

**SPECIAL MEETING OF THE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**Presidents' Conference Room*
Boulevard Tower
1018 Kanawha Boulevard East
Charleston, West Virginia**

**December 28, 2011
3:30 P.M.**

AMENDED AGENDA

- I. Call to Order
- II. Approval of Presidential Search Procedure for Fairmont State University
- III. Approval of Presidential Search Procedure for West Virginia State University
- IV. Approval of Addition to Health Sciences Building at West Liberty University
- V. Approval of Presidential Contract Addendum for West Virginia State University
- VI. Additional Board Action and Comment
- VII. Adjournment

**To join the meeting by conference call, dial the following numbers: 1-866-453-5550, participant code: 5245480#.*

**West Virginia Higher Education Policy Commission
Meeting of December 28, 2011**

ITEM: Approval of Presidential Search Procedure

INSTITUTION: Fairmont State University

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the Presidential Search Procedure adopted by the Fairmont State University Board of Governors.

STAFF MEMBER: Brian Noland

BACKGROUND:

Pursuant to Series 5 of the Commission's rules, an institutional governing board must adopt a search procedure when it undertakes a search for a new President. The Commission must approve the search procedure before the search proceeds.

During the meeting, Chancellor Noland will provide an overview of the presidential search procedure as adopted by the Fairmont State University Board of Governors on December 15, 2011 and for which it seeks Commission approval.

PRESIDENTIAL RECRUITMENT PLAN

The position of President for Fairmont State University is currently vacant and the institutional Board of Governors wishes to expedite filling this position to ensure that permanent leadership is in place for the 2012 calendar year. Accordingly, the Board of Governors has approved the following recruitment plan, following the mandates established by **HEPC SERIES 5 GUIDELINES FOR GOVERNING BOARDS IN EMPLOYING AND EVALUATING PRESIDENTS (WV CSR § 133-5)**:

1. Presidential Position Description and Required Credentials, Experience, Skills and Personal Attributes.
2. Search Committee: Fairmont State University Board of Governors and the Chancellor of the Higher Education Policy Commission, Ex-Officio.
3. Search Announcement Plan: Post full Position Announcement to FSU website. Advertise statewide in all print media having a circulation over 25,000, two local newspapers, the Pittsburgh Post-Gazette, the Washington Post, and the Chronicle of Higher Education, during the period 12/22/11-2/15/12.
4. Position Announcement: Shall include a brief statement announcing the commencement of a search for the President of FSU and the overall responsibilities of the position. Potential applicants will be directed to the FSU website for a full position description and application guidelines.
5. Selection Process:
 - a. The Search Committee shall review the applications received and determine which candidates will move forward in the search process—by majority vote. All application materials will be made available to the public upon receipt from the respective candidates.
 - b. The Search Committee shall select the candidate who best meets the presidential requirements by majority vote.
 - c. The Board shall hold a special meeting in accordance with the WV Open Governmental Proceedings Act to discuss the selection of the Search Committee and vote to extend an offer to the selected applicant by majority vote.
 - d. The Board through its Chair shall negotiate the terms of a contract and benefits package, dependent on final approval by the Commission.
 - e. The Board shall submit the candidate's credentials and the proposed initial contract to the HEPC for approval no later than the day following the special Board meeting.
6. Once the Commission has approved the hiring of a candidate and the proposed contract, the FSU Board Chair and the Presidential Selectee will sign the finalized contract.

7. Search Chronology:

Projected Date	Action	Update
December 15, 2011	Board will approve presidential search process and statement of desired presidential characteristics at Special Meeting of the Board. Full Board is designated as the Search Committee.	
December 20, 2011	Board-approved presidential search process will be presented to HEPC for approval.	
December 22, 2011 – February 15, 2012	Recruitment ad, application instructions, and complete position description posted on FSU Website.	
Beginning Week of December 22, 2011	Recruitment ad to run in newspapers in accordance with media plan.	
February 15, 2012	Deadline for presidential nominations and application submissions.	
Week of February 20-24, 2012	Search Committee will review all applications and select candidate/s that meet the qualifications approved by BOG/HEPC.	
Week of February 27-March 2, 2012	Credentials of candidates going forward will be sent to all faculty, staff and students through a web-based survey system to provide comments and assessments regarding selection preferences.	
March 5, 2012	Search Committee will meet & interview candidate/s. Constituent representatives will present a summary of the results of the candidate/s survey. Committee will select preferred candidate.	
March 5, 2012	A Special Meeting of the full FSU Board will be held to discuss the Search Committee's finalist and vote to approve the selection as the new President conditioned upon approval of the HEPC.	
March 9, 2012	The selection for President will be submitted for approval to the HEPC and HEPC will meet in session to consider the nomination.	

POSITION SPECIFICATION

President – Fairmont State University

Fairmont State University, with a 120-acre main campus in Fairmont, West Virginia, (90 miles south of Pittsburgh, PA) is part of the state's growing high technology corridor with a tri-city metro area of about 207,000 residents. The campus has recently been expanded with new construction including an Engineering Technology Building, student life center, new residence hall, new parking garage, improved library facility and significant ADA accessibility improvements. With more than 90 baccalaureate degrees and 5 graduate programs, FSU also plays a vital role in the North Central West Virginia region's economic development.

The institution is accredited by the North Central Association and The Higher Learning Commission. FSU is a member of the NCAA Division II and the West Virginia Intercollegiate Athletics Conference. Fairmont State University has an active student involvement with more than 86 clubs, organizations, student publications, honoraries, sororities, fraternities and intramural sports.

In our overarching desire to help transform lives, Fairmont State University values scholarship, opportunity, achievement and responsibility. Each of these values undergird the mission of Fairmont State University to provide opportunities for individuals to achieve their professional and personal goals and discover roles for responsible citizenship that promote the common good.

Position Summary

Reporting to the Board of Governors, the president is the chief executive of the institution, defining its educational commitments and its standard of excellence and securing all necessary resources for the fulfillment of its mission. The president will lead Fairmont State University (FSU) to success through dedicated, grounded, and inspirational leadership. The president will be expected to articulate the mission and core values of the college and to work with each of the diverse campus constituents to facilitate their role in achieving that shared mission.

The president is the executive agent of the Board of Governors and shall, as educational and administrative head of FSU, exercise such powers as are inherent in the position in promoting, supporting, and protecting the interests of the school and in managing and directing its affairs. The president shall be the spokesperson for the school and shall bring such matters to the attention of the Board as are appropriate to keep the Board fully informed in meeting its policy-making responsibilities.

The following are specific areas of responsibility and accountability for the president:

- Articulate FSU's vision, mission and goals in collaboration with the institution's internal and external stakeholders;

- Approve and oversee the institutional budget and secure external funding with an accent upon raising funds from individual donors, private and non-profit sources, government agencies, corporations, and foundations.;
- Work with the Board of Governors, West Virginia Higher Education Policy Commission, and area legislative delegation, among others, to advance the purposes of the University;
- Provide leadership and direction for the University through the strategic planning process;
- Strengthen and expand undergraduate and graduate programs and support excellence in teaching, scholarship, and service;
- The president will lead faculty, staff and administrators to pursue goals in a clear, purposeful way, including objectives that address student needs, initiatives in teaching, aspirations in academic scholarship, programs of service and leadership, and the professional development of faculty and staff.
- The president will assess overall institutional performance in relation to established goals. Working closely and collaboratively with the Deans and the faculty, the president will establish and maintain the academic programs, policies, and support services for FSU to address the needs of students.
- The president will establish the strategic goals of the institution and will direct strategic academic planning for the institution overall, coordinating the departments to achieve the institution's mission.
- The president will lead initiatives to strengthen undergraduate learning outcomes and college completion, and will guide the institution through the upcoming Higher Learning Commission review.

It is anticipated that the successful candidate will have the following:

- An earned doctorate degree;
- A minimum of ten (10) years of proven administrative skills in the academic management of a regionally accredited college or university;
- A minimum of ten (10) years as a tenure-track faculty member;
- A deep understanding of and willingness to be a strong advocate for higher education and its role in serving the rural communities of West Virginia;
- Knowledge and understanding of the organizational structure and operation of higher education in West Virginia;
- A working familiarity with the legislative process in West Virginia;
- An appreciation for and sensitivity to the cultural uniqueness of the Appalachian people in general and the people of West Virginia specifically; and,
- Measurable accomplishments in the area of institutional advancement.

The Board of Governors invites letters of nomination, applications (letter of interest, complete CV, and references), or expressions of interest. All materials will be made public upon receipt and a review of materials will begin immediately. All applications must be submitted prior to February 15, 2012.

**West Virginia Higher Education Policy Commission
Meeting of December 28, 2011**

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INSTITUTION: West Virginia State University

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STAFF MEMBER: Brian Noland

BACKGROUND:

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During the meeting, Chancellor Noland will provide an overview of the presidential search procedure as adopted by the West Virginia State University Board of Governors on December 14, 2011 and for which it seeks Commission approval.

WEST VIRGINIA STATE UNIVERSITY

1891

Experience the Power of Education

Presidential Search Plan

January	<p>Appointment of Search Advisory Committee complete.</p> <p>Forums/Conversations Conducted.</p> <p>Search Advisory Committee Meetings with Greenwood, Asher to discuss attributes, process, and expectations.</p> <p>Published announcement of opening.</p>
January, February and March	<p>Advertisements placed in CHE, Diverse, and Hispanic Outlook (or other)</p> <p>Recruiting Conversations Held</p> <p>Nominations Sought</p>
March	<p>Search Advisory Committee Meeting: Prospect Review: Greenwood, Asher meets with Search Advisory Committee to review leading prospects for consideration; The committee selects candidates for preliminary review and discusses interview strategies (approximately one/two weeks prior to this meeting, each committee member reviews candidate files)</p>
April	<p>Round-One of Interviews: Committee and Greenwood, Asher will conduct interviews of leading candidates and select candidates for referencing; Discuss referencing strategies</p>
	<p>At the completion of the interviews, Search Advisory Committee identifies top candidates for referencing and conducting of in-depth background work</p>
	<p>Search Advisory Committee Meeting: Search Committee reference check feedback meeting with Greenwood, Asher; invitations for second round of interviews extended (with full board or campus)</p>

April/May	Campus/Board interviews conducted
	Search Advisory Committee Meeting: Search Committee or Board and G/A&A meet to discuss interview feedback
May	Board of Governors selects next President

Search Advisory Committee Composition:

12 to 15 Committee members including members of the Board of Governors and constituent representatives, of whom up to three (3) would be business leaders or substantial donors. The Chancellor will serve *ex officio*.

- 6 Board of Governors members, maximum
- 1 Classified Staff Member
- 2 Faculty Members
- 1 Student Member
- 1 Foundation Member
- 1 Alumni Member
- 3 Business Leader/Donors, maximum
- Chancellor (*ex officio*)

Administrative Staff for Search:

The Chair of the Board of Governors will have designated staff to provide confidential assistance and support for the search process.

Confidentiality Oath

Title 133 provides a Legislative Rule of confidentiality. In particular, §133-5-2.4 provides that members of the governing board, or any search committee appointed, may not provide information about the names or backgrounds of any candidates, without their consent, to anyone who is not a member of the governing board or search committee, or authorized agents or staff as designated in the search procedures approved by the Commission.

When candidates are invited to a preliminary interview with the search advisory committee, they shall be notified of the conditions under which confidentiality may be waived as to background checks and that in the event that they are invited for a campus interview, their names and backgrounds shall be publicly released at the time they accept an invitation for a formal campus visit.

To adhere to this rule, and to emphasize the need for complete confidentiality and discretion as well as potential liability, all members of the Board, the Presidential

search committee, the search consultant, and any administrative staff assisting with the search, will be required to sign a confidentiality statement confirming their commitment to abide by the legislative rule of confidentiality.

All information regarding applicants or candidates will remain confidential except for those applicants who have both been invited for an on campus interview and have accepted the invitation.

Public Information:

Any public statements regarding the search will be made only by the Chair of the Search Advisory Committee or Chair of the Board of Governors.

Search Consultant:

Greenwood, Asher has been selected as the search consultant.

Statement of Characteristics and Qualities-position announcement

Input as to the best characteristics and qualities of the President will be solicited by the search firm from our constituencies and utilized in selecting and evaluating the candidates. The focus groups shall include as a minimum, the Board of Governors, the Faculty, Classified Staff, Students, Alumni and Community.

After soliciting input a Statement of Characteristics and Qualities shall be developed and position announcements shall issue. The search firm shall assure national distribution of the announcements in order to attract the deepest, best and most diverse pool of nominees and applicants.

Screening Process

- A. The search firm will facilitate the preliminary screening of applicants and are to be responsible for identifying the top ten applicants in coordination with the Search Advisory Committee.
- B. The Search Advisory Committee will review the applicants and rate them. Up to five candidates will be selected via this process.
- C. The finalists will be invited to the campus for interviews which will include open forums with faculty, classified staff, students, alumni and he community. The Search Advisory Committee will make comment sheets available to provide a mechanism of input from those who attend the forums.
- D. Following the campus visits, the Search Advisory Committee will meet to develop a list of strengths and weaknesses of each of the finalists and submit the lists to the Board of Governors.
- E. The Board of Governors will make the final selection.

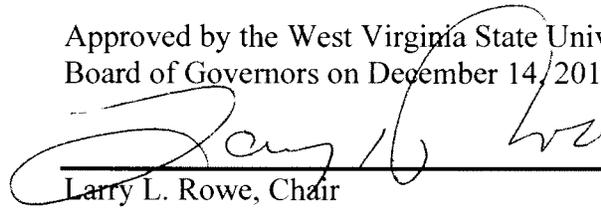
Background Checks

The search consultant shall make background checks on the finalists.

Budget

The Board of Governors has approved a budget for the search process. Costs for the search will be paid from this account.

Approved by the West Virginia State University
Board of Governors on December 14, 2011



Larry L. Rowe, Chair

**West Virginia Higher Education Policy Commission
Meeting of December 28, 2011**

ITEM: Approval of Addition to Health Sciences Building

INSTITUTION: West Liberty University

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia Higher Education Policy Commission approves the schematic design and moving forward with West Liberty University's Health Sciences Building, provided that applicable Internal Revenue Service regulations are followed with respect to spending 85 percent of bond proceeds within three years and for Private Business Use as it pertains to fundraising.

STAFF MEMBER: Richard Donovan

BACKGROUND:

West Liberty University received \$12.75 million in bond proceeds from the Commission's 2010 Lottery Revenue Bond Issue for a new Science Building. Perfido Weiskopf Wagstaff + Goettel (PWWG) is the project architect and, working with the University's planning committee, has completed the schematic design which is the initial design phase for a project. The University's program and design objectives are to consolidate its health sciences programs, Nursing, Dental Hygiene, the new Physician's Assistant Program and the sciences that support these programs in the new building. There will also be non-dedicated classrooms in the building that are for general University scheduling and use.

In order to accomplish its project objectives, the University will need to raise additional funds beyond the bond proceeds that it received from the Commission. The architect's estimate of probable construction cost is \$22 million for the 71,200 square foot four-story facility being planned. Initially, the fourth floor will not be finished or fitted out for occupancy.

In order to raise the additional money to build the project, the University has engaged in an aggressive fund raising campaign and, at this point, plans to bid construction in April 2012, so that the building is ready for occupancy in August 2013. The University and PWWG will review the schematic design and answer question at the Commission meeting. The schematic design PowerPoint is provided on the following pages.

An additional consideration in moving forward with the project is the Internal Revenue Service's (IRS) regulations concerning tax exempt bonds. IRS regulations stipulate that 85 percent of the bonds proceeds must be spent within three years, which for the Commission's 2010 Lottery Revenue Bonds is by December 2013. The IRS also has regulations that must be followed with respect to Private Business Use as it pertains to fundraising and use of the facility by non-governmental entities.



West Liberty University
Health Sciences Building

December 16, 2011

PERFIDO
WEISKOPF
WAGSTAFF +
GOETTEL

site plan



site plan

exterior design







SMITH HALL



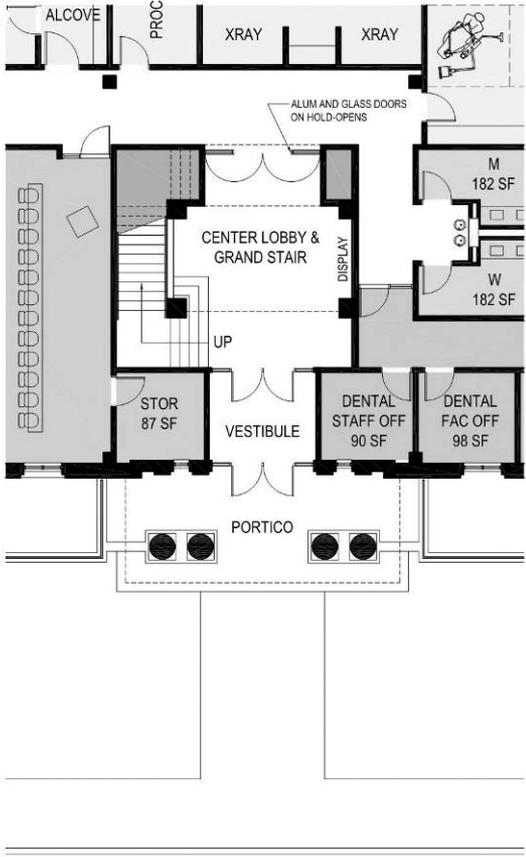






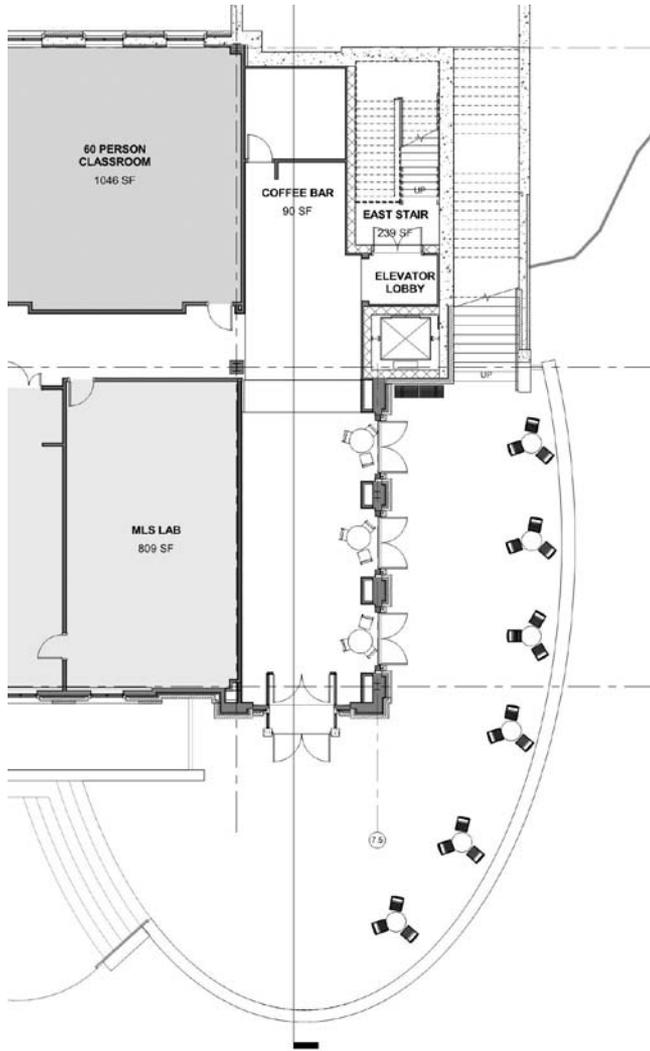
interior public spaces

center lobby





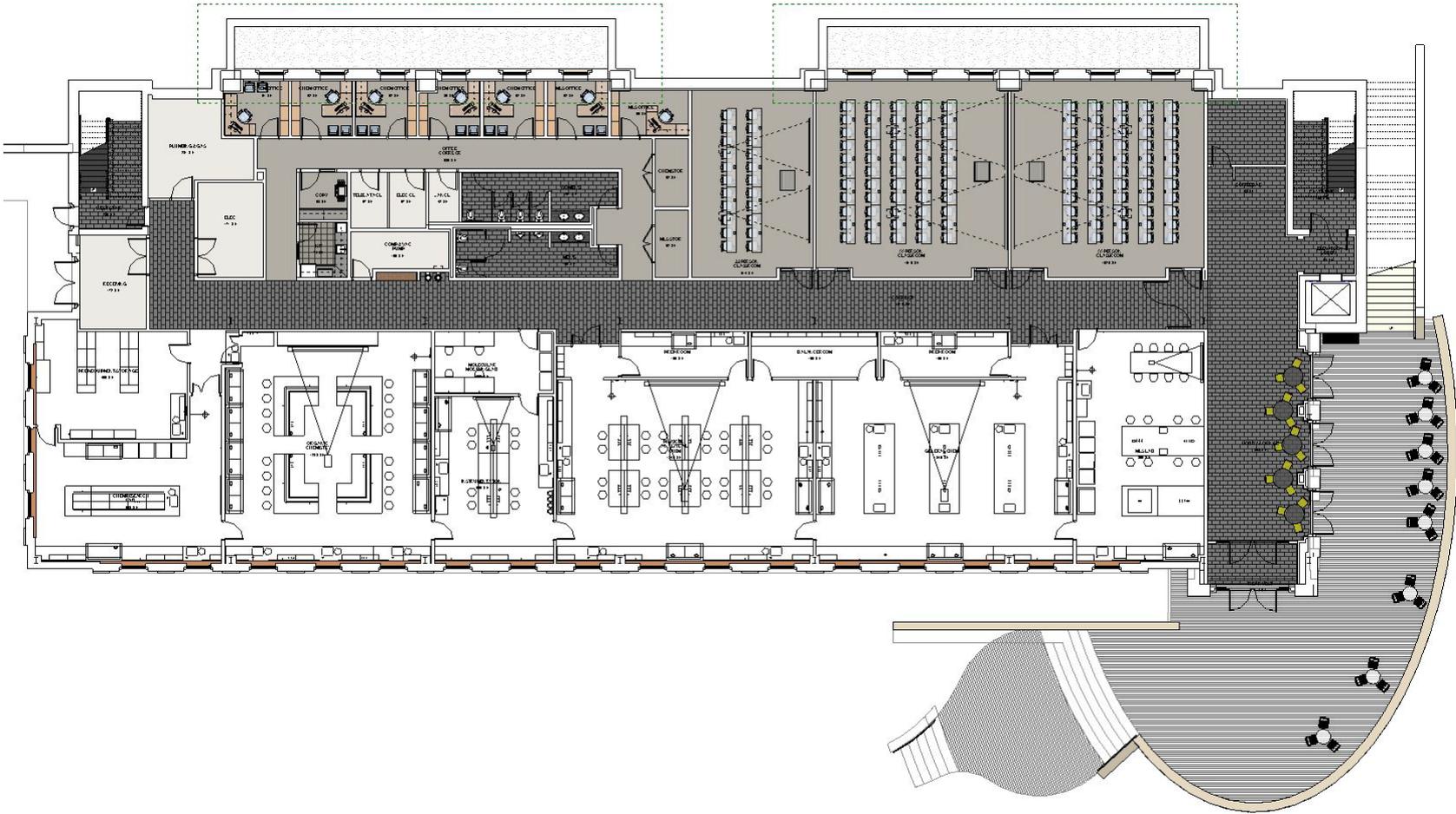
terrace lobby



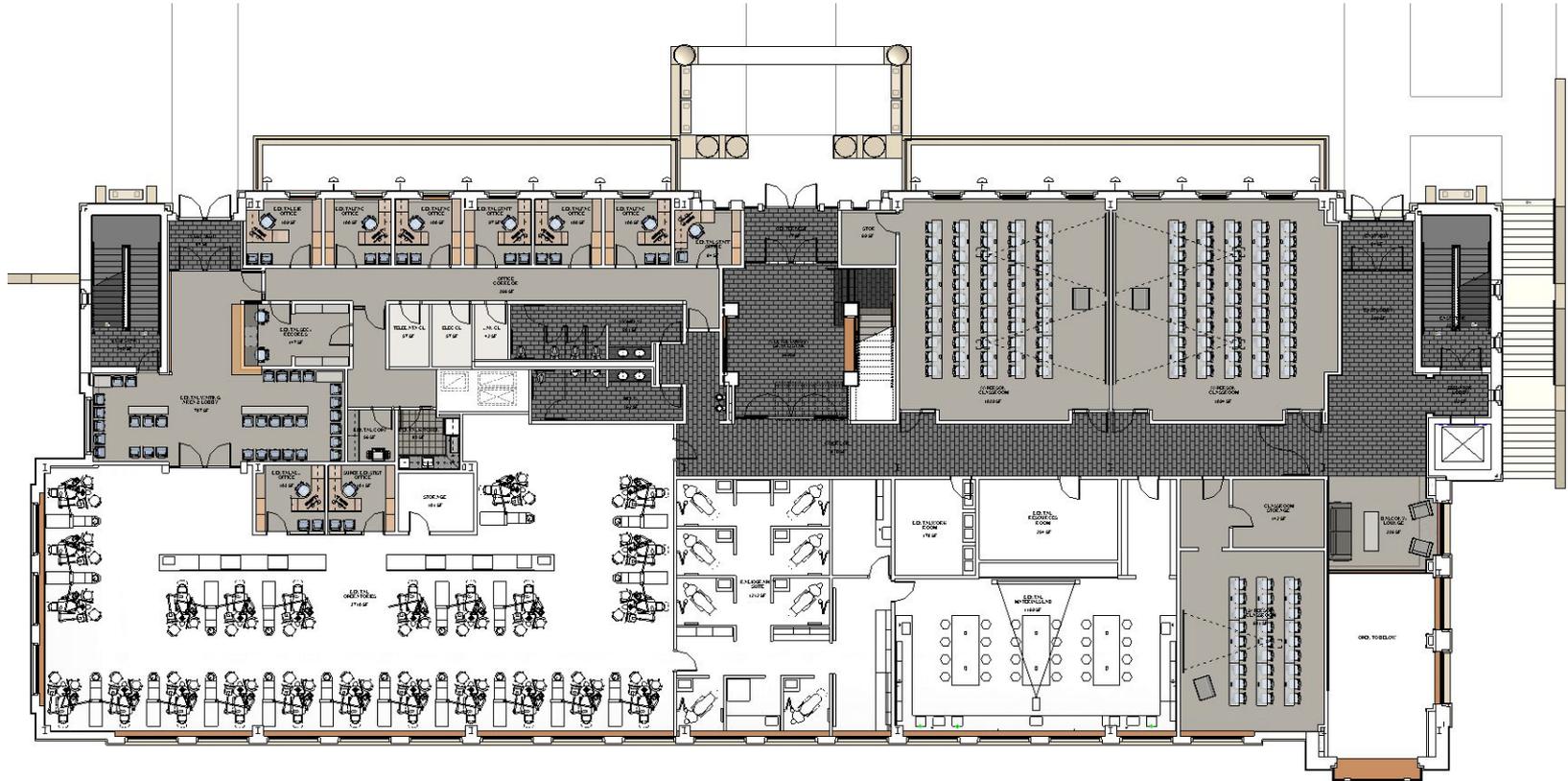


floor plans

first floor plan



second floor plan



third floor plan

