

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**FEBRUARY 14, 2018
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. Jane Milley
Interim President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, February 14, 2018

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch – Dr. Chad Crumbaker, HLC	1300A(Community Room)
2:00 p.m.	Administrative Service Committee	President's Board Room
2:00 p.m.	Academic & Student Services Committee	1300B(Community Board Rm)
3:15 p.m.	Board Meeting	1300A(Community Room)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of February 14, 2018
Francis & Nina Phares Community Room
3:15 p.m.

1. Call to Order Board Chair, Sam Winans
2. Roll Call Brady Whipkey
Executive Assistant to the President
3. Board Chair Report Chairman Winans
4. President’s Report Dr. Jane Milley, Interim President
5. Approval of Minutes
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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
Presidential Search
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 - Presidential Search Update Donna Smith, Chair
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 - Strategic Plan Update Anthony Underwood, VP
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 - Fiscal Update Alice Harris, VP
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9. Board Comments/Announcements
10. Next Meeting
March 20, 2018; Francis & Nina Phares Community Room
11. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
January 10, 2018

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday January 10, 2018, in the Nina Phares Music and Rehearsal 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, Cheryl Donohoe, John Denbigh, John Hushion, Chris Cunningham, Cody Irick, and Austin Grimmett. Others present included Dr. Jane Milley and Brady Whipkey.

Guests present included administrators, faculty, staff, and representatives of RH Perry and Associates.

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, reported that at the hands of a very competent and capable team the College is preparing for the HLC visit in March. Next, Chairman Winans discussed the positive work Dr. Milley has been doing at the College and going out into the public making contacts.

4. President's Report

Dr. Milley thanked everyone on campus, the Board of Governors and the Foundation Board for a warm and supportive welcome to WVUP. Dr. Milley also acknowledged the important work done every day by the Vice President's and Division Chairs.

Next Dr. Milley reported that the Fall Commencement was held on December 8, 2017. There were 223 students graduating with 111 participating in the ceremony. Mr. Bob Boone, CEO of the McDonough Foundation was the guest speaker.

Dr. Milley then reported that due to the excellent work of our Business Office, the College's budget is once again balanced. VP Harris continues to work with her staff to update campus facilities and implement energy saving measures.

Lastly, Dr. Milley discussed the focus for the coming year. There will be four main focus areas for the coming year: Institutional Priorities, Community Relations, HLC Accreditation, and Center for Teaching Excellence.

5. Approval of Minutes

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

6. Committee Reports

- Executive Committee

Chairman Winans reported that the Executive Committee met to discuss the Presidential Search and Institutional Priorities.

- 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, career services news, Foundation updates 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 semester and new academic personnel. A report was received on WED programs. A report was received on enrollment, impact of mandatory financial aid counseling during intake process and personnel.

7. Executive Session

Chairman Winans asked for a motion to move into Executive Session. Ms. Smith moved to adjourn to Executive Session. Mr. Oliverio seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:41 p.m. Chairman Winans announced that the Board would return to the regular meeting at 4:08 p.m. Mr. Denbigh moved to return to regular session. Mr. Oliverio seconded the motion. Motion passed.

8. Action Items

- Procedures for Presidential Search

Chairman Winans, discussed that during the November Board meeting, members voted to approve the Presidential Search Procedures with changes. Those changes have been and are being brought back to the Board for action.

Mr. Matheny moved to approve the following resolution:

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

Mr. Oliverio seconded the motion. The motion passed.

- 2017-2018 Budget Revision

Alice Harris, VP Finance and Administration, presented to the Board the proposal to revise the 2017-2018 Budget. Ms. Harris provided an overview of the resolution stating that with Dr. Lamkin's resignation and the Board's decision to hire a firm to assist with the search, the revised budget would reflect the cost.

Mr. Oliverio made the motion to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a revised budget to incorporate the estimated costs associated with a Presidential Search for West Virginia University at Parkersburg for 2017-2018.

Ms. Smith seconded the motion. The motion passed.

- Approval of Executive Search Firm to Assist with the Recruitment of the Next WVUP President

Ms. Harris, presented to the Board the proposal to approve the hiring of an executive search firm to assist with the recruitment of the next WVU Parkersburg President. Ms. Harris provided an overview of the process that was taken to recommend the firm selected.

Ms. Smith made the motion to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the firm of RH Perry & Associates to assist with the search for the next West Virginia University at Parkersburg President.

Mr. Denbigh seconded the motion. The motion passed.

- Approval of Utilization of Reserve Funds for the Construction of Nursing Skills & Simulation Labs

Ms. Harris, presented to the Board the proposal to approve the utilization of reserve funds for the construction of nursing skills and simulation labs. Ms. Harris provided an overview of the purpose for the labs as well as construction process and cost.

Mr. Matheny made the motion to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the use of Reserve Funds to construct a nursing skills simulation lab and a basic skills lab on the second floor of WVUP's main campus building for an amount not to exceed \$342,000.

Ms. Smith seconded the motion. The motion passed.

- Renaming of Room 1300A

Senta Goudy, Foundation Executive Director, presented to the Board the proposal to approve the renaming of Room 1300A. Ms. Goudy provided an overview of the room and reasoning for the name change.

Ms. Smith made the motion to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors continue to recognize and honor Nina Phares, and her husband Francis, by renaming the Nina Phares Music Rehearsal and Performance Room also known as room 1300A to the Francis & Nina Phares Community Room.

Mr. Oliverio seconded the motion. The motion passed.

9. Consent Items

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

- Approval of Revised Policy D-51, Admission to West Virginia University at Parkersburg
- Undergraduate Tuition and Fee Waivers
- Proposed Revision of Policy E-20, Awarding of Student Tuition and Fee Waivers

Ms. Smith made the motion to approve the Consent Agenda as Presented. Mr. Irick seconded the motion. The motion passed.

10. Information Items

- Fiscal Update

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

- 2017-18 Holiday Schedule Revised

Dr. Milley provided an overview on the revised 2017-2018 Holiday Schedule noting that following December proclamations by the Governor, WVUP has modified the 2017-18 holiday schedule to add floating holiday time for full-time leave eligible employees.

10. Board Comments/Announcements

Chairman Winans, took this opportunity to introduce Jesse Thompson and John Hutchinson of RH Perry & Associates. Mr. Thompson and Mr. Hutchinson thanked the Board for the trust in providing this service to the College. Mr. Hutchinson provided background on RH Perry & Associates, himself and Mr. Thompson. Next Mr. Thompson and Mr. Hutchinson provided an overview of the services they will be providing and the process to help us select our next President. Mr. Thompson and Mr. Hutchinson will spend time on campus meeting with focus groups and the selected Search Committee, to get an idea of what we are looking for in our next President. After meeting with everyone they will compile a list and put together a profile to send to the Search Committee for input and then send to the Board of Governors for approval. Once the profile is put together they will work with Marketing on where and how to publish, then they will begin to recruit. RH Perry & Associates will send out over 4,000 notices to higher education asking if they are interested or know of anyone for the search. They will make personal phone calls to individuals they know may be interested and fit the campus community. The search process will be confidential until narrowed down to the finalist, then the names will be made public. The Search Committee will be given a review list to help them evaluate each candidate. After the list has been narrowed down to the top

candidates the firm will interview those selected and do a background search. After interviews are complete the list will be narrowed down to the semi-finalist list and send to the committee to schedule interviews. The committee will then select three to five finalist to bring on campus for interviews. The firm will then conduct the “finalist due diligence” background checks and reference interviews. That information will then be given to the committee to move forward with interviews. Mr. Thompson and Mr. Hutchinson also stated that they have one more individual that helps with the behind the scenes work. It is very important to work with the candidates to make sure they are taken care of and they are aware of meetings, times, and locations. This will ensure that they do not have a bad feeling with their firm or our campus.

11. Next Meeting

February 14, 2018, Francis & Nina Phares Community Room.

12. Adjournment

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held on February 14, 2018.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Sam Winans, Chairman

Steve Hardman, Secretary

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
January 22, 2018

A Special Meeting of the West Virginia University at Parkersburg Board of Governors was held on Monday January 22, 2018, in the Francis and Nina Phares Community Room at the WVU Parkersburg Campus, beginning at 10:00 a.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, and Cody Irick. Others present included Brady Whipkey.

Guests present included administrators, faculty, staff, with Jesse Thompson and John Hutchinson joining by phone.

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. 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 the Presidential Search Profile. Ms. Smith moved to adjourn to Executive Session. Mr. Matheny seconded the motion. The motion passed and the Board moved into Executive Session at approximately 10:01 a.m.

Chairman Winans announced that the Board would return to the regular meeting at 10:09 a.m. Ms. Smith moved to return to regular session. Mr. Cunningham seconded the motion. Motion passed.

5. Action Item

- Approval of Presidential Search Profile
Donna Smith, Chair Presidential Search Committee, reported that RH Perry & Associates were on campus and met with focus groups to discuss the search process and to gather information for the profile. Mr. Thompson and Mr. Hutchinson, took that information and compiled a draft of the profile and returned to the Search Committee for feedback. Those recommended changes have been made and are being presented to the Board for approval. Board members offered input and some changes have been suggested to the wording.

Mr. Denbigh made the motion to approve the following resolution pending the suggested changes:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the profile to be used for the Presidential Search

Mr. Oliverio seconded the motion. The motion passed.

6. Board Comments/Announcements

Ms. Smith stated that the changes will be made and finalized. February 1, 2018 is the target date for posting.

7. Next Meeting

Chairman Winans reported that the next meeting of the Board of Governors will be held on February 14, 2018 in the Francis & Nina Phares Community Room.

8. Adjournment

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held on February 14, 2018.

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 February 14, 2018**

ITEM: Presidential Search Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Donna Smith,
Chair, Presidential Search Committee

BACKGROUND:

Ms. Smith will provide an update to members of Board of Governors and those in attendance on the status of the Presidential Search.

**West Virginia University at Parkersburg Board of Governors
Meeting of February 14, 2018**

ITEM: Strategic Plan Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Anthony Underwood,
VP Student Services.

BACKGROUND:

Mr. Underwood will provide updates on the progress of updating the Strategic Plan.

**West Virginia University at Parkersburg Board of Governors
Meeting of February 14, 2018**

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 January 31, 2018.