

**West Virginia State University Board of Governors  
Presidential Review Committee  
113 Ferrell Hall  
October 13, 2014  
10:00 a.m.  
Agenda**

- |    |  |                    |   |
|----|--|--------------------|---|
| 1. | Call to Order and Roll Call                          |                    |   |
| 2. | Verification of Appropriate Notice of Public Meeting | Action             | 2 |
| 3. | Review and Approval of Agenda                        | Action             | 1 |
| 4. | Review and Approval of Minutes of Previous Meeting   | Action             | 3 |
| 5. | Discussion of Comment Period and Report              | Information/Action |   |
| 6. | Next Meeting – <i>October 23, 2014</i>               |                    |   |
| 7. | Adjournment  |                    |   |

**West Virginia State University Board of Governors**  
***Presidential Review Committee***

**Date/Time:** 10/13/2014 – 10:00 AM

**Location:**

West Virginia State University,  
Ferrell Hall, Room 113,  
Institute, WV

**Purpose:** To conduct regular business of the Committee in preparation for the October 23, 2014 Board of Governors meeting

**Notes:**

This is a compliant meeting.

**Meeting was approved : 9/9/2014 11:18:56 AM**

**West Virginia State University Board of Governors  
Presidential Review Committee  
Judge Damon J. Keith Scholars Hall  
Dr. Ann Brothers Smith Conference Room  
September 5, 2014  
Minutes**

**1. Call to Order and Roll Call**

Mr. Konstanty, Chair, called the meeting of the West Virginia State University Board of Governors Presidential Review Committee to order at 2:02 p.m.

**Present:** Mrs. Jarvis, Mr. Lipscomb, Mr. Swingle, and Dr. Thralls. Members of the University staff were also present.

**2. Verification of Appropriate Notice of Public Meeting**

Mr. Swingle motioned for verification of appropriate notice of public meeting. Mrs. Jarvis seconded the motion, and the motion carried.

**3. Review and Approval of Agenda**

For the record, it was noted that the agenda was prepared by University staff pending approval by the full Board of recommendations for the Committee membership and chair. Dr. Thralls motioned to approve the agenda as presented. Mr. Swingle seconded the motion, and the motion carried.

**4. Review and Approval of Minutes of Previous Meeting**

One correction was noted under Item 2, Verification of Appropriate Notice of Public Meeting. The minutes should reflect that Dr. Thralls seconded the motion. Mr. Swingle motioned for approval of the minutes for the June 4, 2014 meeting as amended. Mrs. Jarvis seconded the motion, and the motion carried.

**5. Discussion of Fiscal Year 2015 Annual Review**

Mr. Konstanty said the task of the Committee is to follow the process as outlined in BOG Policy #61, which was developed and approved by the full Board. He referred to the section of the policy regarding the annual review, which entails a thirty-day public comment period and work by the Committee to solicit comments from students, faculty, staff, and community stakeholders and submit a summary report to the full Board. The policy states that the annual review shall be completed prior to the December meeting so the Board may receive the information and take necessary, if any, action at the December meeting.

Dr. Thralls asked if the content of the feedback would affect the timeline for the Committee's work, and Mr. Konstanty said it would not. He said all comments would be kept confidential with the exception of identifying the individual's respective caucus (i.e.

student, faculty, staff, or community stakeholder. The comments will not be filtered as the Committee will review and discuss all comments that are received. Based on the comment period, the Committee Chair will summarize the comments in a written report and submit said report to the Board Chair. The Board Chair will verbally summarize the written report to the full Board. Mr. Konstanty noted that the record must reflect when the report was approved by the Board and submitted to the Higher Education Policy Commission. He said a copy of the written summary report is to be placed in the President's personnel file following the Board meeting when such report is presented and discussed.

A question was raised about a potential conflict of interest for the Board Liaison to serve as the repository of the comments due to her position in the President's Office. Through Committee discussion, it was agreed that an e-mail account would be created by Information Technology to be used solely by the Board, through the Committee Chair, for soliciting and receiving feedback. Mr. Konstanty will be granted access to the account, and he will serve as the keeper of all comments received during the comment period.

Mr. Konstanty said, in order to comply with the timeline outlined in the policy, the thirty-day comment period will begin on September 8, 2014 and close at 5:00 p.m. on October 8, 2014. The Committee will meet on October 13, 2013 at 10:00 a.m. in 113 Ferrell Hall to review and discuss all comments and determine if they are more positive or negative overall. Mr. Konstanty will use the aforementioned e-mail account to distribute the notice about the annual review and thirty-day public comment period to all students, all employees, and a select list of community stakeholders. Mr. Konstanty said, if few comments are received during the comment period, he will contact the student, faculty, and staff representatives in order to encourage them to obtain comments from their respective constituents.

**6. Next Meeting Date**  
October 13, 2014

**7. Adjournment**

There being no further business, Dr. Thralls motioned for adjournment. Mr. Swingle seconded the motion, and the motion carried. The meeting adjourned at 2:40 p.m.

Respectfully submitted,

Ashley Schumaker  
Chief of Staff and  
Special Assistant to the President