

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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APRIL 21, 2016  
AGENDA

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## 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, April 21, 2016**

8:30 a.m.	Breakfast	Community Room
9:00 a.m.	Opening Remarks	Community Room
9:15 a.m.	Self-Assessment Survey	Community Room
10:00 a.m.	Guided Pathways Initiative	Community Room
11:00 a.m.	Technical Programs/CTE Relationships	Community Room
12:00 p.m.	Lunch	Board Conference Room
1:00 p.m.	Retention	Community Room
2:00 p.m.	Board Self-Assessment Report	Community Room
3:00 p.m.	Adjourn	Community Room
3:15 p.m.	Board Meeting	Board Conference Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of April 21, 2016  
Board Conference Room  
3:15 p.m.

- |     |  |   |
|-----|--|---|
| 1.  | Call to Order  | Board Chair, Jeff Matheny                             |
| 2.  | Roll Call  | Brady Whipkey<br>Executive Assistant to the President |
| 3.  | Board Chair Report   | Chairman Matheny                                      |
|     | • Appointment of Nominating Committee                                |   |
| 4.  | President’s Report   | Dr. Fletcher Lamkin, President                        |
| 5.  | Approval of Minutes  |   |
|     | • Regular Meeting – March 9, 2016 .....                              | 4   |
| 6.  | Possible Executive Session under the authority of WV Code §6-9A-4-2A |   |
|     | • To discuss personnel matters                                       |   |
| 7.  | Action Items   |   |
|     | • Approval of President’s Evaluation Process                         | Dr. Lamkin.....9                                      |
| 8.  | Information Items  |   |
|     | • Fiscal Update  | Alice Harris, VP<br>Finance & Administration.....10   |
|     | • SGA Update   | Bill Bell, SGA President.....11                       |
|     | • PTK Update   | Bill Bell, PTK Chapter<br>President.....12            |
| 9.  | Board Comments/Announcements   |   |
| 10. | Next Meeting<br>May 11, 2016 – Jackson County Center                 |   |
| 11. | Adjournment  |   |

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
March 9, 2016

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday March 9, 2016, in the President's Board Room at the WVU Parkersburg Campus, beginning at 3:15 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 members of the Business Office, thanking them for the outstanding work they did on the annual audit.

**4. President's Report**

President Lamkin reminded members that the Ribbon Cutting for the Center for Student Services on Wednesday March 10, 2016 at 4 p.m. The offices will be moved into during Spring Break and will be operational by April 1.

Next Dr. Lamkin discussed projects around the campus. Renovations being made to the entryway to make for more convenient areas where students can congregate and study. Renovations are scheduled for the Community Room to allow for more use. A plan has been developed for the second and third floors to accommodate the Health Sciences and the needs of Art and Music.

Dr. Lamkin then reported that we now have more than 100 curriculum changes in the works that not only enhance our alignment with WVU but also better prepare our graduates for workforce demands in the region. The RN-BSN program recently received a site visit from ACEN accreditors, and the official results will be announced in July.

Dr. Lamkin reported that our Phi Theta Kappa chapter returned from their regional conference with many awards, including Distinguished Chapter, Distinguished Chapter Officer Team, Distinguished Chapter Officers and Members, and Distinguished Chapter Advisor.

Dr. Lamkin was pleased to announce that Senator Bob Ashley will be the 2016 Spring Commencement Speaker on May 7.

Lastly, Dr. Lamkin discussed resource cuts. WVU at Parkersburg strives to offer high quality education at an affordable price. State appropriations help us to accomplish this by keeping our tuition low. In recent years there has been reductions in appropriations which have begun to significantly impact our ability to carry out our mission. For the College to develop a sustainable budget we must make additional adjustments to our already severe cuts that compensate for over \$1 million in recent appropriations reductions. The College has taken the following cost saving measures: new purchasing procedures and reducing the use of outside consultants; reduced the number of faculty and staff; eliminated travel except for what is required to maintain accreditation or necessary to ensure compliance with laws and regulations; restricted hiring of vacant positions; cut our FY 16 operating expense budget. A plan has been developed to react to the loss of revenue anticipated from the current session of our legislature. The plan will lessen the impact of further reductions, the situation can become more damaging unless we receive approval of our requests to increase in-state tuition and to remove the tuition cap. Approval of these request will have minimal impact on students since those receiving financial support will still have more than enough to pay for educational expenses. With this increase our tuition will still be below the projected West Virginia CTCS average.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of January 13, 2016, were approved upon a motion by Mr. Denbigh, seconded by Ms. Smith.

## **6. Committee Reports**

- Executive Committee:  
Board members present received a report that the Executive Committee met prior to the Board meeting to discuss the President's Evaluation Tool.
- Administrative Services Committee:  
Board members present received reports on 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:  
Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of grants, programs, data and faculty; non-credit programs; enrollment and recruitment, were given.

## **7. 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 the possible sale of 705 Market Street. Mr. Miller moved to adjourn to Executive Session. Mr. Denbigh seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:39 p.m. The Board Chair requested that Dr. Lamkin and

Senta Goudy join Executive Session. Chairman Matheny announced that the Board would return to the regular meeting at 3:49 p.m. Mr. Winans moved to return to regular session. Ms. Smith seconded the motion. Motion passed.

## 8. Action Items

- Database Fees

Jane Milley, Interim VP Academic Affairs, provided an overview of the proposed resolution to increase the course fees for LiveText database beginning the 2016-2017 academic year.

Mr. Campbell moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approve an increase in course fees for LiveText database access codes beginning the 2016-2017 academic year.

Mr. Winans seconded the motion. The motion passed.

- Sale of 705 Market Street

Senta Goudy, VP Institutional Advancement, provided an overview of the proposed resolution to accept the sale of Downtown Property, building 705.

Mr. Campbell moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors agrees to the sale of 705 Market Street to Hughes Properties LLC.

Mr. Miller seconded the motion. The motion passed.

- Approval of FY 2017 Fees

Alice Harris, VP Finance and Administration, provided an overview of the proposed resolution to approve fees recommended for 2016-2017 academic year.

Ms. Smith moved to approve the following resolution:

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the fees recommended for the 2016-2017 academic year.

Mr. Bell seconded the motion. The motion passed.

- Approval of FY 2017 Mercer Step Increases for Classified Staff

Ms. Harris, provided an overview of the proposed resolution to approve step increases for classified staff.

Mr. Winans moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors approves step pay increases for classified staff with 15 years or less services as required to fully fund salaries in accordance with the Mercer Scale.

Ms. Smith seconded the motion. The motion passed.

- Approval for FY 2017 Tuition

Ms. Harris, provided an overview of the proposed resolution to approve the Fy 2016-2017 tuition.

Mr. Winans moved to approve the following resolution:

*Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the recommended range of tuition rates included below for submission to the West Virginia Community & Technical College System for 2016-2017 academic year.

Ms. Smith seconded the motion; Mr. Bell abstained. Motion passed.

## **9. Consent Items**

Mr. Miller moved to approve the following Consent Agenda Items:

- Proposed repeal of Policy E-58, Affordable Tuition Program
- Proposed Revision of Policy B-55, Employee and Family Tuition Waiver Program

Ms. Smith seconded the motion. Motion passed.

## **10. Information Items**

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of February 29, 2016. Ms. Harris answered questions from the members.

- Faculty Senate Update

Dr. Torie Jackson, Chair Faculty Senate, provided the Faculty Senate Annual Update and discussed areas where they have focused on over the past year.

- Early College Update

Dr. Milley, provided an overview on updates for the Early College Program. Dr. Milley provided handouts to the members and provided a report on what the program is, cost, registration, courses offered, as well as other topics. Dr. Milley answered questions from the members.

## **11. Board Comments/Announcements**

## **12. Next Meeting**

April 21, 2016:Board Retreat- President's Conference Room.

## **11. Adjournment**

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held April 21, 2016, at 3:15 p.m. in the President's Conference Room.

Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

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Jeff Matheny, Chairman

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Curtis Miller, Secretary



**West Virginia University at Parkersburg Board of Governors  
Meeting of April 21, 2016**

**ITEM:** President's Evaluation Process

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approve the process in which it does the annual evaluation of WVU at Parkersburg President

**STAFF MEMBER:** Dr. Fletcher Lamkin, President

**BACKGROUND:**

Board members shall complete an evaluation of the West Virginia University at Parkersburg President. President Lamkin will present the evaluation process to the Board members for approval.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 21, 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 for month ending March 31, 2016.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 21, 2016**

**ITEM:** SGA Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Bill Bell, Student Representative  
SGA President

**BACKGROUND:**

Mr. Bell will provide the SGA annual update to the members of the Board of Governors.

**West Virginia University at Parkersburg Board of Governors  
Meeting of April 21, 2016**

**ITEM:** Phi Theta Kappa Update

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Bill Bell, Student Representative  
PTK Chapter President

**BACKGROUND:**

Mr. Bell will provide the PTK annual update to the members of the Board of Governors.