

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
January 13, 2016

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday January 13, 2016, in the President's Conference Room at the WVU Parkersburg Campus, beginning at 3:30 p.m. Board members present were: Jeff Matheny, Curtis Miller, Joe Campbell, Steve Hardman, Donna Smith, Cheryl Donohoe, John Denbigh, Violet Mosser, Matthew Santer, and William Bell. Others present included Dr. Fletcher Lamkin and Brady Whipkey.

Guests present included administrators, faculty, and staff.

**1. Call to Order**

Mr. Matheny, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order.

**2. Roll Call**

Roll Call was taken by Brady Whipkey, Executive Assistant to the President, noting that a quorum was present.

**3. Board Chair Report**

Chairman Matheny thanked members of the Board and staff for attending the meeting and that he would save his report to the Executive Committee update.

**4. President's Report**

President Lamkin reported on the success of the professional development week, the beneficial training provided by our faculty and staff, and the positive feedback that was received.

Next Dr. Lamkin discussed Spring 2016 enrollments; new student enrollment is projected to be up 12% however overall enrollments are projected to be down by 2%. There are many new initiatives directed at improving retention and student success, most of which are long-term fixes that will take years to produce results. Immediate fixes that we have in place is the construction of the One-Stop Shop and personnel training. The Shop is a representative of a philosophical change in our treatment of students. We have already implemented improved counseling and have restructured our General Education to align with WVU. We are developing a first year seminar that will help prepare students for the rigors of a college curriculum.

Dr. Lamkin then discussed that a significant challenge to our forward progress is the prospect of additional appropriation cuts. Our response to the cuts will be to look for opportunities to raise additional revenue, while also cutting expenses in a manner that has the least effect on mission performance. Opportunities for revenue enhancements include seeking out additional grant opportunities, increasing tuition, expanding our workforce business education and community education non-credit programs, and more effective fundraising. We also have several ideas for expense reductions, all of which diminish our mission performance and negatively affect program implementation, morale, efficiency,

and student retention. We have discussed ideas for absorbing additional appropriations cuts with other CTC Presidents and CFO's, and are developing a detailed plan to face these challenges.

Next, Dr. Lamkin reported on our new initiative involving early college for high school students. This is a program that has proven to have positive effects on student participation and completion of college. We are initiating an expansion of this program that will bring students, where possible, to the college campus to offer a more realistic environment and a larger variety of offerings for students. The pilot for this program will be initiated in the fall with Parkersburg and Parkersburg South High Schools. To provide financial support for students needing financial aid from these schools, we have secured a gift for \$25,000 in scholarship money from the McDonough Foundation, which will be divided between the students from the two high schools needing support. Additionally, in coordination with Wood County School District, we are applying for Pell Grant assistance for students in this program. If the program is successful, we will expand it as much as practical in our region.

Lastly, Dr. Lamkin reported that we have secured a contract with Dr. Hank Dunn, who will replace Dr. Jane Milley and become the new Senior Vice President of WVU-P. Dr. Dunn will be visiting with his wife, Darlene, in mid-February to look for housing. Our plan is for Dr. Dunn to join us in April to overlap for two months with Dr. Milley, ensuring a smooth transition and the continuation of the important initiatives we have started.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of December 2, 2015, were approved upon a motion by Mr. Miller, seconded by Ms. Smith.

## **6. Committee Reports**

- Audit Committee:  
Board member present received a report that the Audit Committee met and held a phone conference with auditors from CliftonLarsonAllen LLP to discuss the Independent Auditors Report for Year Ended June 30, 2015 and 2014. Mr. Campbell provided an overview of the report noting that Alice Harris, VP Finance and Administration would present in greater detail later in the meeting to be voted upon by members of the Board.
- Executive Committee:  
Board members present received a report that the Executive Committee met prior to the Board meeting to discuss the President's contract, out of state tuition, State appropriations, and parking lot lease agreement.
- Administrative Services Committee:  
Board members present received reports on renovations being done to facilities and campus. A report was received on the position vacancies, and new hires. A report was received on marketing and communication efforts, alumni news and development update. A report was received on financial budget updates.

- Academic and Student Services Committee:  
Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of grants, programs, data and faculty; non-credit programs; enrollment and recruitment, were given.

### **Executive Session under the authority of WV Code §6-9A-4-9 and §6-9A-4-2A**

Chairman Matheny asked for a motion to move into Executive Session to discuss status of the President's contract. Mr. Denbigh moved to adjourn to Executive Session. Mr. Miller seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:57 p.m. The Board Chair requested that Dr. Lamkin join Executive Session. Chairman Matheny announced that the Board would return to the regular meeting at 4:25 p.m. Mr. Miller moved to return to regular session. Mr. Bell seconded the motion. Motion passed.

### **7. Action Items**

- Status of President's Contract  
Chairman Matheny, provided an overview of the proposed resolution to renew President Lamkin's contract. Chairman Matheny also reported that Mr. Winans, Ms. Smith, and Mr. Miller have been appointed to a committee to review the contract.

Mr. Miller moved to approve the following resolution:

*Resolved,* That the West Virginia University at Parkersburg Board of Governors intends to renew President Lamkin's contract at the time of its expiration, January 13, 2017.

Mr. Campbell seconded the motion. The motion passed.

- Approval Of WVU at Parkersburg Fiscal Year 2015 Audit  
Alice Harris, VP Finance and Administration, provided a report on the audit for fiscal year ending June 30, 2105. The report was provided to members of the Board for review prior to the meeting.

Mr. Campbell moved to approve the following resolution:

*Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Audit report for fiscal year ending June 30, 2015 as submitted

Ms. Smith seconded the motion. The motion passed.

- Approval of Modified Lease Agreement of Parking Lot  
President Lamkin, provided an overview of the current lease agreement with the City of Parkersburg for the property located at 7<sup>th</sup> and Juliana Street and the proposed change the City has requested.

Mr. Denbigh moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the lease modification of the parking lot on 7<sup>th</sup> and Juliana Street with the City of Parkersburg.

Ms. Smith seconded the motion. The motion passed.

## **8. Information Items**

- Donation of Oakland Mansion  
Senta Goudy, VP Institutional Advancement provided a report on the donation of the Oakland Mansion to the WVU at Parkersburg Foundation. Ms. Goudy reported on the planning process, excitement for the property as well as concerns.
- AAS Computer and Information Technology Program Review  
Dr. Jane Milley, Interim Senior Vice President of Academic Affairs, introduced Dr. Jared Gump, Chair STEM Division. Dr. Gump provided a report on the process set for the CIT Program review.
- Patient Care Technician Program  
Dr. Milley, introduced Dr. Rose Beebe, Chair Health Sciences Division. Dr. Beebe provided a report on the Patient Care Technician Program and its importance to the curriculum to help with students that may be waiting to get into the nursing program and it covers skill sets that may not be covered in other areas.
- Fiscal Update:  
Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of December 31, 2015. Ms. Harris answered questions from the members.
- Staff Council Review  
Tess Martin, Staff Council President, provided the Staff Council Annual Update and discussed projects that have taken place over the past year.

## **9. Board Comments/Announcements**

### **10. Next Meeting**

March 9, 2016, President's Conference Room.

### **11. Adjournment**

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held March 9, 2016, at 3:15 p.m. in the President's Conference Room.

Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

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Jeff Matheny, Chairman

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Curtis Miller, Secretary