

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
May 10, 2017

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday May 10, 2017, at the Jackson County Center, beginning at 3:15 p.m. Board members present were: Jeff Matheny, Sam Winans, Donna Smith, Steve Hardman, Joseph Oliverio, Jason Landers, Cheryl Donohoe, John Denbigh, John Hushion, Torie Jackson, William Bell and Cody Irick. 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 Mr. John Gorrell, Dean of Jackson County Center for his hospitality in hosting the Board meeting at his locations. Chairman Matheny stated that it is always good to get out to other locations and seeing what the College has to offer the students and community. Next Chairman Matheny requested a moment of silence in honor of Violet Mosser who had recently passed away. Ms. Mosser had served as Staff Representative to the Board of Governors for many years. Chairman Matheny, next thanked and showed gratitude to Mr. Joe Campbell who had served on the Board of Governors and received an honorary degree at the Commencement Ceremony held on May 6.

Next, Chairman Matheny called upon Mr. Denbigh to report on behalf of the Nominating Committee for the Slate of Officers. Mr. Denbigh reported that the committee had met and discussed the 2017-2018 Academic Year Slate of Officers. The Nominating Committee would like to recommend the follow: Sam Winans – Chair, Donna Smith – Vice Chair, Steve Hardman – Secretary. Chairman Matheny asked members if there were any further nominations.

Mr. Landers made the motion to close nominations and accept the Slate of Officers as presented. Mr. Bell seconded the motion. Motion passed and Slate of Officers is appointed.

Lastly, Chairman Matheny recognized Mr. Bill Bell. This meeting would be Mr. Bell's last, as he is stepping down as SGA President. President Lamkin noted that Mr. Bell has been the longest serving SGA President in the history of the College. Members thanked Mr. Bell for his service.

4. President's Report

Dr. Lamkin reported on the May 6 Commencement Ceremony. He was very honored with being able to recognize Joe Campbell and Tom Taggart with Honorary Degrees, recognizing faculty of the year and alumni of the year. Dr. Lamkin was delighted with the team effort by the faculty and staff and the presence of the Board members at the ceremony.

Dr. Lamkin discussed that this is always the most exciting time of the year on campus. On April 15, we celebrated our student scholarship awardees and donors. On April 28, we held our Honors Ceremony where student, faculty, and staff contributions were celebrated. Wood County Schools was also recognized as our Community Partner of the Year for their support of the college.

Next Dr. Lamkin reported that the college will be hiring a Director of the Center for Teaching Excellence. This will provide the tools necessary for faculty to succeed and to help our students succeed.

Lastly Dr. Lamkin was pleased to announce that Dr. Torie Jackson has agreed to direct the Center for Teaching Excellence in the coming year. Dr. Jackson has also been selected to attend the WVCTCS Deans Leadership Academy. The Academy is designed to provide intensive training that specifically addresses the unique administrative needs of CTCS leaders.

5. Approval of Minutes

The minutes of the Regular Board meeting of April 12, 2017, were approved upon a motion by Ms. Smith, seconded by Mr. Denbigh.

6. Committee Reports

- Administrative Services Committee:
Mr. Hardman reported that the Administrative Services Committee met and discussed 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:
Ms. Smith reported that the Academic and Student Services committee met and received reports from Academic Affairs, Workforce and Economic Development and Student Affairs: HLC Accreditation update, Summer Schedule overview, Assessment Day; non-credit programs; enrollment and recruitment, student satisfaction update, and new Admission Counselor, were given.

7. Executive Session under the authority of WV Code §6-9A-4-2A

Chairman Matheny asked for a motion to move into Executive Session to discuss the President's evaluation. Ms. Smith moved to adjourn to Executive Session. Mr. Winans seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:40 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 4:17 p.m. Mr. Winans moved to return to regular session. Ms. Smith seconded the motion. Motion passed.

After returning to open session, Chairman Matheny reported that the Board members discussed President Lamkin's evaluation as well as the goals and jobs that have been laid out before him. Dr. Lamkin has exceeded the goals and performed the duties of his job to the highest of standards. The members of the Board could not be more pleased with the performance of Dr. Lamkin and are hopeful for a long and continued relationship

8. Action Items

- Five Year Program Review

Dr. Chad Crumbaker, Interim Vice President of Academic Affairs, presented to the Board the proposed resolution to approve the Five Year Program Reviews for 2016-2017. Dr. Crumbaker provided a detailed report on the process of the review and those that are involved. Dr. Crumbaker then provided an overview of the recommendations noting that there are four programs recommended for continuation without specific action and three programs with specific action. With no further discussion Chairman Matheny requested a motion to approve.

Ms. Smith moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2015-16.

Ms. Donohoe seconded the motion. The motion passed.

- 2017-2018 Budget

Alice Harris, VP Finance and Administration, presented the proposal to accept the 2017-2018 budget. Ms. Harris informed the members of the Board that we are obligated to have approval on a budget and submitted to the West Virginia Community and Technical College System on or before May 25, 2017. However, the State has not approve their budget so future actions of Legislature could result in revisions to the budget being submitted for approval today. If so, a revised budget will be presented to the Board at a future meeting for their consideration. Mercer Step Pay Increase for qualified classified staff effective October 1, 2017. Members reviewed and discussed the proposal, with Ms. Harris answering questions. With no further discussion Chairman Matheny requested a motion to approve.

Ms. Smith moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2017-2018
Mr. Oliverio seconded the motion. The motion passed.

Mr. Winans seconded the motion. The motion passed

9. Consent Items

Chairman Matheny presented the following to be approved under the Consent agenda.

- Proposed Revision of Policy D-51, Admission to West Virginia University at Parkersburg
- Proposed Policy B-21, Employee Discipline

Ms. Smith made the motion to approve the Consent Agenda as presented. Ms. Donohoe seconded the motion. The motion passed.

10. Information Items

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of April 30, 2017. With review and discussion, Ms. Harris answered questions from the members.

- 2017-2018 Holiday Schedule

President Lamkin provided an overview of the 2017-2018 Holiday Schedule noting our schedule follows WVU for payroll purposes.

10. Board Comments/Announcements

Chairman Matheny thanked the newly appointed Board leadership, Executive Committee of the Board of Governors, Vice-Presidents, and Dr. Lamkin for all of their hard work and efforts to better the College and for the dedicated assistance provided to him during his tenure as Chairman of the West Virginia University at Parkersburg Board of Governors.

Mr. Winans thanked Chairman Matheny for his years of service, leadership and guidance. It has been a pleasure working with him and we have a great team to work with.

President Lamkin thanked Chairman Matheny for the outstanding work he has done while serving as Board Chair and for his visible presence at the College.

11. Next Meeting

TBD

11. Adjournment

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be determined at a later date and members will be notified of the complete Academic Year 2017-2018 Board of Governors meeting schedule.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Jeff Matheny, Chairman

Donna Smith, Secretary