West Virginia University
At Parkersburg
Board of Governors

December 2, 2015
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, December 2, 2015**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 a.m.</td>
<td>Executive Committee</td>
<td>President’s Office</td>
</tr>
<tr>
<td>12:30 p.m.</td>
<td>Work Shop Lunch</td>
<td>President’s Conference Room</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Administrative Services Committee</td>
<td>Room 1330</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Academic and Student Services Committee</td>
<td>Room 1332A</td>
</tr>
<tr>
<td>3:15 p.m.</td>
<td>Board Meeting</td>
<td>President’s Conference Room</td>
</tr>
</tbody>
</table>
WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of December 2, 2015
Board Conference Room
3:15 p.m.

1. Call to Order
   Board Chair, Jeff Matheny

2. Roll Call
   Brady Whipkey
   Executive Assistant to the President

3. Board Chair Report
   Chairman Matheny
   • Employee Recognition

4. President’s Report
   Dr. Fletcher Lamkin, President

5. Approval of Minutes
   • Regular Meeting – October 21, 2015 ..........................................................5

6. Possible Executive Session under the authority of WV Code §6-9A-4-9 and §6-9A-4-2A
   • Discuss future property needs
   • Discuss status of President’s contract

7. Action Items
   • Strategic Enrollment Plan
     Anthony Underwood, VP
     Student Services....................8
   • Course Fees
     Dr. Jane Milley, Interim Sr. VP
     Academic Affairs..................9
   • Revision to Master Plan
     Alice Harris, VP
     Finance & Administration......10
   • Sale of Downtown Center Property
     Building 707
     Senta Goudy, VP
     Institutional Advancement......11
   • Sale of Downtown Center Property
     Building 709
     Senta Goudy, VP
     Institutional Advancement......12

8. Information Items
   • Fiscal Update
     Alice Harris, VP
     Finance & Administration......13
   • Early College Update
     Dr. Jane Milley, Interim Sr. VP
     Academic Affairs...............14
9. Board Comments/Announcements

10. Next Meeting
    January 13, 2016 – Board Conference Room

11. Adjournment
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 and provided an overview of the Board Retreat.

   Next Chairman Matheny recognized Mr. Jamie Six for his years of dedicated service to the College and Board of Governors and thanking him for all he has helped to accomplish.

4. **President’s Report**
   President Lamkin discussed recent accomplishments to include reorganization and restructuring, development of our master plan, development of improved scheduling for the Spring semester, development of an effective budgeting process, and improvements to marketing and fundraising.

   Next Dr. Lamkin reported that the One-Stop Student Center project is moving forward. Elements of Student Services have moved to temporary locations in the main building and Institutional Advancement has moved temporarily to the Caperton Center.

   Dr. Lamkin then discussed that with so many changes taking place, and in order to avoid overloading our faculty and staff, he has identified three areas what will receive top priority for the year: creation of a strong and relevant general education program; establishment of a mandatory, for-credit first year student seminar; and creation of an effective student counseling program.

   Lastly, Dr. Lamkin reported on the announcement by the Governor that we will have a 4% budget reduction. Dr. Lamkin informed the members on the many steps the College is
taking to absorb these cuts as efficiently as possible.

5. Approval of Minutes
The minutes of the Regular Board meeting of September 9, 2015, were approved upon a motion by Mr. Denbigh, seconded by Mr. Winans.

6. Executive Session under the authority of WV Code §6-9A-4-9
Chairman Matheny asked for a motion to move into Executive Session to discuss future property needs of the College. Mr. Campbell moved to adjourn to Executive Session. Mr. Bell seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:58 p.m. The Board Chair requested that Dr. Lamkin and Ms. Goudy join Executive Session. At approximately 4:45 p.m. Chairman Matheny announced that the Board would return to the regular meeting. Mr. Miller moved to return to regular session. Mr. Winans seconded the motion. Motion passed.

7. Action Items
- Strategic Plan
  Anthony Underwood, VP Student Services provided an overview of the proposed resolution to accept the new Strategic Plan that was discussed during the Board Retreat. Members reviewed the proposed resolution.

  Mr. Santer moved to approve the following resolution:

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

  Mr. Miller seconded the motion. The motion passed.

8. Consent Agenda
Mr. Miller moved to approve the following Consent Agenda Item:
- Revision of Policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination

  Mr. Campbell seconded the motion. The motion passed.

9. Information Items
- Move of Credit Programs from Workforce to STEM Division
  Dr. Jane Milley, Interim Senior Vice President of Academic Affairs, provided a report on the move of credit programs from Workforce to the STEM Division to better align with the college’s mission. Dr. Milley answered questions from the members.

- Changes in Pearson On-Line Learning Categories
  Dr. Milley provided a report on changes to the Pearson On-Line Learning Categories. Dr. Milley answered questions from the members.

- Change in Math Course
Dr. Milley reported that Math 100 and Math 100L had a $35 lab fee associated with it. This course has been replace with Math 100 with a lab. The original fee will follow with alignment of the new course.

- **Fiscal Update:**
  Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of September 30, 2015. Ms. Harris answered questions from the members.

10. Board Comments/Announcements

11. Next Meeting
   December 2, 2015, President’s Conference Room.

12. Adjournment
   With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held December 2, 2015, 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
ITEM: Five-Year Enrollment Plan

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

STAFF MEMBER: Anthony Underwood, VP Student Services

BACKGROUND:

As a 21st century institution, West Virginia University at Parkersburg is committed to attracting students from throughout the State and the region to provide them with high quality educational experiences that engages them both in and outside the classroom.

We will be the region’s college of choice. To achieve this goal we must be responsive to the educational needs and demands of our primary market in our service region.

The product of a representative committee lead by Executive Director of Enrollment Christine Post, the Five-Year Enrollment Plan will provide a road map for the completion of these goals in support of the institution’s 2015-2020 Strategic Plan.
ITEM: Course Fees

RECOMMENDED 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

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

BACKGROUND:

The Elementary Education Program has recently added to the curriculum an additional 3-credit hour course entitled Education 310 Diversity in Education. This course will be offered in Fall 2016. Field experience hours outside of the scheduled classroom times will be a requirement of this course. Field experience offers teacher candidates the opportunity to observe, practice, and refine teaching skills and instructional strategies in an elementary education classroom. A field placement fee of $25/credit hour (a total of $75.00 for the course) is being requested. This fee amount replicates fees already in place for other professional Education courses. Field placement fees for this course will be used to pay a stipend to the faculty senate at partner elementary schools who agree to accept our teacher candidates into their classrooms.
West Virginia University at Parkersburg Board of Governors
Meeting of December 2, 2015

ITEM: Approval of WVU at Parkersburg Amended Campus Development (Master) Plan

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

STAFF MEMBER: Alice Harris, VP Finance & Administration

BACKGROUND:

WV Code, Title 35, Series 12 requires that West Virginia University at Parkersburg develop and submit a ten year Campus Development (Master) Plan and submit it to the West Virginia Community & Technical College System (WVCTC) for review and approval. In July 2016, the WVUP Board of Governor’s approved its 10 year campus master plan and submitted it to the WV Community and Technical College Education System for their review. Prior to accepting the plan, the WVCTC expressed concerns about the financial feasibility of some of the items originally listed in the plan, including a President’s residence and development of student housing located on campus. In light of the State of WV’s current financial situation, WVUP agreed that this was not the time to include these projects and has amended its master plan to exclude these items.
ITEM: Sale of 707 Market Street (Culinary Academy)

RECOMMENDED 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.

STAFF MEMBER: Senta Goudy, VP Institutional Advancement

BACKGROUND:

The Downtown Center of WVU Parkersburg houses four separate addresses (705, 707, 709 and 711 Market Street). The college has made physical improvements to 707 Market Street where classes and public gatherings are held. Earlier this year the college decided to look for opportunities to sell its Downtown Center.

In order to meet requirements for selling state property, WVUP took the following steps.

First WVUP commissioned two separate property appraisals of 705, 707 and 709 Market Streets, apportioning the second floor address (711 Market Street) to its basement and first floors.

Second, as required by Series 12 of the West Virginia Code, the college placed legal notices advertising that the college would accept written proposals for all or part of the Downtown Center. Accordingly, a public meeting was held on November 12, 2015 at the Downtown Center for potential buyers to ask questions and have the opportunity to inspect the property.

The deadline for accepting proposals was November 18, 2015. One proposal was made for 709 Market Street. The proposal met all the criteria established by the college and as required by Series 12.

Parkersburg Brewing Company, a small locally owned micro brewing company, provided the sole proposal to purchase 707 Market Street, exclusive of all furnishings, for a brewery and wholesale and retail sales outlet.

Approval of this resolution will allow the College to finalize the purchase of 707 Market Street to Parkersburg Brewing Company.
ITEM: Sale of 709 Market Street

RECOMMENDED 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.

STAFF MEMBER: Senta Goudy, VP Institutional Advancement

BACKGROUND:

The Downtown Center of WVU Parkersburg houses four separate addresses (705, 707, 709 and 711 Market Street). The college has made physical improvements to 709 Market Street, a currently unused property within the Downtown Center. Earlier this year the college decided to look for opportunities to sell its Downtown Center.

In order to meet requirements for selling state property, WVUP took the following steps.

First WVUP commissioned two separate property appraisals of 705, 707 and 709 Market Streets, apportioning the second floor address (711 Market Street) to its basement and first floors.

Second, as required by Series 12 of the West Virginia Code, the college placed legal notices advertising that the college would accept written proposals for all or part of the Downtown Center. Accordingly, a public meeting was held on November 12, 2015 at the Downtown Center for potential buyers to ask questions and have the opportunity to inspect the property.

The deadline for accepting proposals was November 18, 2015. One proposal was made for 709 Market Street. The proposal met all the criteria established by the college and as required by Series 12.

The Mid-Ohio Valley Area Development Corporation presented the sole proposal for 709 Market Street allowing them to relocate and expand services to the region.

Approval of this resolution will allow the College to finalize the purchase of 709 Market Street by the Mid-Ohio Valley Area Development Corporation.
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.
ITEM: Early College Update

RECOMMENDED RESOLUTION: Information Only

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

BACKGROUND:

Dr. Milley will report on Early College updates.