

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JANUARY 13, 2016
AGENDA**

Members

Jeff Matheny, Board Chair
Sam Winans, Vice Chair
Curtis Miller, Secretary
Joe Campbell
Steve Hardman
Donna Smith

Cheryl Donohoe
John Denbigh
Violet Mosser
Matthew Santer
William Bell

Dr. Fletcher Lamkin
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, January 13, 2016

10:30 a.m.	Audit Committee	President's Office
11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Work Shop Lunch	President's Conference Room
2:00 p.m.	Administrative Services Committee	Room 1314
2:00 p.m.	Academic and Student Services Committee	Room 1322
3:15 p.m.	Tour of One Stop Shop	
3:30 p.m.	Board Meeting	President's Conference Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of January 13, 2016
 President's Conference Room
 3:15 p.m.

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| 1. | Call to Order | Board Chair, Jeff Matheny |
| 2. | Roll Call | Brady Whipkey
Executive Assistant to the President |
| 3. | Board Chair Report | Chairman Matheny |
| 4. | President's Report | Dr. Fletcher Lamkin, President |
| 5. | Approval of Minutes | |
| | <ul style="list-style-type: none"> • Regular Meeting – December 2, 20155 | |
| 6. | Committee Reports | |
| | <ul style="list-style-type: none"> • Audit Committee • Executive Committee • Administrative Services Committee • Academic and Student Services Committee | <ul style="list-style-type: none"> Joe Campbell Jeff Matheny Steve Hardman Donna Smith |
| 7. | Possible Executive Session under the authority of WV Code §6-9A-4-2A | |
| | <ul style="list-style-type: none"> • Discussion of President's Contract | |
| 8. | Action Items | |
| | <ul style="list-style-type: none"> • Status of President's Contract • Approval of WVU at Parkersburg Fiscal Year 2015 Audit • Approval of Modified Lease Agreement Of Parking Lot | <ul style="list-style-type: none"> Jeff Matheny, Chair.....10 Alice Harris, VP
Finance & Administration.....11 Fletcher Lamkin, President....12 |
| 9. | Information Items | |
| | <ul style="list-style-type: none"> • Donation of Oakland Mansion • AAS Computer and Information Technology Program Review • Patient Care Technician Program | <ul style="list-style-type: none"> Senta Goudy, VP
Institutional Advancement....13 Dr. Jane Milley, Interim Sr. VP
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• Fiscal Update	Alice Harris, VP Finance & Administration.....	16
• Staff Council Annual Update	Tess Martin, Staff Council President.....	17
10. Board Comments/Announcements		
11. Next Meeting		
March 9, 2016 – President’s Conference Room		
12. Adjournment		

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
December 2, 2015

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday October 21, 2015, in the President's Conference Room at the WVU Parkersburg Campus, beginning at 3:45 p.m. Board members present were: Jeff Matheny, Sam Winans, 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.

Next Chairman Matheny recognized campus police officer Al Collins for his work to ensure the safety and security of the campus community.

4. President's Report

President Lamkin provided an overview of the year's accomplishments, starting with new programs and initiatives designed to enhance operating efficiency and improve the success of students. Some changes included opening office doors, improving our signage and communications, a new Master Plan, adopting a new Strategic Plan and Enrollment Plan, and implementing a significant reorganization and restructuring of the College.

Next Dr. Lamkin discussed contacting the Registry of College and University Presidents to hire Dr. Jane Milley. Dr. Lamkin directed Dr. Milley to begin to implement an array of best practices and programs that will be vital to the College' long-term success. These include: development of a first year seminar; improving our counseling system; restructuring our general education curriculum to ensure viability with WVU; improvements in class scheduling to maximize efficiency and accessibility; development of a clear connection between curriculum and workforce needs; and preparation for our next HLC accreditation. Dr. Lamkin also stated that the process for the new Vice President of Academic Affairs is taking place this week and will be completed prior to the Holiday break in preparation for a Spring 2016 transition.

Dr. Lamkin then discussed that the College had a lack of evening, Friday and weekend classes. Many classes were undersubscribed and that the full time faculty were at nearly the same level as when our enrollments were nearly double their current level with over \$300,000 in supplemental contracts for the faculty. Scheduling is a very complicated issue, and the changes will require adjustment from faculty, however he will initiate the first steps in new scheduling this spring, with the expectations of better accessibility for our students and more efficient use of faculty.

Dr. Lamkin discussed next the improvements of our financial accountability and reporting so that it conforms to regulations, policies, and best practices. Dr. Lamkin, Mr. Campbell, and Alice Harris reported to the Legislature regarding the correction of past errors and is confident that we are conforming to proper policies and procedures and will continue to do so in the future.

Dr. Lamkin reported that in discussion with students and community members, he has been made aware of the frustration and difficulty students experienced when obtaining administrative support. Because of these issues, major improvements to our website have been made so that students can now quickly access the information needed to apply and succeed at WVUP. After consulting with students, staff, and faculty planning began for a One-Stop shop where students would be able to access all the necessary administrative series needed to test, be admitted, receive counseling, register for class, get financial aid, access benefits, and receive help in overcoming the many hurdles that stand in their way of achieving their goals. Plans for the shop were approved and construction is underway. Training for the personnel is taking place, furnishings are being ordered and the shop should be fully operations by April. Dr. Lamkin reported that the One-Stop Shop is more than just a facility; it is a change in philosophy. When combined with our improvements in administrative support, counseling, programming, scheduling, curricular design, and conformity with WVU, I believe we are on a pathway to much better student success.

Lastly Dr. Lamkin stated that as we implement these initiatives, his goal is create a better college with improved student performance and greater support to the community. Dr. Lamkin expressed his gratitude for the support the he and Cindy has received from the Board, staff, faculty, and community during their first year here and they look forward to many more years of working together to achieve the full potential of the college.

5. Approval of Minutes

The minutes of the Regular Board meeting of October 21, 2015, were approved upon a motion by Mr. Miller, seconded by Mr. Campbell.

6. 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 future property needs of the College and status of the President's contract. Mr. Miller moved to adjourn to Executive Session. Mr. Winans seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:26 p.m. The Board Chair requested that Dr. Lamkin and Ms. Goudy join Executive Session. At approximately 4:05 p.m. Dr. Lamkin and Ms. Goudy were excused from Executive Session. Chairman Matheny announced that the Board would return to the regular meeting at 4:22 p.m. Mr.

Denbigh moved to return to regular session. Mr. Bell seconded the motion. Motion passed.

7. Action Items

- Strategic Enrollment Plan

Anthony Underwood, VP Student Services provided an overview of the proposed resolution to accept the new Strategic Enrollment Plan.

Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the 2015-2020 WVU Parkersburg Five-Year Enrollment Plan as presented.

Ms. Mosser seconded the motion. The motion passed.

- Course Fees

Dr. Jane Milley, Interim Sr. VP Academic Affairs provided an overview of the proposed resolution to accept the Course Fees.

Ms. Smith moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approve an additional course fee for the following program for the 2016-2017 academic year.

Mr. Miller seconded the motion. Mr. Bell abstain due to possibility of being enrolled in course. The motion passed.

- Revision of Master Plan

Alice Harris, VP Finance and Administration, provided an overview of the proposed resolution to accept revisions to the Master Plan.

Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the updates to the WVU at Parkersburg Campus Development Plan.

Mr. Denbigh seconded the motion. The motion passed.

- Sale of Downtown Property Building 707

Senta Goudy, VP Institutional Advancement, provided an overview of the proposed resolution to accept the sale of Downtown Property, building 707.

Mr. Winans move to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors agrees to the sale of 707 Market Street to Parkersburg Brewing Company, including

access to the stairwell between 705 and 707 Market Street and three parking spots located at the rear of 709 Market Street.

Mr. Miller seconded the motion. The motion passed.

- Sale of Downtown Center Property Building 709
Senta Goudy, VP Institutional Advancement, provided an overview of the proposed resolution to accept the sale of Downtown Property, building 709.

Ms. Smith moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors agrees to the sale of 709 Market Street to Mid-Ohio Valley Area Development Corporation.

Mr. Campbell 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 November 30, 2015. Ms. Harris answered questions from the members.
- Early College Update
Dr. Jane Milley, Interim Senior Vice President of Academic Affairs, provided a report on the Early College program. Dr. Milley answered questions from the members.

9. Board Comments/Announcements

Chairman Matheny stated that at this time we would take committee reports from the committee chairs.

- Executive Committee:
Board members present received a report on the property needs, President updates, and Financial Statement overview.
- Administrative Services Committee:
Board members present received reports from the Foundation on marketing success, alumni news, and developmental updates. They also received reports on renovations being done to facilities and campus. A report was received on the position vacancies, new hires, and restructuring update. A report was received on information technology project updates. A report was also received on fiscal services.
- Academic and Student Services Committee:
Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of grants, early enrollment; credit and non-credit programs; enrollment and recruitment were given.

10. Next Meeting

January 13, 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 January 13, 2016, at 3:15 p.m. in the President's Conference Room.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Jeff Matheny, Chairman

Curtis Miller, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of January 13, 2016**

ITEM: Status of President's Contract

RECOMMENDED 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.

STAFF MEMBER: Jeff Matheny, Chair

BACKGROUND:

Dr. Fletcher Lamkin was appointed to the position of President of West Virginia University at Parkersburg effective January 14, 2015. In accordance with his contract, which ends January 13, 2017, the Board is obligated to communicate to him by January 31, 2016, its intent to renew or not to renew that contract.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 13, 2016**

ITEM: Approval of WVU at Parkersburg Fiscal Year 2015
Audit

RECOMMENDED 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

STAFF MEMBER: Alice Harris, Vice President of Finance & Administration

BACKGROUND:

Ms. Harris will provide a report on the audit for fiscal year June 30, 2015 and submit copies of the report and corrective action plan to the Board of Governors for their review and approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 13, 2016**

ITEM: Approval of Modified Lease Agreement of Parking Lot with City of Parkersburg

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the lease modification of the parking lot on 7th and Juliana Street with the City of Parkersburg

STAFF MEMBER: Dr. Fletcher Lamkin, President

BACKGROUND:

A lease agreement with the City of Parkersburg was signed on July 8, 2013 for the property located at 7th and Juliana Street. The City of Parkersburg agreed to construct the property into a parking lot and charge for parking. With the parking lot being close to the Downtown Center, WVU at Parkersburg students would be able to park at a significant discount. With the sale of portions of the Downtown Center the City of Parkersburg has requested to amend the agreement to read: Lessee shall be permitted to make any or all spaces, in said lot, available for monthly parking and set such rates as it deems proper.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 13, 2016**

ITEM: Donation of Oakland Mansion

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Senta Goudy,
VP Institutional Advancement

BACKGROUND:

Ms. Goudy will report on the donation of the Oakland Mansion to the WVU at Parkersburg Foundation.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 13, 2016**

ITEM: AAS Computer and Information Technology
Program Review

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Jane Milley, Interim Senior Vice President of
Academic Affairs

BACKGROUND:

Dr. Milley will introduce Dr. Jared Gump to provide an overview of the AAS Computer and Information Technology Program.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 13, 2016**

ITEM: Patient Care Technician Program Review

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Jane Milley, Interim Senior Vice President of
Academic Affairs

BACKGROUND:

Dr. Milley will introduce Dr. Rose Beebe to provide an overview of the Patient Care Technician Program.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 13, 2016**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris,
VP Finance & Administration

BACKGROUND:

Ms. Harris will report on the state of the college's finances and the budget.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 13, 2016**

ITEM: Staff Council Annual Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Tess Martin,
Staff Council President

BACKGROUND:

Ms. Martin will provide the Staff Council Annual Update.