

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
August 9, 2017

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday August 9, 2017, in the President's Board Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Sam Winans, Steve Hardman, Jeff Matheny, Joe Oliverio, Jason Landers, Cheryl Donohoe, John Denbigh, John Hushion, Torie Jackson, Cody Irick, and Austin Grimmatt. Others present included Dr. Fletcher Lamkin and Brady Whipkey.

Guests present included administrators, faculty, and staff.

1. Call to Order

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

2. Swearing in of new Board member

Debbie Richards, Special Assistant to the President, conducted the swearing in of new Board member Austin Grimmatt.

3. Roll Call

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

4. Board Chair Report

Chairman Winans, asked Tess Martin to step forward to present her with a certificate of appreciation for her 10 years of service on Staff Council. Members present applauded and thanked Ms. Martin for her service.

5. President's Report

Dr. Lamkin reported that the College begins this academic year with enthusiasm and optimism. Enrollments are strong and retention is up by 10%, the budget is balanced and faculty and staff are dedicated to our students and our institution. The college community is now enjoying the benefits of the hard work we have accomplished during the past two years. We have improved our academic programming, student support, class scheduling, budget management, campus beautification, and facilities.

Next, Dr. Lamkin discussed we have based our many efforts to improve teaching and learning, student administrative support, and facilities upon achievement of our strategic plan goals. Several of those highlights are:

- Full implementation of Guided Pathways for Success (GPS)
- Formation of the Center for Student Services (CSS) and Professional Academic Counseling Center (PAC)
- Improved class scheduling
- Renovation of the 3rd floor for functional space for Art and Music and allowing expansion on the 2nd floor for Health Sciences

- Improved signage for both inside and outside
- Installation of LED lighting in the main building and the parking lot
- Replacement of the roof over the library and replacement/refurbishment of air handlers
- Reorganization and movement of Career Services to Institutional Advancement in the main building.

Dr. Lamkin then discussed the focus for the coming year will be on continuous improvement of the college with particular emphasis on the teaching and learning process. The three main areas of focus for the coming year are:

- **Academic Quality.** With the formation of the Center for Teaching Excellence and the appointment of Dr. Torie Jackson as the Director we will be improving our teaching and learning.
- **Community Relations.** We will be building on last year's accomplishments to strengthen relationships in our community, particularly with secondary schools and business and industry.
- **Higher Learning Commission (HLC) Accreditation.** HLC has scheduled our accreditation visit for March 2018. There will be work that needs to be done to prepare for the visit and the follow-up to the report will provide information to continue the advancement of the institution.

6. Approval of Minutes

The minutes of the Regular Board meeting of May 8, 2017, were approved upon a motion by Mr. Denbigh, seconded by Mr. Oliverio.

7. Committee Reports

- Executive Committee

Chairman Winans reported that the Executive Committee met to discuss the budget process and review of the Strategic Plan.

- 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:

Mr. Denbigh reported that the Academic and Student Services committee met and received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of HLC Accreditation, professional development week, new faculty, programs, enrollment, survey results, scholarship review, were given.

8. Action Items

- Correction to FY18 Fees

Alice Harris, VP Finance & Administration presented the proposal to amend two fees that had previously been approved for the 2017-2018 Academic Year. Ms. Harris

provided an overview of the two fees and members reviewed and discussed the revision.

Mr. Oliverio moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the amended fees recommended for the 2017-2018 academic year.

Mr. Grimmatt seconded the motion. The motion passed.

- 2% Pay Increase to WVU-P Employees

President Lamkin, presented the proposal to approve a 2% pay increase effective October 1, 2017 for staff and August 16, 2017 for faculty. Dr. Lamkin presented how the pay increase will be applied to each group of Faculty, Non-Classified Staff, and Classified staff, with the estimated cost for each group, noting that the Classified Staff would either receive the annual Mercer Step Increase or the 2%, which ever would be greater. Dr. Lamkin then presented the budget justification. Members reviewed and discussed the proposal.

Mr. Matheny moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a 2% pay increase for employees as described below

Mr. Denbigh seconded the motion. The motion passed.

9. Information Items

- Annual Board Certification

Dr. Lamkin reported that the West Virginia Community and Technical College System (WVCTCS) requires members of the Governing Boards of each institution to complete training each year. New members must complete three hours of training in the fiscal year they are appointed with a total of six hours every two fiscal years. The West Virginia University at Parkersburg has an average of 16.8 hours during this reporting period with our new members averaging 12 hours of training.

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of July 31, 2017. With review and discussion, Ms. Harris answered questions from the members.

10. Board Comments/Announcements

Mr. Irick introduced Michelle Nabers, Staff Council Chair, and Dr. Jackson introduced Mary Beth Held, Faculty Senate Chair to the Board of Governors.

11. Next Meeting

September 13, 2017, President's Board Room.

12. Adjournment

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held on September 13, 2017.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Sam Winans, Chairman

Steve Hardman, Secretary