial appointment in or promotion to academic rank for tenured, tenure track and non-tenure track faculty.
 - 2.1.3 Concord University criteria and a procedure for granting faculty tenure.
- 2.2 To affirm and ensure that:
 - 2.2.1 Concord is in compliance with state code and HEPC rules.
 - 2.2.2 All faculty receive a written annual evaluation of performance directly related to duties and responsibilities as defined by their contracts with the University.
 - 2.2.3 Evaluation procedures will be based on multiple criteria and will use multiple tools including a comprehensive self-evaluation, peer review of teaching, and administrative and peer review of portfolio materials.
 - 2.2.4 Evaluations encourage professional growth and development of the faculty and assist in making personnel decisions.
 - 2.2.5 All faculty have the opportunity to add written responses to annual evaluations at each evaluation level.
 - 2.2.6 Any Faculty tenure quotas are forbidden.
 - 2.2.7 Position candidates are advised of the likelihood of future tenure appointment for the position.
 - 2.2.8 Every discipline offering a major has at least one tenured faculty member if that faculty meets all institutional requirements and recommendations for tenure.
 - 2.2.9 All tenured faculty receive the promotions afforded by an appointment with tenure.

Section 3.0 Criteria for Appointment to Academic Rank

- 3.1 Lecturer - A Master's degree is necessary for appointment to the rank of lecturer.
- 3.2 Instructor - A Master's degree is necessary for appointment to the rank of instructor.
- 3.3 Assistant Professor – An earned doctorate or terminal degree appropriate to the discipline served is generally required for appointment to the rank of Assistant Professor. Under some circumstances, faculty may be appointed to the rank of Assistant Professor prior to finishing a terminal degree with the expectation that the degree will be completed by a pre-determined date no later than the end of the second year of the appointment. Failure to complete a terminal degree by the established deadline will result in a terminal contract for the subsequent academic year.
- 3.4 Associate Professor – An earned doctorate or terminal degree appropriate to the discipline served and six years of full-time college/university teaching at the rank of Assistant Professor or higher is required for appointment to the rank of Associate Professor.
- 3.5 Professor – An earned doctorate or terminal degree appropriate to the discipline served and six years of full-time college/university teaching at the rank of Associate Professor or higher is required for appointment to the rank of Professor.

Section 4.0 Procedure for Faculty Performance Evaluation and Retention

- 4.1 Each academic year all faculty will submit to the Division Personnel Committee a portfolio.
 - 4.1.1 For probationary, tenure-track faculty, non-tenure-track faculty, and persons applying for tenure and/or promotion, the portfolio will include:
 - 4.1.1.1 Annual self-evaluation
 - 4.1.1.2 Professional Activities Summaries for all years of service
 - 4.1.1.3 Curriculum vitae
 - 4.1.1.4 Personnel evaluations
 - 4.1.1.5 Student evaluations for the previous two years (probationary, and non-tenure-track evaluations) or all student evaluations since appointment at Concord (persons applying for tenure and/or promotion).
 - 4.1.1.6 Evidence of teaching effectiveness
 - 4.1.1.7 Evidence of scholarly and creative activities
 - 4.1.1.8 Evidence of scholarly service to the academic community and society
 - 4.1.1.9 For non-tenure-track faculty, portfolio materials should focus on teaching performance unless the appointment specifies otherwise.
 - 4.1.2 For tenured faculty
 - 4.1.2.1 The current Professional Activities Summary
 - 4.1.2.2 Student evaluations for the previous two years
- 4.2 The sequence for review and recommendation for all probationary, tenure-track faculty is:
 - 4.2.1 From Division Personnel Committee to Department Chair, if one exists

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- 4.2.2 From Division Personnel Committee or Department Chair to Division Chair
- 4.2.3 From Division Chair to Vice President and Academic Dean
- 4.2.4 From Vice President and Academic Dean to President
- 4.2.5 At each point in the review process, a report explaining the recommendation will be sent to the next level of review, with a copy of the report given to the faculty member.
- 4.2.6 At each point in the review process, the faculty member will have the opportunity to add a written response to the recommendation(s).
- 4.2.7 The evaluation by the Division Chair will be sent to the Vice President and Academic Dean no later than March 15.
- 4.2.8 The final decision on faculty retention will be rendered by the President and reported to the faculty member no later than Spring Commencement. Situations in which a tenure-track faculty receives a non-retention decision are addressed in Section 4.6.
- 4.3 The sequence for review and recommendation for all non-tenure-track faculty is:
- 4.3.1 From Division Personnel Committee to Department Chair, if one exists
- 4.3.2 From Division Personnel Committee or Department Chair to Division Chair
- 4.3.3 From Division Chair to Vice President and Academic Dean
- 4.3.4 At each point in the review process, a report explaining the recommendation will be sent to the next level of review, with a copy of the report given to the faculty member.
- 4.3.5 At each point in the review process, the faculty member will have the opportunity to add a written response to the recommendation(s).
- 4.3.6 The evaluation by the Division Chair will be sent to the Vice President and Academic Dean no later than April 1.
- 4.3.7 The final decision on faculty retention or non-retention will be rendered by the Vice President and Academic Dean and reported to the faculty member no later than Spring Commencement.
- 4.4 The sequence for review and recommendation for all tenured faculty is:
- 4.4.1 From Division Personnel Committee to Department Chair, if one exists
- 4.4.2 From Division Personnel Committee or Department Chair to Division Chair
- 4.4.3 The Division Chair submits a copy of the evaluation to the faculty member prior to May 1
- 4.4.4 The evaluations will be forwarded to the Vice President and Academic Dean to be maintained in the faculty's file.
- 4.4.5 At each point in the review process, the faculty member will have the opportunity to add a written response to the recommendation(s).
- 4.5 Non-tenure-track faculty will be evaluated primarily with respect to their excellence in teaching; they are expected to be involved in light to modest levels of service and scholarship unless those are requirements of a specific non-tenure-track appointment.
- 4.6 Tenure-track faculty who have received a non-retention decision will receive terminal contracts for the upcoming academic year. In cases of a non-retention decision for the immediate upcoming academic year, the tenure-track faculty member shall be notified in writing of the decision by letter postmarked and mailed no later than March 1 so as to be in compliance with HEPC Series 9, Section 10.6.

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4.6.1 Following the receipt of a notice of non-retention, the faculty member may appeal the decision by requesting a statement of reasons and then filing a grievance as provided under HEPC policy (Series 9, Section 15). The request for a statement of reasons shall be in writing and mailed to the President or designee within ten working days of receipt of the notice of non-retention.

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4.7 Evaluations become part of the personnel file maintained at each level for six (6) years.

4.8 The Division Personnel Committee is constituted as follows:

4.8.1 The division will decide on the size of the committee.

4.8.2 There will be a minimum of four tenured members of the division on the committee.

4.8.2.1 If a division has four or fewer tenured members, those willing to serve are automatically on the committee.

4.8.2.2 If a division has more than four tenured members, four must be elected by the division before the election of full-time probationary members.

4.8.2.3 One of the four tenured members of the committee must be from the same area of teaching responsibility as the person being evaluated by the committee, if there is such a person.

4.8.3 In addition to the minimum of four members, a tenured faculty member from outside the division must be selected by the committee.

4.8.4 Where it is not possible to fulfill the requirements of sections 4.8.2.1 and 4.8.2.2 due to a lack of sufficient tenured members, then only full-time tenure-track members of the division will be selected to complete committee membership.

4.8.5 The Division Chair and Department Chairs (where they exist) will not serve on the Division Personnel Committee.

4.9 A faculty member who is hired during an academic year already in progress will begin his or her tenure track evaluation process at the beginning of the next academic year unless an exception is made by the Vice President and Academic Dean.

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Section 5.0 Criteria for Promotion in Academic Rank

5.1 Eligibility for Promotion

5.1.1 Lecturers are not eligible for direct promotion to other ranks.

5.1.2 Instructors are not eligible for direct promotion to other ranks.

5.1.3 An earned doctorate or terminal degree appropriate to the discipline served and six years of full-time college/university teaching at the rank of Assistant Professor or higher is usually required for promotion to the rank of Associate Professor.

5.1.4 An earned doctorate or terminal degree appropriate to the discipline served and six years of full-time college/university teaching at the rank of Associate Professor or higher is usually required for promotion to the rank of Professor

- 5.1.5 In addition to the more objective minimum criteria listed for each academic rank, there is the further general requirement that all candidates for promotion to any rank should have professional records that clearly indicate continuing growth as teachers, scholars, and, broadly, as members of the larger academic community.
- 5.1.6 Faculty with administrative assignments, including department and division chairs, may earn full time teaching experience through their service to Concord University.
- 5.1.7 Although under normal circumstances the minimum criteria listed above for each promotion in rank will be adhered to, it is recognized that there may occasionally be justification for considering possible substitutions to the stated minimum criteria. In such instances, however, the person or committee requesting the exception will be expected to validate the request substantively and with cause. The approval of the exception will be the product of the same procedure for deciding promotions.
- 5.2 Procedure for Promotion
- 5.2.1 A candidate seeking to apply for promotion initiates the process by submitting a letter of intent to apply for promotion to the Division Personnel Committee, the Department Chair (where they exist), and the Division Chair by October 1.
- 5.2.2 Candidates who will be considered for tenure during a given academic year will automatically be considered for promotion from assistant professor to associate professor and do not need to submit a letter of intent.
- 5.2.3 The sequence for review and recommendation for promotion is:
- 5.2.3.1 From Division Personnel Committee to Department Chair, if one exists
- 5.2.3.2 From Division Personnel Committee or Department Chair to Division Chair
- 5.2.3.3 From Division Chair to Vice President and Academic Dean
- 5.2.3.4 From Vice President and Academic Dean to President
- 5.2.4 The evaluation by the Division Chair will be sent to the Vice President and Academic Dean no later than March 15. The Vice President and Academic Dean will evaluate the review file and forward his or her recommendation for action to the President of the University.
- 5.2.5 The Office of the President will inform all applicants for promotion of the decision(s) to grant or deny promotion. The applicants will receive such notification no later than the date of spring commencement in the academic year in which they apply.
- 5.2.6 Retirement Promotion - The normal criteria established for academic promotion may be waived for a person in his/her last year of service and with ten (10) or more years of service as a Concord University faculty member at the date of retirement.
- 5.2.6.1 Candidates seeking to apply for retirement promotion should initiate the process by submitting a letter of intent to apply for retirement promotion to the Division Personnel Committee, the Department Chair (where they exist), and the Division Chair by

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- December 15 of the academic year preceding retirement.
- 5.2.6.2 The sequence for review and recommendation of retirement promotion applications is:
- 5.2.6.2.1 From Division Personnel Committee to Department Chair, if one exists.
- 5.2.6.2.2 From Division Personnel Committee or Department Chair to Division Chair.
- 5.2.6.2.3 From Division Chair to Vice President and Academic Dean.
- 5.2.6.3 The recommendation by the Division Chair will be sent to the Vice President and Academic Dean no later than February 1. The Vice President and Academic Dean will evaluate the retirement promotion request and forward his or her recommendation for action to the President of the University.
- 5.2.6.4 The Office of the President will inform the applicant for retirement promotion of the President's decision to grant or deny the promotion.
- 5.2.7 Criteria that will be considered at each level of the evaluation are:
- 5.2.7.1 Excellence in teaching
- 5.2.7.2 Scholarship and creative activity
- 5.2.7.3 Scholarly service to the academic community and society
- 5.2.8 Examples of appropriate activities for each criterion will be available in the Concord University Faculty Handbook.
- 5.2.9 Tenure and promotion are not granted automatically or solely because of the length of service but result from an extensive review of a candidate's cumulative accomplishments throughout their academic career.
- 5.2.10 Decisions for promotion to the rank of Professor will be based predominantly on the candidate's accomplishments while at the rank of Associate Professor.
- 5.2.11 Academic divisions, departments, programs and disciplines may provide written supplemental criteria that are more detailed than the general criteria presented herein, although they should not be less rigorous.
- 5.2.12 Supplemental criteria from academic divisions, departments, programs and disciplines will be developed as follows:
- 5.2.12.1 All supplemental criteria will be approved by a majority vote of the academic division.
- 5.2.12.2 All faculty impacted by the supplemental criteria must be included in the process of developing and approving the criteria.
- 5.2.12.3 All supplemental criteria will be approved by the Vice President and Academic Dean.
- 5.2.12.4 Supplemental criteria will be published and made available to all faculty within the academic division.

Section 6.0 Procedure for Granting of Faculty Tenure

- 6.1 Eligibility for tenure. Candidates will be considered for tenure during their sixth

year of tenure track service, except when a candidate seeks to apply for tenure prior to the sixth year of service at Concord

6.2 Procedure

6.2.1 Prior to the beginning of the academic year in which the faculty member will complete the final year of tenure track service, a reminder of this fact is sent from the Office of the Vice President and Academic Dean to the candidate and to his/her department and/or division chair.

6.2.2 A candidate seeking to apply for tenure prior to the sixth year of service at Concord initiates the process of consideration for tenure by submitting a letter of intent to apply for tenure to the Division Personnel Committee, the Department Chair (where they exist), and the Division Chair by October 1.

6.3 The sequence for review and recommendation for all probationary, tenure-track faculty is:

6.3.1 From Division Personnel Committee to Department Chair, if one exists

6.3.2 From Division Personnel Committee or Department Chair to Division Chair

6.3.3 From Division Chair to Vice President and Academic Dean

6.3.4 From Vice President and Academic Dean to President

6.4 The evaluation by the Division Chair will be sent to the Vice President and Academic Dean no later than March 15. The Vice President and Academic Dean will evaluate the tenure award file and forward his or her recommendation for action to the President of the University.

6.5 The Office of the President will inform all applicants for tenure of the decision(s) to grant or deny tenure. The applicants will receive such notification no later than the date of spring commencement in the academic year in which they apply.

6.6 Tenure is designed to ensure academic freedom and to provide professional stability for the experienced faculty member.

6.7 In the case of assistant professors, tenure should not be awarded without a positive recommendation for promotion to associate professor.

6.8 Tenure will not be awarded to candidates without an earned doctorate or terminal degree appropriate to the discipline served.

6.9 Whereas recommendations regarding promotion will be based upon the academic achievements of the candidate, recommendations regarding tenure will also consider the potential for continuing growth as a scholar and teacher.

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Policy Section:	Language Commented On:	Comment:	Committee's Decision and Reasoning on Comment:
Section 1.2	"HEPC Procedural Rule Series 9"	Add "West Virginia" before HEPC	Agree.
Section 2.2.7	"Position candidates are advised of the likelihood of future tenure appointment for the position."	How is this done? By letter?	No change necessary. Section 2.2.7 is just part of the statement of the purpose for this policy. How candidates are advised of the likelihood of future tenure appointment is addressed later in the policy.
Sections 3.3 through 3.5	The language requiring an assistant professor, associate professor or a professor to have a doctorate or terminal degree.	These sections requiring an earned doctorate or terminal degree appropriate to the discipline should not be revised. The original policy should be retained in its entirety.	Disagree. The positions of Assistant Professor up through Professor should require a doctorate or other terminal degree. The policy allows for some latitude with an assistant professor by stating that a doctorate or terminal degree is generally required.
Section 4.1	"Each academic year all faculty will submit to the Division Personnel Committee a Portfolio containing the following:"	Move the phrase about the portfolio containing certain information to Section 4.1.1.	Agree.
Section 4.1.1.9	"For non-tenure-track faculty, portfolio materials should focus on teaching performance unless the appointment specifies otherwise."	Remove this language.	Disagree. Teaching performance should be paramount and flexibility exists with "unless appointment specifies otherwise."
Sections 4.2.6 and 4.3.5	"At each point in the review process, the faculty member will have the opportunity to add a written response to their personnel file."	Delete "personnel file" and change to "the recommendation(s)."	Agree.
Sections 4.2.7 and 4.2.8	"No later than March 15" in section 4.2.7 and "no later than Spring Commencement" in section 4.2.8.	Add the phrase "of the academic year in which the evaluation is conducted." Moreover, these dates do not seem to be in compliance with HEPC Series 9, Section 10.5.	Disagree. Unnecessary language. As for HEPC Series 9, terminal contract situations are covered in section 4.6. Language directing the reader to that section for those situations will be added and the "non-retention" language deleted from this section.

Sections 4.3.6, 4.3.7, and 4.4.3	"No later than April 1" in section 4.3.6; "no later than Spring Commencement" in section 4.3.7; and "prior to May 1" in section 4.4.3.	Add the phrase "of the academic year in which the evaluation is conducted."	Disagree. Unnecessary language.
Add Section 4.4.5	No current language	Add section 4.4.5 to match the written response language in Section 4.2.6.	Agree.
Section 4.6	"...then filing a grievance under HEPC policy (Series 19, Section 15)."	Series19 is incorrect. It should read Series 9.	Agree. Make correction.
Section 4.6	"Tenure-track faculty who have received a non-retention decision will receive terminal contracts for the upcoming academic year."	Add language that sets out the deadline for a non-retention decision pursuant to HEPC Series 9.	Agree. New language is added.
Section 4.6.1	No current language	Add language regarding deadlines for a grievance	Disagree. Do not want to add language to a specific external rule or procedure that may change, causing the need to amend this policy.
Section 4.7	"Evaluations become part of the personnel file maintained at each level for six years."	Add that it becomes part of the personnel file in Human Resources and state that the evaluation shall be destroyed after six years.	Disagree. These evaluations are maintained in the VPAD Office and at the divisional level, not in the Human Resources Office. Evaluations will not be destroyed after six years. They need to be retained.
Section 4.8.2.2	"If a division has more than four tenured members, four must be elected by the division before the election of full-time probationary members."	Delete the language "before the election of full-time probationary members."	Disagree. It is an important, explanatory clause.
No section	No language.	Add a section 4.9 that addresses what happens when tenure-track faculty are hired mid-year.	Agree. See new Section 4.9.
Sections 5.1.3 and 5.1.4	"An earned doctorate or terminal degree appropriate to the discipline served..."	Delete the word "served."	Disagree. The doctorate or terminal degree should be in the discipline served, not in some unrelated discipline.

Section 5.1.6	"Faculty with administrative assignments, including department and division chairs, may earn full time teaching experience through their service to Concord University."	Amend language to read: "Faculty with administrative assignments, including department and division chairs, may retain faculty rank and earn promotion in faculty rank by meeting the Concord University criteria stated for said promotion(s) and by meeting the WVHEPC criteria for completion of minimum instructional assignments while also serving in an administrative assignment. However, non-tenured faculty with administrative assignment may not be awarded tenure until or unless they return to full time instructional duties and meet the criteria stated for the award of tenure."	Disagree. Review Committee disagrees with this proposed language that creates additional requirements.
Section 5.2.2	"Candidates who will be considered for tenure during a given academic career..."	Is "career" the correct word or should it be "year"?	Agree. Correct the sentence to state "academic year."
Section 5.2.4	"The evaluation by the Division Chair will be sent to the Vice President and Academic Dean no later than March 15."	Add language that clarifies that it is March 15 th of the academic year in which the review is conducted. Also, add language that the VPAD will evaluate the review file and forward his or her recommendation to the President of the University.	Disagree as to the addition of reference to the academic year. It is unnecessary. Agree as to the VPAD recommendation to the President.
Section 5.2.6.3	"The recommendation by the Division Chair will be sent to the Vice President and Academic Dean no later than February 1."	This section concerns retirement promotions. Add language that clarifies that it is February 1 of the academic year in which the request for a retirement promotion is received. Also, add language that the VPAD will evaluation the request and forward a recommendation to the President.	Disagree as to the addition of the reference to the academic year. It is unnecessary. Agree as to the VPAD recommendation to the President.
Section 5.2.6.4	No language	Add section about the President's decision on a request for retirement promotion. Also, require that it be done before spring commencement.	Agree to add section about President's decision. Disagree to require it before spring commencement. As a retirement promotion, it is not required to occur before the spring commencement.

Section 5.2.8	"Examples of appropriate activities for each criterion will be available in the Concord University Faculty Handbook."	Delete this language.	Disagree. This language should be retained because it provides the faculty member notification to go to the Handbook.
No Section	No language	Add a section 5.3 for an appeal process regarding promotion to allow for an appeal of the President's decision and detail the grievance procedure.	Disagree. There is not an appeal process and we should not detail the grievance procedures in the Board policy in case West Virginia changes them. If that occurred and the language was in the Board policy, the Board policy would have to be amended.
Section 6.2.1	"...sent from the Office of the Vice President and Academic Dean to the candidate and to his/he department and/or division chair."	Fix the misspelling of "his/he."	Agree. Make correction.
Section 6.2.1	"Prior to the beginning of the academic year in which the faculty member will complete the final year of tenure track service,..."	Amend this to read "In the fifth year of the faculty member's tenure-track appointment, ..."	Disagree. This language is too specific.
Section 6.2.2	"A candidate seeking to apply for tenure prior to the sixth year of service at Concord initiates the process of consideration for tenure by submitting a letter of intent to apply for tenure to the Division Personnel Committee, the Department Chair (where they exist), and the Division Chair by October 1."	Amend the language to state the faculty member "may initiate." Also, add language on the end that deadline is by October 1 of the academic year in which the evaluation is to be conducted.	Disagree. Should not state "may initiate" because it is mandatory, not permissive. Also, the language about the academic year is unnecessary.
Section 6.4	"The evaluation by the Division Chair will be sent to the Vice President and Academic Dean no later than March 15."	Amend the language to state that the evaluation will be sent no later than March 15 of the academic year in which the evaluation has been conducted. Also, add that the VPAD will forward his or her recommendation to the President.	Disagree as to the addition of "the academic year" reference. Agree as to the language that the VPAD will forward his or her recommendation to the President.
No Section	No Language	Add Sections 6.10 and 6.11 regarding the denial of tenure and an appeal process.	Disagree. A denial of tenure section is unnecessary because it is covered earlier in the policy. The review committee did not want to add the right to appeal.

2012-2013 Meeting Dates

Committee Meetings	Board Meetings	Agenda Item Deadlines
		(Noon, 2 weeks prior @ 12:00 noon)
Tuesday, September 4, 2012 Teleconferences	Tuesday, September 11, 2012 On campus 1:00 p.m. The Concord Room	Tuesday August 28, 2012
Tuesday, October 16, 2012 Teleconferences	Tuesday, October 23, 2012 Teleconference 10:00 a.m.	Tuesday October 9, 2012
Tuesday, December 4, 2012 Teleconferences	Tuesday, December 11, 2012 On campus 1:00 p.m. Constituent meetings	Tuesday November 27, 2012
Tuesday, February 5, 2013 Teleconferences	Tuesday, February 12, 2013 Teleconference 10:00 a.m.	Tuesday January 29, 2013
Tuesday, April 9, 2013 Teleconferences	Tuesday, April 16, 2013 On campus 10:00 a.m.	Tuesday April 2, 2013
Tuesday, June 4, 2013 Teleconferences	Tuesday, June 11, 2013 On campus 1:00 p.m.	Tuesday May 28, 2013