

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

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 1330
2:00 p.m.	Academic and Student Services Committee	Room 1332A
3:15 p.m.	Board Meeting	President's Conference Room

9. Board Comments/Announcements
10. Next Meeting
January 13, 2016 – Board Conference Room
11. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
October 21, 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 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 replaced 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

**West Virginia University at Parkersburg Board of Governors
Meeting of December 2, 2015**

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.

**West Virginia University at Parkersburg Board of Governors
Meeting of December 2, 2015**

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.

**West Virginia University at Parkersburg Board of Governors
Meeting of December 2, 2015**

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.

**West Virginia University at Parkersburg Board of Governors
Meeting of December 2, 2015**

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.

**West Virginia University at Parkersburg Board of Governors
Meeting of December 2, 2015**

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 December 2, 2015**

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.