

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**MAY 13, 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, May 13, 2015

Retreat

12:00 p.m. Board Lunch

1:00 p.m. Executive Committee

2:00 p.m. Administrative Services Committee

2:00 p.m. Academic and Student Services Committee

3:00 p.m. Tour of JCC

3:45 p.m. Board Meeting

Community Room

Student Lobby (North End)

Room 115

Room 115

Room 113

Student Lobby (South End)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of May 13, 2015
 Jackson County Center
 3:45 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 | |
| 4. | President's Report | Dr. Fletcher Lamkin, President | |
| 5. | Approval of Minutes | | |
| | <ul style="list-style-type: none"> • Regular Meeting – April 8, 2015 | | 5 |
| 6. | Committee Reports | | |
| | <ul style="list-style-type: none"> • Executive Committee • Administrative Services Committee • Academic and Student Services Committee | Jeff Matheny Sam Winans Curtis Miller | |
| 7. | Action Items | | |
| | <ul style="list-style-type: none"> • FY2016 Budget | Alice Harris, VP Finance & Administration..... | 9 |
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| | <ul style="list-style-type: none"> • Fee Approval for Value Added Processing Summer Classes (DAGR 210 and CUL 210) | Dr. Cindy Gissy Dean of Academic Success.... | 14 |
| 8. | Information Items | | |
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| | <ul style="list-style-type: none"> • 2015-2016 Holiday Schedule | Dr. Fletcher Lamkin..... | 16 |
| 9. | Board Comments/Announcements | | |
| | <ul style="list-style-type: none"> • Spring Commencement – May 16, 2015 | | |
| 10. | Next Meeting | | |
| | June 10, 2015- Multi-Purpose Room | | |

11. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
April 8, 2015

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday April 8, 2015, in the College Activities Center at the WVU Parkersburg Campus, beginning at 3:30 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. 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 welcomed members and guest for attending. Chairman Matheny reported on the Board retreat and thanked everyone for attending and the staff that provided the training.

Next Chairman Matheny recognized Gerard El Chaar and presented him with a replica of the college bell to thank him for his years of service on the Board of Governors.

Chairman Matheny then asked for a report from the Nominating Committee for the slate of officers. Mr. Six reported that the Nominating Committee has met and moved to approve the following slate of officers:

- Chair – Jeff Matheny
- Vice-Chair – Sam Winans
- Secretary – Curtis Miller

Mr. Campbell seconded the motion. The motion passed.

4. President's Report

President Lamkin distributed a report to the Board members and provided an overview. Dr. Lamkin thanked members for their commitment of a full day to the retreat. Dr. Lamkin then reported that Dr. Jane Milley has been appointed as Interim Senior Vice President of Academic Affairs. Next, Dr. Lamkin reported on budget challenges for the next year and that a preliminary balanced budget with contingency plans has been developed. Lastly Dr. Lamkin reported that the college is now gathering accurate information that will allow us to get better, have more reliable financial information, and improve on the budge process.

5. Employee Recognition

President Lamkin and Chairman Matheny recognized staff that dedicated their time to help with the float that was entered into the Easter Parade. President Lamkin thanked each member for their hard work and dedication and presented them with a gift certificate.

6. Approval of Minutes

The minutes of the Regular Board meeting of March 11, 2015, were approved upon a motion by Mr. Miller, seconded by Ms. Donohoe.

7. Committee Reports

- Executive Committee:
Board members present received a report on updates of the budget, College Master Plan, and College Strategic 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 project updates. A report was also received on marketing and public relations.
- Academic and Student Services Committee:
Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of grants, student success, and faculty; credit and non-credit programs; student loan and enrollment/recruitment updates were given.

8. Action Items

- Honorary Degree
President Lamkin provided an overview of the honorary degree nomination as recommended by the Honorary Degree Committee and Faculty Senate. A copy of the nomination form was provided to members to review.

Ms. Donohoe moved to approve the following 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.

Mr. Santer seconded the motion. The motion passed.

- Summer Tuition Rate for High School Students
Anthony Underwood, VP for Student Services, provided an overview on summer tuition rates for high school students.

Ms. Smith moved to approve the following 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.

Mr. Winans seconded the motion. The motion passed.

9. Information Items

- Change in Organizational Structure
President Lamkin reported that for the purpose 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.
- Bridging the Gap Grant Update
Jeff Olson, Institutional Transformation Leader, provided an update on the Bridging the Gap grant. Mr. Olson provided background information on the grant, procedures for requesting funding, areas where funding could be spent, and time frame of grant existence.
- Strategic Plan Update
Mr. Underwood provided updates and time frame on the status of the Strategic Plan.
- Fiscal Update:
Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of March 31, 2015.

10. Board Comments/Announcements

Chairman Matheny reminded Board members that the College will be hosting its annual Employee Recognition Brunch on May 4 at 10 a.m. in the College Activities Center and encouraged members to RSVP to Brady.

Chairman Matheny also reminded members that the Spring Commencement will be held Saturday, May 16 at 2 p.m.

11. Next Meeting

May 13, 2015, Jackson County Center.

12. 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 May 13, at 3:15 p.m. at the Jackson County 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 May 13, 2015**

ITEM: 2015-2016 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 2015-2016.*

STAFF MEMBER: Alice Harris,
VP Finance & Administration

BACKGROUND:

The final budget for 2015-2016 for West Virginia University at Parkersburg will be presented to West Virginia University at Parkersburg Board of Governors for approval.

West Virginia University at Parkersburg
FY 2016 Cash Basis Budget
(Assumes Level Enrollment in FY 2016)

| | Approved FY 15 Budget | Projected FY 2015 Budget | FY 2016 Budget |
|-----------------------------|--------------------------|--------------------------------|-------------------|
| Inflows: | | | |
| State Appropriations | 9,858,752 | 9,858,752 | 9,788,994 |
| Tuition & Fees, Net | 9,500,000 | 8,161,293 | 9,868,763 |
| Child Care | 75,000 | 175,000 | 175,000 |
| Rental income | 160,000 | 15,000 | 40,000 |
| WCE Non-Credit Program Fees | 440,000 | 350,000 | 254,317 |
| Grant Revenues | - | 1,700,000 | 2,289,452 |
| WV CTC Capital Grant | - | - | 377,575 |
| Other Revenues | 830,000 | 1,283,000 | 621,532 |
| Debt Service | (167,000) | (486,785) | (499,950) |
| Less HERA Assessments | (103,707) | (103,707) | (96,228) |
| Total Inflows | 20,593,045 | 20,952,553 | 22,819,455 |
| Outflows: | | | |
| Faculty | 5,049,940 | 5,199,940 | 5,395,300 |
| Nonclassified staff | 1,549,875 | 1,330,000 | 1,527,200 |
| Classified staff | 3,456,310 | 3,375,000 | 3,569,500 |
| Adjunct faculty | 1,216,910 | 1,220,000 | 1,157,300 |
| Student workers | 345,000 | 330,000 | 397,400 |
| Payroll taxes | 850,000 | 830,000 | 895,300 |
| Employee insurance | 925,000 | 925,000 | 1,172,600 |

| | | | |
|---|---------|-----------|-----------|
| Retirement plan contributions | 680,000 | 660,000 | 622,400 |
| OPEB | 375,070 | 355,000 | 446,100 |
| Fringe benefit charges | 143,763 | 115,000 | 151,000 |
| Advertising and promotion | 121,150 | 145,000 | 220,800 |
| Household supplies | 87,598 | 110,000 | 105,000 |
| Computer supplies | 144,686 | 350,000 | 157,000 |
| Hospitality & food products | 30,205 | 100,000 | 110,000 |
| Student activities | 9,779 | 9,000 | 20,000 |
| Insurance | 104,357 | 104,357 | 110,900 |
| Routine maint. contracts | 54,648 | 73,000 | 73,600 |
| Office expenses | 112,856 | 100,000 | 117,500 |
| Other general expenses | 599,975 | 290,000 | 120,500 |
| Payment of claims | 52,090 | - | - |
| Postage & freight | 18,528 | 18,000 | 35,000 |
| Printing & binding | 37,254 | 52,000 | 65,200 |
| Rent expense | 44,981 | 140,000 | 107,200 |
| Education supplies | 599,839 | 642,000 | 375,000 |
| Telephone & cell phones | 124,079 | 110,000 | 118,500 |
| Training | 29,066 | 102,000 | 99,500 |
| Utilities | 483,304 | 690,000 | 748,700 |
| Bank fees | 22,000 | 40,000 | 40,000 |
| Fleet expenses | 19,205 | 42,000 | 40,300 |
| Travel | 77,325 | 160,000 | 276,800 |
| Professional, consultants, contract labor | 559,780 | 1,642,251 | 2,722,300 |
| Repairs - equipment | 29,450 | 65,000 | 55,000 |

| | | | |
|------------------------------------|-------------------|-------------------|-------------------|
| Repairs - buildings & grounds | 86,500 | 200,000 | 175,900 |
| Land improvements | 130,000 | - | - |
| Library books & materials | 91,519 | 100,000 | 88,200 |
| Miscellaneous other expenses | 222,245 | 25,000 | 27,900 |
| Membership dues | 62,581 | 62,581 | 72,000 |
| Service agreement WVU | 250,000 | 250,000 | 250,000 |
| Equipment | 95,150 | 485,017 | 232,500 |
| Capital projects | 500,000 | 650,000 | 876,575 |
| Decoupling | 831,250 | 300,000 | - |
| Contingency 3% of Appropriation | 92,480 | 295,765 | 43,480 |
| Total outflows | 20,315,748 | 21,692,911 | 22,819,455 |
| Projected surplus (deficit) | 277,297 | (740,358) | - |

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

ITEM: Happy Valley Property Sale

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes the administration of West Virginia University at Parkersburg to pursue the sale of the property located at Happy Valley as described below.*

STAFF MEMBER: Alice Harris,
VP Finance & Administration

BACKGROUND:

In June 2013, West Virginia University at Parkersburg accepted a gift of a tract of land recorded in the Office of the Clerk of the County Commission of Wood County, West Virginia, in Deed Book 493, at page 193 described as follows:

All of Lot E as shown on a plat of Richard Wilhelm's Division of Lots No. 72 and 73 of Happy Valley Addition.

The original intent in accepting the donation was to utilize the property in our diversified agriculture program. However, the college was fortunate to acquire the Hammond Farm property which is much more suitable for the long term needs of the diversified agriculture program. Therefore, we no longer have a need for the property at Happy Valley.

Any sale of the above property would be subject to approval by the West Virginia Community and Technical College System of West Virginia and final approval of the West Virginia University at Parkersburg Board of Governors. Any and all proceeds from the sale of this property would be utilized to fund future capital projects.

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

ITEM: Fee Approval for Value Added Processing Summer Classes (DAGR 210 and CUL 210)

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves a \$75 fee for Value Added Processing classes.

STAFF MEMBER: Dr. Cindy Gissy, Dean of Academic Success

BACKGROUND:

During the spring semester a new course in Value Added Processing was approved. This course will be taught for the first time in the summer semester of 2015. The course will be listed as both a Diversified Agriculture course and a Culinary Arts course. The course objective is for students to learn a variety of processing techniques for fresh fruits and vegetables that add value to the produce. Hands on instruction will be supplemented with online lectures. Topics to be covered include:

- Sanitation and Regulations
- Basic food preparation
- Selecting and storage of fresh produce
- Canning- acidified and non-acidified food
- Dehydration
- Freezing
- Grain Milling
- Niche marketing

Students will need specialized equipment (for example, jars for canning) and food products for the course. A \$75 dollar fee is requested to be associated with the course to provide uniform materials for all students. As this course was not approved until the spring semester, this fee could not be included in the regular fee review by the board.

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

ITEM: 2015-16 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 2015-16 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. 2015-16 Holiday Schedule

Date: July 1, 2015

2015-16

| | | |
|-------------|-----------|-----------------------------|
| July 3 | Friday | Independence Day (observed) |
| September 7 | Monday | Labor Day |
| November 25 | Wednesday | |
| November 26 | Thursday | Thanksgiving Day |
| November 27 | Friday | |
| December 24 | Thursday | |
| December 25 | Friday | Christmas Day |
| December 28 | Monday | |
| December 31 | Thursday | |
| January 1 | Friday | New Year's Day |
| January 18 | Monday | Martin Luther King, Jr. Day |
| March 25 | Friday | |
| May 10 | Tuesday | Primary Election Day |
| May 30 | 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