

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
May 13, 2015

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday May 13, 2015, at the Jackson County Center, beginning at 3:45 p.m. Board members present were: Joe Campbell, Cheryl Donohoe, Violet Mosser, Curtis Miller, Matthew Santer, Jeff Matheny, Sam Winans, William Bell, Steve Hardman, John Denbigh and Donna Smith. 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 making the trip to JCC for the meeting and thanked Mr. John Gorrell for the tour of the facilities.

4. President's Report

President Lamkin distributed a report to the Board members and provided an overview. Dr. Lamkin began with discussing the status of enrollment at the college. With the enrollment numbers still being a concern a number of steps are being taken to help with recruitment while trying to save money. Enrollment in courses and programs are being looked at and if enrollment does not meet the mark some faculty positions could be cut. A hiring freeze is in effect and all request to fill a vacant position will be approved by the President. A similar examination will occur with regard to staff and administration, and adjustments will be made to ensure organizational efficiency.

Dr. Lamkin discussed with the members, putting in place a "One-Stop Shop." We have identified areas where our customer service was in need of improvement, and we are taking steps to correct deficiencies. The Welcome Center will be reorganized to contain pertinent representation of key administrative functions to provide this important service, and should be functional before the Fall Semester.

Next, Dr. Lamkin discussed the Workforce Engagement. The college has hired a sector partnership coordinator through the Bridging the Gap grant. This position will facilitate a regional, employer driven partnership of industry, education and training, and other stakeholders that focus on workforce needs.

Lastly, Dr. Lamkin stated that as he gets ready to participate in his first Commencement ceremony at WVUP, he is pleased with our progress to date and optimistic about our future. Dr. Lamkin discussed that the college has established some significant initiatives in

financial management, strategic planning, master planning, enrollments and student service.

5. Approval of Minutes

The minutes of the Regular Board meeting of April 8, 2015, were approved upon a motion by Mr. Miller, seconded by Mr. Winans.

6. Committee Reports

- Executive Committee:
Board members present received a report on updates of the Board of Governors meeting dates and committee assignments for the next academic year, as well as updates on budget, College Master Plan, and College Strategic Plan.
- Administrative Services Committee:
Board members present received reports from the Foundation on fundraisers, grants, events, and donations. They also 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 information technology project updates. A report was also received on marketing and public relations.
- Academic and Student Services Committee:
Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of grants, student success, and faculty; credit and non-credit programs; student loan and enrollment/recruitment updates were given.

7. Action Items

- FY2016 Budget
Alice Harris, VP of Finance and Administration provided an overview of the proposed FY 2016 budget. Members reviewed and discussed the proposed budget.

Mr. Campbell 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 2015-2016.

Mr. Winans seconded the motion. The motion passed.

- Happy Valley Property Sale
Ms. Harris provided an overview of the request for the Happy Valley Property Sale.

Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes the administration of West Virginia University at Parkersburg to pursue the sale of the property located at Happy Valley as described below.

Mr. Winans seconded the motion. The motion passed.

- Fee Approval for Value Added Processing Summer Classes
Dr. Cindy Gissy, Dean of Academic Success provided an overview for the Fee Approval for Value Added Processing for Summer Classes.

Mr. Denbigh moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a \$75 fee for Value Added Processing classes.

Mr. Bell seconded the motion. The motion passed.

8. Information Items

- Fiscal Update:
Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of April 30, 2015.
- 2015-2016 Holiday Schedule
Dr. Lamkin provided members with the 2015-2016 Holiday Schedule, noting that the college would be closed on these days and that we are following the schedule set by WVU to align with their pay periods.

9. Board Comments/Announcements

Chairman Matheny reminded members that the Spring Commencement will be held Saturday, May 16 at 2 p.m.

10. Next Meeting

June 10, 2015, College Multi-Purpose Room.

11. Adjournment

With no further business to be discussed, Mr. Miller moved that the meeting be adjourned. Mr. Campbell seconded the motion. Motion passed. The next meeting will be held June 10, 2015, at 3:15 p.m. in the College Multi-Purpose Room.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Jeff Matheny, Chairman

Sam Winans, Secretary