

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**MAY 11, 2016
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, May 11, 2016

11:30 a.m.	Executive Committee	Room 113
12:30 p.m.	Work Shop Lunch	Room 107
2:00 p.m.	Administrative Services Committee	Room 113
2:00 p.m.	Academic and Student Services Committee	Room 115
3:15 p.m.	Board Meeting	Student Lounge

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of May 11, 2016
 Jackson County Center
 Student Lounge
 3:15 p.m.

- | | | |
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| 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"> • Slate of Officers • Violet Mosser-Recognition • Dr. Milley – Recognition • Dr. Sandra Kolakiewicz – Recognition | |
| 4. | President’s Report | Dr. Fletcher Lamkin, President |
| 5. | Approval of Minutes | |
| | <ul style="list-style-type: none"> • Regular Meeting – April 21, 20165 | |
| 6. | Committee Reports | |
| | <ul style="list-style-type: none"> • Executive Committee • Administrative Services Committee • Academic and Student Services Committee | <ul style="list-style-type: none"> Jeff Matheny Steve Hardman Donna Smith |
| 7. | Possible Executive Session under the authority of WV Code §6-9A-4-2A | |
| | <ul style="list-style-type: none"> • Discuss President’s Evaluation • Discuss President’s Contract | |
| 8. | Action Items | |
| | <ul style="list-style-type: none"> • 2016-2017 Budget • President’s Contract | <ul style="list-style-type: none"> Alice Harris, VP
Finance & Administration.....8 Sam Winans, Vice Chair.....9 |
| 9. | Consent Items | |
| | <ul style="list-style-type: none"> • Proposed Repeal of Policy E-58
Affordable Tuition Program • Proposed Revision of Policy B-55
Employee and Family Tuition Waiver Program | <ul style="list-style-type: none"> Anthony Underwood, VP
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10. Information Items

- Fiscal Update Alice Harris, VP
Finance & Administration.....17
- Communications & Media Studies Update Dr. Torie Jackson.....18
- CTCS Institutional Compact Dr. Fletcher Lamkin
President.....19
- 2016-2017 Holiday Schedule Dr. Fletcher Lamkin
President.....20

11. Board Comments/Announcements

12. Next Meeting
TBD

13. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
April 21, 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, 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 provided an overview of the days Board Retreat and thanked members for the time they have put in. Chairman Matheny, then stated that he would like to nominate Joe Campbell to chair the Nominating Committee, with Curtis Miller and John Denbigh also serving. Chairman Matheny asked the members to meet prior to the May 11, 2016 Board of Governors meeting and to nominate a slate of officers for election.

4. President's Report

President Lamkin discussed attending the "Purse Bingo" held on April 16 and that Staff Council was able to raise \$11,000. Dr. Lamkin would also like to thank Dr. Rose Beebe and the Health Sciences Division for their hard work on the RN-BSN accreditation visit.

Next, Dr. Lamkin that the move of the Center for Student Services is complete and the center is fully operational. Institutional Advancement has returned to the Main Building and is relocated across the hall from the President's Office. Plans now call for renovations of the Community Room, creating a space for small events, choir rehearsals and small performances.

Dr. Lamkin then informed the members that we will be honoring our most successful students at the Annual Honors Ceremony to be held in the College Activities Center on April 29th at 6 p.m. On Monday May 2, the Annual Employee Recognition Lunch will celebrate and honor the accomplishments by our staff and faculty and would like to invite all of the members to attend these upcoming ceremonies.

Lastly, Dr. Lamkin reported the end of the school year will be celebrated on Saturday May 7 at 2 p.m. at our Spring Commencement. There will be more than 170 graduates taking part in the ceremony and our speaker will be Senator Bob Ashley.

5. Approval of Minutes

The minutes of the Regular Board meeting of March 9, 2016, were approved upon a motion by Mr. Denbigh, seconded by Ms. Smith.

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 the President's evaluation process. Mr. Miller moved to adjourn to Executive Session. Ms. Mosser seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:21 p.m. The Board Chair requested that Dr. Lamkin join Executive Session. Chairman Matheny announced that the Board would return to the regular meeting at 3:30 p.m. Mr. Miller moved to return to regular session. Mr. Bell seconded the motion. Motion passed.

7. Action Items

- Approval of President's Evaluation Process

Chairman Matheny, reported the members discussed the evaluation process for Dr. Lamkin and asked for a motion to approve the resolution and to complete the evaluation at the May Board of Governors meeting.

Mr. Miller moved to approve the following 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

Ms. Smith seconded the motion. The motion passed.

8. Information Items

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of March, 2016. Ms. Harris also reported that she is currently working on the FY17 Budget to present at the next Board meeting but changes may need to be made later on due to legislator not setting a state budget yet. Ms. Harris answered questions from the members.

- SGA Update

SGA President, Bill Bell, provided the Student Government Annual Update and discussed areas where they have focused on over the past year.

- PTK Update

Bill Bell, Phi Theta Kappa Chapter President, provided the Board with an update of PTK, member's accomplishments and awards for this academic year. Mr. Bell answered questions from the members.

9. Board Comments/Announcements

Employee Recognition is May 2, and Spring Commencement is May 7.

10. Next Meeting

May 11, 2016 - JCC.

11. Adjournment

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held May 7, 2016, at 3:15 p.m. at the Jackson County Center.

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 May 11, 2016**

ITEM: 2016-2017 Budget

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2016-2017*

STAFF MEMBER: Alice Harris, Vice President of Finance & Administration

BACKGROUND:

West Virginia University at Parkersburg is statutorily required to submit a Board of Governor's approved budget operating and capital budget to the West Virginia Community and Technical College System on or before May 27, 2016. The budget for FY 2016-2017 for West Virginia University at Parkersburg, as attached, is presented to West Virginia University at Parkersburg Board of Governors for approval. Actions of the Legislature may require future revisions to this budget. If so, a revised budget will be presented to the Board of Governor's at a future meeting for their consideration and approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2016**

ITEM: President's Contract

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the renewal of the President's Contract.*

STAFF MEMBER: Sam Winans, Vice-Chair

BACKGROUND:

Members of the West Virginia University at Parkersburg Board of Governors discussed the renewal of the President's contract during the Executive Session of the Board of Governors meeting. Mr. Winans provided a recommendation to members present. Members are asked to approve the contract as discussed with an effective date of July 1, 2016.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2016**

ITEM: Proposed Repeal of Policy E-58, Affordable Tuition Program

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the repeal of Policy E-58, Affordable Tuition Program, as submitted.

STAFF MEMBER: Anthony Underwood
Vice President for Student Services

BACKGROUND:

A proposal to repeal Policy E-58, Affordable Tuition Program, and to issue a notice of proposed rulemaking was approved by the Board of Governors at its March 9, 2016 meeting. A notice of proposed rulemaking was subsequently issued on March 10, 2016, for a comment period ending on April 11, 2016. A compilation of comments received and the institution's responses to them is attached.

In order to simplify the marketing and recruitment of out-of-state students, foster fiscal best practices and streamline processing times, it is recommended that policy E-58, Affordable Tuition Program, be repealed.

Approval of the proposal as presented is recommended.

COMMENTS RECEIVED
Policy E-58, Affordable Tuition Program
Public Comment Period: March 10 – April 11, 2016

Date Received	Comments	Revisions to policy proposal
3/11/16	<p>To Whom It May Concern,</p> <p>To repeal the Affordable Tuition Program would be absolutely asinine. One of the reasons stated in repealing the program is that it will help simplify the recruitment of out-of-state students, and if the reason is because less out-of-state students will attend WVU-P then they are correct. The money that would be gained for repealing the program would not offset the money lost in tuition from out-of-state students electing to go somewhere else. I am glad to be an out-of-state student that gets treated fairly just because I live across the river. The Affordable Tuition Program was one of the major reasons I elected to attend WVU-P. Up until moments ago when I began to read this proposal, I have been very pleased with my decision. The education I have received has been astronomical, and I have enjoyed my time. Since returning to college and transferring to WVU-P I have maintained a 4.0 at the institution and I am set to graduate this spring. Without the Affordable Tuition Program I would have never attended WVU-P and received the knowledge and skills that I now possess to become a hard working individual in the workforce, a better husband, father, and proud member of my community. Please do not repeal the Affordable Tuition Program. Give the individuals in the neighboring areas a chance to receive the education I have received and posses the skills I now have to become a human being that is proud of their accomplishments because they can now have a better future for themselves and their families. These are the types of students you want to attend WVU-P. These types of students are people like me.</p> <p>Bryon James Sunderman, Out-Of-State Student</p>	None
3/11/16	<p>I have reviewed policy E-58. I understand that repealing this policy would allow for out of state tuition to be charged to students neighboring our boarders. I am opposed to this because I do not feel that there are many options for affordable quality education in this area. I always recommend WVUP to my friends who are considering going back to school. I do so because I believe that WVUP offers the most affordable and most quality education in the area. It provides opportunities to those who have limited resources. I understand the desire for increasing revenue, but WVUP is part of the community and as such it should be civic minded and assist our neighbors in need. If the Board of Governors decides that policy E-58 is too costly and must be repealed. I would like to suggest that instead of repealing the policy, perhaps it could be amended to offer this program to those residing in Washington County, Ohio since it is so close to the main campus. As someone who goes to school full time and works full time, I appreciate the value of affordable education. Please consider my concerns and suggestions when rendering your decision. Sincerely, Janaya Turner</p>	None

West Virginia University at Parkersburg Board of Governors

POLICY E-58
AFFORDABLE TUITION PROGRAM

Section 1. General

- 1.1 This policy establishes the Affordable Tuition Program for out-of-state students in qualifying geographic, academic and student populations.
- 1.2 Authority. W. Va. Code §§ [18B-1-6](#); [18B-2A-4](#)
- 1.3 Effective Date. September 19, 2011

Section 2. Purpose

- 2.1 This policy grants authority for WVU at Parkersburg to charge reduced out-of-state tuition to specific student populations.
- 2.2 As the college is centrally located in an important economic region that includes a significant population on the local state border and there are existing significant recruitment opportunities that current articulation agreements cannot fully address, a unique fee structure for students living across the state border or seeking admission into those academic programs as selected by the institution is necessary.
- 2.3 In no way should this policy be seen as a replacement for any articulation agreement that the college may have currently or negotiate in the future.

Section 3. Qualifications

- 3.1. Students shall qualify for the Affordable Tuition Program if:
 - 3.1.1 The student is a resident of Athens, Guernsey, Meigs, Monroe, Morgan, Noble, or Washington Counties in Ohio, **or**
 - 3.1.2 The student seeks admission to a degree program from a pre-defined list, as specified in institutional procedures approved by the President, **or**
 - 3.1.3 The student seeks admission as an Early Admission student, **and**
 - 3.1.4 The student is not considered a resident of the state of West Virginia for purposes of enrollment.

Section 4. Tuition Rate

- 4.1 The tuition rate to be charged will be approved on an annual basis by the Board of Governors and shall be greater than in-state tuition and less than out-of-state tuition.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2016**

ITEM: Proposed Revision of Policy B-55, Employee and Family Tuition Waiver Program

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the revision of Policy B-55, Employee and Family Tuition Waiver Program as submitted.

STAFF MEMBER: Anthony Underwood
Vice President for Student Services

BACKGROUND:

A proposal to revise Policy B-55, Employee and Family Tuition Waiver Program, and to issue a notice of proposed rulemaking was approved by the Board of Governors at its March 9, 2016 meeting. A notice of proposed rulemaking was subsequently issued on March 10, 2016, for a comment period ending on April 11, 2016. A compilation of comments received and the institution's responses to them is attached.

The purpose of the proposed revision of the Employee and Family Tuition Waiver Program at WVU Parkersburg is to increase the professional education opportunities for employees and their families, to extend service to educate the community and to provide an avenue for the retention of the college's talented workforce. This revision removes previous credit hour, degree and admission type limitations to the program.

Approval of the proposal as presented is recommended.

COMMENTS RECEIVED
Policy B-55, Employee and Family Tuition Waiver Program
 Public Comment Period: March 10 – April 11, 2016

Date Received	Comments	Revisions to policy proposal
3/10/16	In reference to the above policy, I would like to say Thank you. As an employee with a high school student, it is wonderful to finally be able to take advantage of the Waiver option that every other group has access to. Thank you President Fletcher Lamkin and Vice President Anthony Underwood for listening to my concerns. I think this will make WVU Parkersburg a better place to work. Robin Ambrozy	None
3/10/16	This doesn't include faculty or their family members, does it? I wish that it would. Patricia Gaston	None Note: This policy applies to all qualifying employees, including faculty.
3/17/16	I'd like to add that adjunct professors and family receive a waiver as well. Merrel Raney	None

**POLICY B-55
EMPLOYEE AND FAMILY TUITION WAIVER PROGRAM**

Section 1. General

- 1.1 This policy establishes an Employee and Family Tuition Waiver Program for West Virginia University at Parkersburg
- 1.2 Authority. – W. Va. Code [§18B-10-5](#)
- 1.3 Effective Date. – ~~February 18, 2010~~
Replaces version dated February 18, 2010

Section 2. Purpose

- 2.1 To provide tuition waiver benefit for the full-time benefits eligible employees of West Virginia University at Parkersburg and their qualified spouses or dependents beginning in the Fall, 2010 semester.

Section 3. Tuition

- 3.1 All qualifying employees who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients may be granted ~~six (6) credit hours of a~~ tuition per semester equal to full-time tuition. Employees must seek permission of their direct supervisor to qualify for the benefit.
- 3.2 All qualifying spouses and children who apply on time and maintain the institution's standards of satisfactory progress for financial aid recipients may be granted up to full time tuition per semester.
- 3.3 Applications for a tuition waiver must be submitted and will be awarded on a semester basis.
- 3.4 The Employee and Family Tuition Waiver Program will be the last source of grant or scholarship funds contributed to each student, wherein all other grants and scholarships must be applied to the tuition first. Waivers granted through this program must never be more than the total cost of tuition, when taken into aggregate with other forms of scholarship, waivers, or grants.

Section 4. Qualifications

- 4.1 To qualify for the benefit, a student must be either be a full-time benefits eligible employee of the college, a current spouse of such an employee, or a biological or legally adopted child of such an employee 24 years of age or younger who is a legal dependent of the employee.
- 4.2 ~~This fee waiver will not be available for high school early admissions students until they are applying for general, post-secondary admission.~~

- ~~4.3 Students must be pursuing a degree or program that is one academic level higher than the one the student currently holds.~~
- ~~4.4 Students may use this benefit until they earn 144 credit hours or earn a bachelor degree, whichever is first to occur.~~
- ~~4.5 Employees who are also spouses or children of other employees will be considered an employee only for the purposes of this benefit.~~
- 4.6 Those wishing to participate in the program must apply for the benefit for each semester of use. The deadlines for application will be determined and publicized by the Division of Student Services.
- 4.7 Only those classes being taken during the fall and spring semesters will be eligible for the program.

Section 5. Budget

- 5.1 The budget for the tuition waiver benefit program will be derived from the regular tuition waiver allotment as defined by the State of West Virginia and the President of the college.
- 5.2 The college reserves the right to limit the use of funds for the program at the discretion of the President in consultation with the Board of Governors.
- 5.3 The program may be placed into suspension by the WVU at Parkersburg Board of Governors with a six month notice to the college community.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 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 April 30, 2016.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2016**

ITEM: Communications & Media Studies Degree Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Torie Jackson, Assistant Professor,
Journalism

BACKGROUND:

Dr. Jackson will provide an update on the Communications & Media Studies Degree, as well as the radio station and school newspaper.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2016**

ITEM: CTCS Institutional Compact

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Fletcher Lamkin, President

BACKGROUND:

President Lamkin will provide an overview of the CTCS Institutional Compact for 2016-17 thru 2019-20 that was submitted to the WV CTCS.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 13, 2015**

ITEM: 2016-17 Holiday Schedule

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Fletcher Lamkin, President

BACKGROUND:

As authorized by Board of Governors Policy B-08, a holiday schedule for 2016-17 has been established and approved for West Virginia University at Parkersburg, a copy of which is attached. This holiday schedule has been aligned with the schedule of holidays observed by West Virginia University because of the payroll processing system of which WVU Parkersburg is a part. It has been announced campus wide and is posted in the online "Answer Book" for ongoing accessibility.

Title: #IV-4A. 2016-17 Holiday Schedule

Date: July 1, 2016

2016-17

July 4	Monday	Independence Day
September 5	Monday	Labor Day
November 8	Tuesday	Election Day
November 23	Wednesday	
November 24	Thursday	Thanksgiving Day
November 25	Friday	
December 23	Friday	
December 26	Monday	Christmas Day (Observed)
December 27	Tuesday	
January 2	Monday	New Year's Day (Observed)
January 16	Monday	Martin Luther King, Jr. Day
April 14	Friday	
May 29	Monday	Memorial Day

In accordance with [W.Va. C.S.R. § 135-14](#) and Board of Governors [Policy No. B-8](#), Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King Day, are holidays on which the college closes on the legal holiday dates. Additional holidays are observed by West Virginia University at Parkersburg each year by closing the college on dates that accommodate the academic calendar, as indicated above.

If an observed holiday occurs on a nonexempt staff member's regular, scheduled day off, the staff member shall be paid for the holiday.

If any additional holidays are proclaimed by the Governor, a revised holiday schedule will be announced.

Responsible Administrator: President, 304-424-8200