

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

---

NOVEMBER 8, 2017  
AGENDA

---

## Members

Sam Winans, Board Chair  
Donna Smith, Vice Chair  
Steve Hardman, Secretary  
Jeff Matheny  
Joseph Oliverio  
Jason Landers

Cheryl Donohoe  
John Denbigh  
John Hushion  
Chris Cunningham  
Cody Irick  
Austin Grimmett

Dr. Fletcher Lamkin  
President



# SCHEDULE

## **West Virginia University at Parkersburg Board of Governors**

**Wednesday, November 8, 2017**

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch	President's Board Room
2:00 p.m.	Administrative Service Committee	1322
2:00 p.m.	Academic & Student Services Committee	1300(Community Board Rm)
3:15 p.m.	Board Meeting	President's Board Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of November 8, 2017  
President's Board Room  
3:15 p.m.

- |    |  |   |
|----|--|---|
| 1. | Call to Order  | Board Chair, Sam Winans                               |
| 2. | Roll Call  | Brady Whipkey<br>Executive Assistant to the President |
| 3. | Board Chair Report   | Chairman Winans                                       |
| 4. | President's Report   | Dr. Fletcher Lamkin, President                        |
| 5. | Approval of Minutes  |   |
|    | • Regular Meeting – September 13, 2017.....  | 4   |
|    | • Emergency Meeting – October 23, 2017.....  | 8   |
| 6. | Committee Reports  |   |
|    | • Executive Committee  | Sam Winans  |
|    | • Administrative Services Committee  | Steve Hardman   |
|    | • Academic and Student Services Committee  | Donna Smith   |
| 7. | Possible Executive Session under the authority of WV Code§6-9A-4-2A<br>Discuss Honorary Degree nomination<br>Discuss Presidential Search Procedures, Search Committee, and Description of<br>Qualities and Characteristics |   |
| 8. | Action Items   |   |
|    | • Approval of FY 2017 Audit  | Alice Harris, VP<br>Finance & Administration.....     |
|    | • Procedures for Presidential Search   | 11  |
|    | • Appointment of Presidential Search Committee   | Chairman Winans.....                                  |
|    | • Description of Presidential Qualities and<br>Characteristics   | 12  |
|    | • Description of Presidential Qualities and<br>Characteristics   | 15  |
|    | • Description of Presidential Qualities and<br>Characteristics   | 16  |
| 9. | Information Items  |   |
|    | • Fiscal Update  | Alice Harris, VP<br>Finance & Administration.....     |
|    |  | 17  |

10. Board Comments/Announcements
11. Next Meeting  
January 10, 2018; President's Board Room
12. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
September 13, 2017

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday September 13, 2017, in the President's Board Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Sam Winans, Donna Smith, Steve Hardman, Jeff Matheny, Joe Oliverio, Jason Landers, Cheryl Donohoe, John Denbigh, John Hushion, Torie Jackson, Cody Irick, and Austin Grimmett. 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. 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 Winans, stated he would provide his report during the Executive Committee Report.

**4. President's Report**

Dr. Lamkin reported that the academic year is off to a great start. On August 22, 2017 the College held its annual New Student Convocation. Dr. Brian J. Anderson, a Roane County native who is the GE Plastics Materials Engineering Professor at WVU and Director of the WVU Energy Institute, was the guest speaker.

Next, Dr. Lamkin recognized two peer coaches from the Center for Student Services for their excellent and professional work. Tori Powell and Autumn Henthorn are assigned to the enrollment outreach program and have completed 4,518 telephone calls to potential and current students in a five month period preceding the Fall 2017 semester. The calls were made to encourage application and enrollment, addressing outstanding bills, and helping the College conduct research on why potential students did not maintain their enrollment.

Dr. Lamkin, then reported that over the past week we have had an important change in personnel. Dr. Dale Hartley has resigned from his position as Humanities, Fine Arts, and Social Sciences Division Chair, to move to a job closer to his family. Dr. Torie Jackson has been appointed to fill this position, while also directing the Center for Teaching Excellence.

Dr. Lamkin reported to the Board that for the past 16 years, our college has conducted a

9/11 Memorial program to honor the nearly 3000 victims who died in the deadliest attack ever to take place on U.S. soil, as well as to pay tribute to those whose heroic acts lessened the resulting deaths and damage. In this year's ceremony, 16 members of the WVU-P Veterans Corps rang the College Bell, once for each year since the attack. Our guest speaker was Senate staffer Mara Boggs, who spoke on behalf of Senator Joe Manchin. Ms. Boggs is a 13-year Army veteran whose active duty service included two tours in Iraq and one in Afghanistan. Her husband is also an Army veteran who recently retired from the Army. Ms. Boggs delivered excellent remarks from Senator Manchin, but also on her own behalf as she spoke from the heart to our veterans, as well as to the police, firefighters, students, staff, faculty, and community members who were present for the ceremony.

Lastly, Dr. Lamkin discussed that on October 11, Senator Joe Manchin will co-sponsor with the College a career fair. This event provides a means for students to conduct company research, explore numerous career opportunities, make personal contacts that can lead to a job, gather information, and demonstrate their ability to communicate effectively.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of August 9, 2017, were approved upon a motion by Mr. Oliverio, seconded by Ms. Donohoe.

## **7. Committee Reports**

- Executive Committee  
Chairman Winans reported that the Executive Committee met to discuss the continuing growth of relationships with WVU and received an update on the Strategic Plan from Dr. Lamkin.
- 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. A report was received on HLC Accreditation, spring schedule development and Center for Teaching Excellence. A report was received on WED programs. A report was received on Leadership Fellows and analysis of Enrollment Data for Outreach Improvement.

## **8. Consent Items**

Chairman Winans presented the following to be approved under the Consent Agenda

- Revision of Policy D-51 Admission to West Virginia University at Parkersburg

Mr. Oliverio made the motion to approve the Consent Agenda as presented. Mr. Denbigh seconded the motion. The motion passed.

**9. Information Items**

- Fiscal Update

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

**10. Board Comments/Announcements**

None.

**11. Next Meeting**

November 8, 2017, President's Board Room with Board of Governors Retreat preceding the meeting.

**12. Adjournment**

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held on November 8, 2017.

Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

---

Sam Winans, Chairman

---

Steve Hardman, Secretary

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
October 23, 2017

An emergency meeting of the West Virginia University at Parkersburg Board of Governors was held on Monday October 23, 2017, in the President's Board Room at the WVU Parkersburg Campus, beginning at 4:00 p.m. Board members present were: Sam Winans, Donna Smith, Steve Hardman, Jeff Matheny, Joe Oliverio, Jason Landers, Cheryl Donohoe, John Denbigh, John Hushion, Chris Cunningham, Cody Irick, and Austin Grimmett. Others present included 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. Next Chairman Winans reported faculty member Chris Cunningham will be our new Board member serving as Faculty Representative and asked that Debbie Richards conduct the swearing in.

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

**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 Winans, stated that the Board of Governors had received a letter from President Lamkin requesting to terminate his contract due to accepting a position as President of Westminster College in Missouri where he previously served as President for seven years.

With no further discussion Chairman Winans asked for a motion to accept the request. To terminate the contract effective November 15, 2017. Mr. Denbigh moved to accept the termination request. Mr. Grimmett seconded the motion. Motion passed.

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

Chairman Winans asked for a motion to move into Executive Session to discuss approval of an Interim President. Mr. Oliverio moved to adjourn to Executive Session. Mr. Grimmett seconded the motion. The motion passed and the Board moved into Executive Session at approximately 4:30 p.m.

Chairman Winans announced that the Board would return to the regular meeting at 5:15 p.m. Mr. Denbigh moved to return to regular session. Ms. Donohoe seconded the motion. Motion passed.

**5. Action Item**



- Approval of Interim President

Chairman Winans reported that the West Virginia University at Parkersburg would like to offer Dr. Jane Milley the position of Interim President. She would serve in this position from November 15, 2017 to May 31, 2018 with the option to extend the contract if necessary due to the Presidential Search. Chairman Winans also informed the Board that the final approval of hiring Dr. Milley would be contingent upon approval of the proposed contract by the West Virginia Community and Technical College System at its meeting on Monday October 30, 2017. With no further discussion Chairman Winans requested a motion to approve.

Mr. Denbigh moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors will approve the appointment of an Interim President.

Mr. Oliverio seconded the motion. The motion passed.

## **6. Board Comments/Announcements**

Mr. Denbigh asked Chairman Winans if there is a timeline in place for the search and hire of the next President.

Chairman Winans stated that our Presidential search timeline is as follows:

- November: Approve search procedures  
Approve statement of characteristics/qualities for new President  
Appoint search committee  
Recruitment process begins
- December: Receive applications
- January: Committee identifies semi-finalists
- February: Interview finalists
- March: Make selection
- June: Start date

## **7. Next Meeting**

Chairman Winans reported that the next meeting of the Board of Governors will be held on November 8, 2017, President's Board Room. The Board Retreat will be canceled and will proceed with a normal meeting schedule.

## **8. Adjournment**

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held on November 8, 2017.

Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

---

Sam Winans, Chairman

---

Steve Hardman, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of November 8, 2017**

**ITEM:** Approval of WVU at Parkersburg Fiscal Year 2017  
Audit

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Audit report for fiscal year ending June 30, 2017 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, 2017 to the Board of Governors for their review and approval.

**West Virginia University at Parkersburg Board of Governors  
Meeting of November 8, 2017**

**ITEM:** Procedures for Presidential Search

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves procedures governing the Presidential Search process.

**STAFF MEMBER:** Sam Winans, Chair

Pursuant to Title 135 Legislative Rule, Series 5, of the WV Council for Community and Technical College Education, Section 2.1, "Upon the occurrence of a vacancy in the position of president...The governing board shall adopt a procedure, consistent with this rule, governing the search." The attached procedure is recommended for adoption by the Board.

West Virginia University at Parkersburg Board of Governors  
**PRESIDENTIAL SEARCH PROCEDURES**

Upon the occurrence of a vacancy in the position of president at West Virginia University at Parkersburg, the Board of Governors shall undertake a search for a new president. The following procedures, in accordance with Title 135 Legislative Rule, Series 5, of the WV Council for Community and Technical College Education, shall govern the search process.

1. A statement of characteristics and qualities which the new president should possess shall be adopted by the Board and utilized in soliciting and evaluating the candidates. A position announcement shall be prepared by the institution's Director, Human Resources incorporating these characteristics and qualities. The announcement shall be posted on the WVU at Parkersburg webpage and distributed to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals for the purpose of advertising the position. Candidates may be considered through their own application or by nomination. All applications will be directed to the WVU at Parkersburg Director, Human Resources.
2. The Board shall appoint a Presidential Search Committee that includes representation of faculty, staff, administrators and students of the institution. Members of the WV Council for Community and Technical College Education are not eligible for appointment to the Committee.
3. The institution's Director, Human Resources shall manage the receipt of all applications, pre-screening for minimum qualifications, and delivery of all qualified applications to the Committee. Clerical support for the search process shall be coordinated by the Director, Human Resources.
4. The institution's Equal Employment Opportunity/Affirmative Action Officer shall advise the Committee regarding the institution's affirmative action goals and provide procedural guidance and screening tools for the purpose of assuring equal opportunity and nondiscrimination in compliance with state and federal laws.
5. Prior to inviting finalists to campus for interviews:
  - a. Information about the names or backgrounds of any applicants without their consent shall not be provided to anyone who is not a member of the Committee, the Board or authorized staff.
  - b. The search committee may identify a list of semi-finalists for confidential preliminary telephone interviews.
  - c. Potential finalists shall be notified of the conditions under which confidentiality may be waived, such as for background checks.
  - d. Background checks, including confirmation of degrees and past employment and criminal and credit checks, shall be conducted for all potential finalists by the Director, Human Resources utilizing standard industry practices.

- e. A list of finalists recommended for campus for interviews shall be confirmed by the Board.
6. Finalists shall be advised that their names and backgrounds shall be publicly released at the time they accept an invitation for a formal campus visit.
7. The itinerary for finalists invited to campus shall include interviews with the search committee and the Board of Governors and will include forums designed to give students, faculty, staff, administrators, community leaders, and others to meet with finalists and to provide their comments to the Board.
8. On-site visits to finalists' current and past places of employment may be conducted before or after campus interviews, as authorized by the Board Chair.
9. The Board Chair or his/her designee shall confer with the Chancellor to determine a mutually agreed upon process for Council members to interview the finalists.
10. A copy of this procedure and the agendas and minutes of all meetings of the Presidential Search Committee shall be promptly submitted to the Chancellor.
11. Terms of compensation and contracts discussed with or offered to candidates shall be consistent with Sections 3 and 4 of Title 135 Legislative Rule, Series 5, of the WV Council for Community and Technical College Education.

**West Virginia University at Parkersburg Board of Governors  
Meeting of November 8, 2017**

**ITEM:** Appointment of Presidential Search Committee

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes the chair to appoint a Presidential Search Committee.

**STAFF MEMBER:** Sam Winans, Chair

Pursuant to procedures adopted to govern the Presidential Search process, the Chair of the Board of Governors will appoint a search committee to include representation of faculty, staff, administration and students.

**West Virginia University at Parkersburg Board of Governors  
Meeting of November 8, 2017**

**ITEM:** Description of Presidential Qualities and Characteristics

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves a description of the qualities and characteristics to be sought in a new president.

**STAFF MEMBER:** Sam Winans, Chair

In accordance with presidential search procedures, a statement of characteristics and qualities which the new president should possess shall be adopted by the Board to be utilized in the recruiting and screening of candidates. The proposed description will be distributed at the meeting.



**West Virginia University at Parkersburg Board of Governors  
Meeting of November 8, 2017**

**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 for month ending October 31, 2017.