

WVUIT Status Report

Legislative Oversight Committee on Education Accountability

Monday November 13, 2006

Organization of Report

This report constitutes an update of WVU and WVU Tech progress towards integration of offices, processes and procedures since the September 12, 2006 report. To clearly illustrate the chronology of this progress, items are listed in the same order as the previous report, information included in the last report is highlighted in small italic font, and new information is included in large font and enclosed with rectangular borders. Items 13 through 18 describe integration of Business Affairs, Human Resources, Dining Services, Institutional Research, Banner, and Information Dissemination not included in the September 12, 2006 report. An appendix titled "Major Issues to be Addressed by the WVU/Tech Transition Steering Committee" is attached to this report.

1. WVU TECH TRANSITION STEERING COMMITTEE

WVU and WVUIT have formed a Transition Steering Committee that will make recommendations regarding the transition of WVU Tech from a WVU Regional Campus to a fully integrated division of WVU. The specific charge to the Transition Steering Committee is to: oversee the smooth transition of WVU Tech to a fully integrated division of WVU by July 1, 2007, including a timeline for the various actions that must occur and oversee; and review the development of specific agreements/policies related to each major activity of WVU Tech that is to be managed by the Morgantown campus.

To provide leadership to this effort, WVU's Senior Associate Provost Russ Dean and WVUIT's Associate Provost Hurst will co-chair the Transition Steering Committee. Dr. Dean has considerable working knowledge of WVU Tech and has worked with many of you on a variety of projects over the years. His role will be to bring organization to the tasks and provide oversight to see that tasks are appropriately assigned; he will see that those tasks originating on the Morgantown campus will be completed in a timely manner. Dr. Hurst will provide day-to-day management oversight to the projects that originate at WVU Tech and see that these tasks are also completed in a timely manner.

These tasks should be completed within the context of the following guiding principals:

- 1. High-quality academic programs at the Bachelors and Masters levels will be delivered by WVU Tech to serve the educational needs of the Kanawha Valley with special emphasis on engineering programs.*
- 2. The enrollment plan (goals) will be consistent with academic program goals and community needs while maintaining WVU Tech's fiscal viability.*
- 3. To the extent possible, the Morgantown campus will manage operations that do not involve direct student contact.*
- 4. Generally, operations and activities that involve direct contact with students will be managed locally, but to the extent possible, articulated with similar activities on the Morgantown campus.*
- 5. Transfer operations will assure smooth transition to the Morgantown campus (academic programs and advising, course registration, financial aid, scholarships, etc.)*

6. *The governance and administrative structure for WVU Tech as an integrated division of WVU will be supportive of achieving the identified goals and objectives and will be consistent with Morgantown campus governance and administrative structures.*
7. *The Board of Visitors should function similarly to a college/school visiting committee on the Morgantown campus.*

Major Issues to be Addressed by the WVU Tech Transition Steering Committee included but are not limited to: Physical Plant, Public Safety, Information Technology, Food Service, Business Affairs, Library, Human Resources, Enrollment Management , General Counsel, Social Justice Issues, Accreditation, Athletics (no integration planned), Development (relationship with WVU-F), Academic Policies (e.g. suspension, D/F repeat, etc.)/Academic Catalog, Institutional Research and Reporting Requirements, Academic Programs, Governance and Administrative Issues; Faculty Development (traditional development and P/T, annual review, etc.); Student Housing; Student Life/Residential Life; Student Health/Counseling; Capital Improvement Plan

A table titled "Major Issues to be Addressed by WVU/Tech Transition Steering Committee" is Appendix 1 of this report. This table includes the issues, the names of people responsible for developing plans to address the issues, and the anticipated times for these plans to be in operation. Sixty percent of these plans will be in operation by the end of January of 2007.

2. Accreditation

WVU has taken the lead in contacting the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) to prepare for moving to a single accreditation for WVU and WVU Tech. This involves significant documentation and connection with both WVU's and WVU Tech's designated liaisons at the Higher Learning Commission. The move to a single accreditation will lead to a campus visit from the HLC to Tech once the merger has officially occurred.

President Hardesty and President Bayless notified the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) of the State legislation that requires the affiliation of WVU Tech change from a Regional Campus to a Division of WVU. HLC-NCA liaison for WVU Tech Mary B. Breslin and HLC-NCA liaison for WVU John A. Taylor were formally notified of this change of governance status. WVU Tech and WVU have found precedents set by other higher education institutions for maintaining separate accreditation of the WVU Tech Leonard C. Nelson College of Engineering from the WVU College of Engineering and Mineral Resources. In December of 2006, WVU and WVU Tech will formally notify the Accreditation Board for Engineering and Technology (ABET) of the intent to maintain separate accreditation for WVU and WVU Tech.

3. Financing Plan

West Virginia University is preparing to raise approximately \$10 million to fund capital improvements in WVUIT's resident halls and student union through a tax-exempt financing instrument. Approximately \$800,000 of WVUIT's FY07 state appropriation increase will be used to support the annual debt service payment. The financing will be completed by December 31, 2006.

The target for completing the financial plan for renovations remains December 31, 2006.

4. Housing and Student Union Renovation Project.

Proceeds from the above the financing will be used to:

1. *Maclin Hall Renovation: This project is for \$9.1 million to renovate housing facility. New sprinkler and HVAC systems, upgrade in restroom facilities, new roof, and cosmetic upgrades. Project will be completed in the Fall 2007.*

Renovations to Maclin Hall will be completed by August 15, 2007. Students will be able to use this Residence Hall during the 2007-2008 academic year.

2. *Tech Center Renovation: This project is for \$900,000 to evaluate and program the requirements necessary to combine both dining facilities in Hirise and Tech Center into one unit in the Tech Center. The project is for feasibility and minor renovations to the existing facility in Tech Center. Planning is beginning with completion Fall 2007.*

The Tech Center renovations will be completed in December of 2007. Students will use the remodeled facilities in the spring semester of the 2007-2008 academic year.

5. Radiation Safety Management

The WVU Health Services Center Radiation Safety Office (RSO) under the direction of Dr. Nasser Razmianfar oversaw the removal of radioactive material from the WVU Tech campus. These materials included the nuclear pile on the first floor of Engineering Classroom and plutonium sources housed in Orndorff Hall. WVU Tech did not have staff with the skill set and education necessary to oversee and arrange the removal of these materials according to Nuclear Regulatory Commission policies. The services provided by the WVU RSO would have cost in excess \$50,000 if provided by a vendor. The WVU RSO absorbed its expense within its budget.

The WVU Health Services Center Radiation Safety Office (RSO) under the direction of Dr. Nasser Razmianfar oversaw the removal of additional radioactive material from the WVU Tech campus during the month of September. A Ra-226 source and source housing from a MSA Billionaire Air Analyzer Model B-0206 located in Orndorff Hall was removed under the RSO's direction. Recent changes in the Nuclear Regulatory Commission's rules for licensing of radioactive material would have required WVU Tech to license this material if it was not removed by the end of 2006.

6. Environment Health and Safety Support

The WVU Environmental Health and Safety Office under the direction of Roger Pugh sent a team of technicians including hazardous materials experts to complete an inventory of all chemicals in the WVU Tech Chemistry Department and WVU Tech Chemical Engineering Departments. The WVU team physically grouped the chemicals according to chemical classifications. The WVU team completed the paperwork necessary to remove 95% of these chemicals as hazardous waste. The team consisted of 4 people that spent two contiguous weeks to complete the project during the period between the fall and spring semesters.

The WVU Environmental Health and Safety Office under the direction of Roger Pugh continue to offer new services and support to the WVU Tech campus. WVU Tech actively participates in their Hazardous Waste Program. Occasionally in the Hazardous Waste Program chemicals that are in good useable condition are acquired. These Homeless Chemicals are a no-charge item delivered (on a first-come first-served basis) to any interested WVU system chemical user needing the material for their job site. This *Homeless Chemical* opportunity has reduced the cost of disposal for unnecessary chemicals on the WVU Tech campus and decreased the cost of purchasing new chemicals acquired through the program. This office continues to provide air quality monitoring, safety equipment tests, and a host of other services and training opportunities.

7. Information Technology

All information technology functions previously developed and managed within the Tech's own Computer Center are currently developed and managed by the WVU OIT under the direction of the Associate Provost and CIO of OIT Support Services, Sid Morrison, and the Chief Technology Officer, Amy Baker. The operations budget used by WVU OIT of behalf of Tech for IT services remains the same as when the services were obtained in-house. The personnel costs have been reduced by the salaries and benefits of one pay grade 19 position, one pay grade 21 position, and one a non-classified position with an annual salary of \$65,000. The quality of services has improved. The assessment of these services including the quality is currently progressing.

All information technology services for the WVU Tech campus are managed by the WVU OIT and WVU staff. IT support is facilitated through on-line OIT Help Desk requests and telephone contact OIT Help Desk requests without the help of WVU Tech employees. These requests go directly to the Help Desk staff in Morgantown. The Help Desk answers questions about University systems from other departments, such as MAP, MyTech, and the IntraWeb. Help Desk personnel create trouble tickets and assign technicians to address microcomputer repairs, telecommunications and networking problems, electronic classroom problems, software licensing questions, and WebCT Vista support as examples. The Help Desk provides recommendations regarding equipment and software purchases from its Technology Support Center.

8. Social Justice Support

The WVU Social Justice Office under the direction of Jennifer McIntosh, Executive Officer of Social Justice, provides all social justice functions for the WVU Tech campus. The WVU Social Justice Office eliminated the need for one former Tech position and provides many services formerly unavailable at Tech. These services include but are not limited to disability services and counseling.

The WVU Office of Social Justice regularly trains Social Justice Representatives at WVU Tech regarding the management of Faculty Search and Selection Committees. The WVU Office of Social Justice provided training to the entire campus in August of 2006 regarding: Sexual Harassment; and the American Disabilities Act. Additional training in these areas, as well as other critical areas, will be conducted on a regular basis.

9. Sponsored Program Support

The WVU Office of Sponsored programs and the WVU Research Corporation have eliminated the need for a Tech Office of Sponsored programs and a Tech Research Corporation. A conservative estimate of cost savings due to the elimination of these Tech offices is \$200,000 per year. These estimates are based simply on personnel and office operations costs.

All federal, state, local and private sponsored project activities are administered and managed by the WVU Office of Sponsored Programs under the direction of Alan Martin and the WVU Research Corporation under the direction of John Weete. All WVU Tech grant applications are submitted by the WVU Office of Sponsored Programs (OSP) on behalf of WVU Tech. This service is provided by WVU without the help of WVU Tech employees. The WVU Research Corporation (RC) is the fiscal agent for these applications. Once awards are received, the WVU OSP establishes accounts for the funds received from the agencies concurrent with cost-share accounts. The cost-share accounts track the cost-share obligations made by WVU Tech upon accepting the award from the agency.

10. Deferred Maintenance Support

WVU has provided a loan of \$962,000 to support the matching funding requirements which qualified WVUIT for \$1,925,000 in HEPC funds. In addition to providing the funding, WVU's facilities management team is providing oversight and assistance in management the following capital improvement projects:

Vining Library: Project was roof replacement funded at \$150,000 able to complete the project for \$125,970. Project started on Oct. 10th. 2005 and was completed Nov.03, 2005. The remaining funds on this project are being used to repair the Slate roof on Old Main's Clock Tower.

Engineering Laboratory Roof Replacement: This is to replace to front half of the roof system, rear section was done 2003 / 2004. Project started 01/06/2006 and was completed 02/26/2006 for \$138,790.

Orndorff Hall; This project is to correct Humidity problems through the building. Project was funded a \$300,000 and lowest bid came in at \$426,000. Because this was a health issue we moved the funding from Eng. Lab. ADA to complete this project.

Campus ADA; This project was funded at \$250,000 for a campus wide study, because the funding was used in Eng. Lab. ADA project, we have incorporated some of the issue Eng Lab. ADA into this. CMA is still reviewing this project, should start by Dec. 1.

Davis Hall; This project was for Auditorium renovations, Room B-7 ceiling repair, Replace drainage lines to take water away from building, and to replace roof on the Penthouse. Penthouse roof was started 11/01/2005 and completed 12/29/2005 for \$60,000. The other work was started Aug.15, 2006 and is ongoing. This portion of project is \$415,000.

The information provided on September 12, 2006 is current.

11. Lottery Funded Capital Projects

WVU is providing oversight and management of projects being funding through lottery funds.

1. Engineering Classroom; This project is for the installation of Sprinkler System and replace Fire Alarm System. Project started on Dec. 15th, 2005 and was completed March 28,2006 for a cost of \$364,684. Project came in over budget, we move funding from Old Main's project.

2. Old Main; This project funding was \$1,040,000. but the bid came in at \$1,679,000. This project was for the ACM, Sprinkler System, Fire Alarm replacement and Electrical service upgrades. This project is being reviewed.

The review of the Old Main project is pending the results of a WVU Tech Space allocation review. The Old Main renovations will require relocation of offices during the renovation period. The WVU Tech Space allocation review should be completed by the end of November.

12. Compliance Oversight and Training

WVU Executive Officer for Social Justice has been acting as the compliance officer for WVUIT. During the past year she has been providing intake on discrimination and harassment cases. In addition, the executive officer has over the past year provided search processing for non-classified, and faculty positions and has provided training on Search Procedures for Non-classified and Faculty searches for Social Justice Representatives. Training has also been provided to Tech for all faculty and staff on the Americans with Disability Act and Sexual Harassment. The office Student Disability Services Office has been established on the campus and a counselor has been hired to provide services for that campus shared with the Morgantown campus. The Social Justice Office has conducted separate student training sessions on character education and sexual harassment for all WVU Tech athletes.

WVU Tech hired a Compliance Officer to oversee compliance issues for the WVU Tech campus. The Compliance Officer works with the Admissions Director to make certain incoming students meet eligibility requirements. The Compliance Officer works with the Social Justice Office to provide training to coaches and athletes.

13. **Business Affairs (Finance Support)**

The WVU Finance Division Departments include Accounting & Financial Systems, Business Services, Employee Data Services, Insurance and Risk Management, Payroll & Tax Services, and Research & Cash Accounting. WVU Tech has fully integrated its Business Office operations with these departments. The services provided by these departments are the sole source of these services for WVU Tech.

14. **Human Resources**

The WVU Department of Human Resources provides a full-time Director of Human Resources, physically located at the WVU Tech campus. Currently several WVU Human Resources Office personnel fulfill the role of the Director while a search for a new director is completed. On-campus interviews for this position are scheduled for Wednesday, November 15, 2006. This position should be filled by December 1, 2006. This position reports to the WVU Department of Human Resources, Director of Operations and will manage all human resources activities of WVU Tech and the Community and Technical College at Tech in coordination with the WVU Department of Human Resources. Consistent with the policies and processes established and in use at the WVU Department of Human Resources, this position will provide primary professional HR support and advice to employees, supervisors, and administrators (including both Presidents). This includes but is not limited to employment and recruitment, employee relations, classification and compensation, training and development, policy administration, benefits administration and miscellaneous job-related duties.

15. **Dining Services**

WVU Dining Services manages the WVU Tech Dining Services. An Assistant Director of WVU Dining Services holds the title of WVU Tech Director of Dining Services. He resides at WVU Tech and reports directly to the WVU Director of Dining Services. The WVU Dining Services administration worked with WVU Tech personnel to hire a team of food service employees to replace the Chartwell Management Company. These employees are WVU Tech employees. Furniture, china, and small wares from the Morgantown campus were delivered to Tech at no charge in order to supplement their existing inventories. WVU Dining was instrumental in providing WVU Tech with Student ID Card support that provides access, control, facilitates financial record keeping, planning and decision-making. WVU Tech Dining Services has improved WVU Tech's purchasing power by utilizing food and beverage contracts provided by the Main Campus. WVU Dining provides professional development training to the Tech Dining Services Staff.

Institutional Research

Discussions about the integration of Institutional research activities have started. Several reports currently generated by the WVU Tech Office of Institutional Research on its own behalf will be generated by the WVU Office of Institutional Research after Banner and MAP database information is further integrated. The following HEPC files will be compiled and submitted as separate files by WVU are representative examples: Student (beginning of term and end of term and summer), Course (beginning of term and end of term and summer), Registration (beginning of term and end of term and summer), Teaching Workload (beginning of term and end of term and summer), Applicant (Fall term only), and Graduation file (June 20th – one submission per year).

16. Banner (Student Database and Information System)

The first meeting of the Banner Integration Task Force met on Thursday, November 2, 2006. The task force currently consists of twelve WVU Tech and twelve WVU Banner users and Banner administrators. The Chair of the Banner Integration Task Force is Donna Hylton, WVU Associate Director of Student Systems Development. Ms. Hylton performed a similar role in the integration of the Potomac State systems with WVU systems. The tentative timeline for completion of this project is the fall of 2011.

17. Information Dissemination: Web Site Providing Copies of Integration Plans and Collaborative Partnership Agreements

A website including updates and descriptions of the integration of WVU Tech and WVU offices, processes and procedures is scheduled for release on December 18, 2006. This web site will be accessible through a hyperlink on the WVU Tech and the CTC@Tech homepages. This site will include copies of the Collaborative Partnership Agreements between WVU Offices and WVU Tech.

APPENDIX 1 - MAJOR ISSUES TO BE ADDRESSED BY WVU/TECH TRANSITION STEERING COMMITTEE

Issue	Required Activity	Responsible Individuals	Timeframe for Activity
Office of Sponsored Programs Activities	Review Plan	Alan Martin, Galan Janekseila, Scott Hurst*	2/1/2006
Research Corporation Activities	Review Plan	John Weele, Galan Janekseila, Scott Hurst*	2/1/2006
Information Technology	Review Integration Plan	Sid Morrison, Scott Hurst*	10/13/2006
Dining Services (including South Charleston)	Review/Update Integration Plan	Mike Ellington, Mike Neese*	10/13/2006
Business Affairs	Review/Update Plan	Dan Durbin*, Denise Kerby	10/13/2006
Human Resources	Review/Update Plan	Margie Phillips*, Denise Kerby	10/13/2006
Social Justice Issues	Develop Plan	Jennifer McIntosh, Galan Janekseila*	10/13/2006
Physical Plant	Finalize Plan	Joe Fisher*, James Darling	11/30/2007
Athletics	Develop Plan	Russ Dean*, Scott Hurst	11/30/2007
Collaboration w/ Community and Technical College	Develop Plan	Jerry Lang*, Galan Janekseila*	11/30/2007
Retention Planning (including advising)	Develop Plan	Cheryl Torsney*, Scott Hurst	11/30/2007
Research in Montgomery and South Charleston	Develop Plan	John Weele*, Gene Clantor, Scott Hurst	11/30/2007
Enrollment Management	Develop Comprehensive Plan	Brenda Thompson, Lou Levy, Scott Hurst*	12/29/2006
Accreditation Issues (HLC/ABET/AAC/etc.)	Develop Plan	Cheryl Torsney*, Gene Clantor, Barbara Crist, Scott Hurst	12/29/2006
Institutional Research and Reporting Requirements	Develop Plan	C.B. Wilson, Galan Janekseila*	12/29/2006
Faculty Development (including promotion/tenure; annual review; salary enhancement for continued productivity)	Review Plan	David Stewart, Mike Neese*	12/29/2006
Student Housing (capital master plan)	Develop Plan	Chris Martin, Jo Harris*	12/29/2006
Institutional Advancement/Marketing/Community Relations	Develop Plan	Cheryl Torsney, Gene Clantor, Galan Janekseila*	5/15/2007
Academic Programs	Develop Plan		
i. Curricular			
ii. Coordination of Transfer to/from Main Campus			
iii. Faculty Resources for Program Needs			
iv. Faculty Reporting lines/Relationship with Main Campus			
v. General Education/Core Curriculum			
Banner System Integration (Use and Administration)	Develop Plan	Donna Hylton*, Scott Hurst	5/15/2007
Public Safety (Campus Security)	Develop Integration Plan	Joe Fisher, Mike Neese*	5/15/2007
Library (Collection Accessibility, including South Charleston)	Develop Plan	Cheryl Torsney*, Barbara Crist	5/15/2007
General Counsel	Develop Plan	Tom Dorer, Galan Janekseila*	5/15/2007
Development (fund raising)	Develop Plan	Lyn Dotson, Galan Janekseila*	5/15/2007
Academic Policies (e.g. suspension, D/F repeat, etc.)	Develop Plan	Cheryl Torsney*, Galan Janekseila*	5/15/2007
Academic Catalog	Develop Plan	Cheryl Torsney*, Galan Janekseila	5/15/2007
Governance and Administrative Issues	Develop Plan	Russ Dean, Scott Hurst*	5/15/2007
Student Life/Residential Life	Develop Plan	David Stewart*, Mike Neese	5/15/2007
Student Health/Counseling	Develop Plan	Jan Palmer, Mike Neese*	5/15/2007
Capital Improvement Plan	Develop Plan	Joe Fisher*, James Darling	5/15/2007
Alumni Relations	Develop Plan	Steve Douglas, Ed Robinson*	5/15/2007
Graduate Programs	Develop Plan	Cheryl Torsney, Scott Hurst*	5/15/2007

HIGHLIGHT KEY:

Orange Highlight - Operating plan in place before the Transition Steering Committee was formed.
Blue Highlight - Operating plan approved by the Transition Steering Committee (TSC)
Yellow Highlight - Written or unwritten plan is operating. Scheduled for review and approval by TSC at November Meeting
Gray Highlight- Draft plan will be reviewed by TSC at December Meeting. Plan will be scheduled for approval in January Meeting.
Pink Highlight - Progress scheduled for discussion during December meeting.
White Highlight - Timeframe for the activity will change based on progress in other areas and other developments.

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