

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**APRIL 8, 2015
AGENDA**

Members

Joe Campbell
Cheryl Donohoe
Curtis Miller
Jeff Matheny, Board Chair
William Bell
John Denbigh

Jamie Six
Violet Mosser
Matthew Santer
Sam Winans
Steve Hardman
Donna Smith

Dr. Fletcher Lamkin
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, April 8, 2015

Retreat		Community Room
8:00 a.m.	Executive Committee/Breakfast	Community Room
9:00 a.m.	Administrative Services Committee	Community Room
9:00 a.m.	Academic and Student Services Committee	President's Conference Room
10:00 a.m.	Strategic Plan Training	Community Room
12:00 p.m.	WV Open Governmental Proceedings Act/ Board Lunch(Debbie Richards)	Community Room
1:00 p.m.	Master Plan Training	Community Room
3:00 p.m.	Adjourn	Community Room
3:30 p.m.	Board Meeting	Caperton Center

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of April 8, 2015
Caperton Center
3:30 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	
	<ul style="list-style-type: none"> • Recognition of Gerard El Chaar • Election of Officers 		
4.	President’s Report	Dr. Fletcher Lamkin, President	
5.	Employee Recognition	President Lamkin	
6.	Approval of Minutes		
	<ul style="list-style-type: none"> • Regular Meeting – March 11, 2015 		5
7.	Committee Reports		
	<ul style="list-style-type: none"> • Executive Committee • Administrative Services Committee • Academic and Student Services Committee 	Jeff Matheny Sam Winans Curtis Miller	
8.	Action Items		
	<ul style="list-style-type: none"> • Honorary Degree • Summer Tuition Rate for High School Students 	President Lamkin..... Anthony Underwood, VP Student Services.....	9 10
9.	Information Items		
	<ul style="list-style-type: none"> • Change in Organizational Structure • Bridging the Gap Grant Update • Strategic Plan Update • Fiscal Update 	President Lamkin..... Jeff Olson, Institutional Transformation Leader..... Anthony Underwood, VP Student Services..... Alice Harris, VP Finance & Administration.....	11 12 13 14

10. Board Comments/Announcements
 - Employee Recognition Brunch – May 4, 2015
 - Spring Commencement – May 16, 2015
11. Next Meeting
May 13, 2015- Jackson County Center
12. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
March 11, 2015

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday March 11, 2015, in the College Activities Center at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Joe Campbell, Jamie Six, Cheryl Donohoe, Violet Mosser, Curtis Miller, Matthew Santer, Jeff Matheny, Sam Winans, William Bell, Steve Hardman, John Denbigh and Donna Smith. 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. Swearing in of New Members

Debbie Richards, Special Assistant to the President asked new Board members Donna Smith and Steve Hardman to stand and conducted the swearing in of the new members.

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 reported that Gerard El Chaar was no longer on the Board due to his term expiring. Chairman Matheny welcomed our two new Board members and introduced them to those in attendance. Next Chairman Matheny discussed the following committee appointments:

- Administrative Services Committee would add Jamie Six and Steve Hardman.
- Academic and Student Services Committee would add Donna Smith

Chairman Matheny then discussed appointing a Nominating Committee to have a slate of officers to finish out the academic year. Chairman Matheny asked that committee consist of Curtis Miller serve as Chair, Jamie Six and Violet Mosser.

4. President's Report

President Lamkin distributed a report to the Board members and provided an overview. Dr. Lamkin reported on the Nursing Accreditation that will be taking place March 11-13. Dr. Lamkin reported on the status of the Strategic Plan and that July 17 is the target date for presenting to the Board. Next, Dr. Lamkin discussed working with the Registry of College Presidents to select an Interim Vice President of Academic Affairs.

Dr. Lamkin presented an overview of enrollment management plan, discussing the development of an effective plan that will address both short and long term issues. Areas

discussed were: Area Marketing Research, Direct Marketing to Non-Traditional Population, Student Review Communications, Accurate Recruit Monitoring Information Higher Visibility in the Community, and Partnering with Wood County Schools to make the Caperton a Recruitment Center.

Dr. Lamkin then reported that Alice Harris is chairing a committee to address issues in the current Master Plan. Dr. Lamkin also reported that that VP Harris continues to develop a realistic budget for the coming year and she will be presenting a plan to bring our tuition in line with the average CTC institutions.

Dr. Lamkin shared a story of a student who received a scholarship from the Foundation and how that drastically changed things academically for them.

Lastly, Dr. Lamkin provided members with a list of upcoming events.

5. Approval of Minutes

The minutes of the Regular Board meeting of February 18, 2015, were approved upon a motion by Mr. Six, seconded by Mr. Campbell.

6. Committee Reports

- Executive Committee:
Board members present received a report on updates of the Readiness Center, the opportunity to purchase property adjacent to the campus, and the College Master Plan.
- Administrative Services Committee:
Board members present received reports from the Foundation on fundraisers, grants, events, and donations. They also 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 information technology policies and procedures and project 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, new programs, initiatives and faculty; credit and non-credit programs; student loan and enrollment/recruitment updates were given.

8. Action Items

- Approval of FY 2015-2016 Tuition and Fees
Alice Harris, VP Finance and Administration provided an overview of proposed changes to the FY 2015-2016 Tuition and Fees.

Mr. Six moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the tuition and fees recommendations for 2015-2016 academic year.

Mr. Winans seconded the motion. The motion passed.

- WVU-P Celebration of Teaching Teacher
Dr. Tracy provided an overview of the WVU at Parkersburg Celebration of Teaching Teacher. There will be celebration held at the Downtown Center to celebrate 25 years of excellence and raise funds for Elementary Education scholarships and program needs. Dr. Tracy asked Board members to approve naming march 2015 as “Architects for the Future” month.

Ms. Donohoe moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors proclaims March 2015 “Architects of the Future” Month in Celebration of 25 Years of Teaching Excellence in the WVU Parkersburg Elementary Education Degree program.

Ms. Mosser seconded the motion. The motion passed.

9. Consent Agenda

None presented

10. Information Items

- Fiscal Update:
Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of February 28, 2015.
- WVU-P Celebration of Teaching Teacher
Moved to action items

11. Board Comments/Announcements

Mr. Santer reported that feedback he has received since the hiring of Dr. Lamkin as President has been positive.

12. Next Meeting

March 11, 2015, College Multi-Purpose Room.

13. Adjournment

With no further business to be discussed, Mr. Miller moved that the meeting be adjourned. Mr. Winans seconded the motion. Motion passed. The next meeting will be held April 8, 2015 at 3:30 p.m. in the Caperton Center.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Jeff Matheny, Chairman

Sam Winans, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of April 8, 2015**

ITEM: Approval of Honorary Degree Candidate

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the granting of Honorary Degree from West Virginia University at Parkersburg, as named by President Lamkin and announced publicly at the May 16 Commencement.

STAFF MEMBER: Fletcher Lamkin, President

BACKGROUND:

West Virginia University at Parkersburg requests approval of individual for honorary degree. This recommendation is presented to the Board of Governors with the endorsement of the Honorary Degree Screening Committee and the Executive Committee of the Faculty Senate.

Information about the nominee will be presented by Dr. Fletcher Lamkin.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 8, 2015**

ITEM: Summer Tuition Rate for On Campus High School Students

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors will set the summer 2015 early admission tuition at \$75 per credit hour for all classes intended for early enrollment students only.

STAFF MEMBER: Anthony Underwood, Vice President of Student Services

BACKGROUND:

Previously, the college made a distinction between college classes taught for secondary students which were held on high school campuses and those held on the college campus.

College courses for secondary students taught on high school campuses were allowed to be charged the standard early enrollment rate, while college courses for secondary students taught on the college campus were charged the full college tuition of a generally admitted college student.

This resolution would allow for secondary students enrolled in those college classes being taught on campus and exclusively open to secondary student enrolment to be charged the early enrollment rate.

It would also allow the classes to be self-sustaining by using the rate list above.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 8, 2015**

ITEM: Change in Organizational Structure

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Fletcher Lamkin, President

BACKGROUND:

For purposes of enhanced administrative effectiveness, a change in reporting structure has been implemented to merge the Communications and Marketing department with the Development department to form the new administrative area of Institutional Advancement. The Director of Development will become the Vice President for Institutional Advancement.

In accordance with Board Policy B-05, "Change in Organization," the Board of Governors is hereby advised of this change in administrative organizational structure. The appropriate employees have been consulted.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 8, 2015**

ITEM: Bridging the Gap Grant Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Jeff Olson,
Institutional Transformation Leader

BACKGROUND:

Mr. Olson will provide updates on the Bridging the Gap Grant and projects.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 8, 2015**

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 April 8, 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.