

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JULY 21, 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, July 21, 2015

5:00 p.m. Board Meeting

Community Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of July 21, 2015
Community Room
5:00 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.	Action Items	
	• Program Fees	Dr. Jane Milley, Sr. VP Academic Affairs.....4
	• Campus Master Plan	Alice Harris, VP Finance & Administration.....5
	• Demolition of Gateway Annex	Alice Harris, VP Finance & Administration.....6
	• Downtown Center Lease	Senta Goudy, VP Institutional Advancement.....8
6.	Information Items	
	• Change in Organizational Structure	Dr. Fletcher Lamkin.....9
	• Property Update	Dr. Fletcher Lamkin.....10
	• Course Prefix Change for Prior Approved Fees for Engineering Technology Courses	Dr. Jane Milley, Sr. VP Academic Affairs.....11
7.	Board Comments/Announcements	
8.	Next Meeting September 9, 2015 - Multi-Purpose Room	
9.	Adjournment	

**West Virginia University at Parkersburg Board of Governors
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ITEM: Program Fees

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approve additional course fees for the following programs for the 2015-2016 academic year

STAFF MEMBER: Dr. Jane Milley, Interim Senior Vice President of Academic Affairs

BACKGROUND:

The following fees need to be added to each of the courses listed below in the Industrial Safety Technology Certificate, Industrial Electrical and Instrumentation Technician Certificate and the Electrical Technician Certificate. These fees include certification costs, material costs, and consumables for each class.

Industrial Safety Technology Certificate - \$85.00 fee

- IST 120
- INDT 120
- IST 250
- INDT 143
- IST 112
- IST 230
- IST 240
- IST 260
- IST 130

Industrial Electrical/Instrumentation Technician Certificate - \$85.00 fee

- IDID 101
- IDIT 260 Capstone
- IDIT 102
- MTEC 112
- IDIT 201
- IDIT 202

Electrical Technician Certificate- \$85.00 fee

- ELEC 115
- ELEC 116
- ELEC 117
- ELEC 118

**West Virginia University at Parkersburg Board of Governors
Meeting of July 21, 2015**

ITEM: Approval of WVU at Parkersburg Campus Development (Master) Plan

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the updates to the WVU at Parkersburg Campus Development Plan

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

BACKGROUND:

Background: WV Code, Title 35, Series 12 requires that West Virginia University at Parkersburg develop and submit a ten year Campus Development (Master) Plan and submit it to the West Virginia Community & Technical College System (WVCTC) for review and approval.

During the fall and spring of fiscal year 2015, WVUP's President, Vice President of Finance and Administration and Director of Facilities worked diligently on the development of the new 10 year plan. To complete this task, we engaged the assistance of Pickering Associates to assist us in ensuring that all essential technical elements were considered. Additionally, we held meetings with various stakeholders including WVUP's Board of Governors and its Facilities Master Plan Committee to seek their guidance in identifying the vision for and needs of WVUP's campus & facilities. Based on the feedback received from these groups, the comprehensive master plan was developed. A draft was shared with the Board of Governors at the June 10, 2015 and a copy of the final report was sent to all Board members on June 23, 2015. All feedback received from the Board's review of the documents have been incorporated into the plan.

**West Virginia University at Parkersburg Board of Governors
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ITEM: Approval of Demolition of the Gateway Annex

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the demolition of the Gateway Property at the entrance of WVU at Parkersburg's Main Campus*

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

BACKGROUND:

In fiscal year 2014, WVU at Parkersburg acquired the Gateway Property located on Route 47 at the entrance to the main campus. The property's prior owners had utilized the building as a convenience store and gas station. In addition, the upstairs portion of the property includes 3 apartments, each approximately 980 square feet in size.

The property was acquired for \$28,000 and has remained vacant since its acquisition. In the spring of 2015, it was determined that the college should rent the upstairs apartments to generate enough annual revenue to cover the cost of the utilities and upkeep of the property. During the process of preparing the apartments to be rented, we discovered that the entire length of the main beam supporting the weight of the second floor is split. As a result, the building is currently structurally unsound and unsafe to allow occupancy of the apartments. At the same time, it was determined that in order to allow for safe egress to the apartments, the deck, railing and stairs leading up to the second floor needed to be replaced.

In order to repair the support beam, the ceiling of the first floor will need to be torn out so that jacks may be placed under the beam to lift it and the entire second floor of the building back to its original position. The process of jacking up the floor to repair the support beam will most likely result in cracking and damage to the walls, roof and ceilings of the apartments. The bottom line is that WVU at Parkersburg is looking at extensive costs (\$40,000 to \$60,000) to simply shore up the support beam, deck and stairs of a building that was designed as a convenience store. This cost estimate does not include repairing any damage of the second floor apartments or roof that may result from jacking up the second floor. Additionally, converting this property from its current layout for any other use will require significant interior and exterior remodeling which leads to the following question. Does it make sense to spend sparse capital resources to remodel a building whose structural integrity is in question and current layout does not work well for any of the suggested Master Plan uses of the property?

The 10 year Campus Master Plan included the notion that the Gateway property could be demolished to allow for the possible expansion of the entrance of the main campus. With the acquisition and demolition of the adjacent Swisher Lane property, razing the Gateway

property would significantly increase the visibility of the main campus entrance. Combined with the adjacent property, demolishing the Gateway building would provide WVU at Parkersburg a tract of land large enough for the future construction of a student union, alumni center or other such facility envisioned in the campus master plan.

WVUP's management has obtained quotes for the demolition of the building at cost of \$9,000. In light of the questionable structural integrity of the existing building and the projected cost of repairs, we are requesting that the Board consider approval of the demolition of the Gateway property to prepare the land for a future use to be determined.

**West Virginia University at Parkersburg Board of Governors
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ITEM: Letter of Intent to Lease 705 Market Street

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors intends to lease 705 Market Street, Parkersburg, WV to Parkersburg Brewing Company LLC within three months of this date dependent on their obtaining financing and the stipulations outlined in the attached Letter of Intent to Lease 705 Market Street.

STAFF MEMBER: Senta Goudy, Vice President of Institutional Advancement

BACKGROUND:

The Downtown Center of WVU Parkersburg houses four separate addresses (705, 707, 709 and 711 Market Street). The college has made physical improvements to 707 Market Street where classes and public gatherings are held. Earlier this year the college decided to look for opportunities to increase revenues to support its operations at the Downtown Center. Parkersburg Brewing Company, a small locally owned micro brewing company, asked to see the 705 Market Street space as part of its site selection process for a brewery and wholesale and retail sales outlet.

College staff have worked with owners Daniel Curtis and Justin Logue to agree upon the details of a lease that are beneficial to both parties. However, the PBC must obtain financing before a lease can be finally executed. Because 705 Market Street is unfinished PBC agrees to get sufficient financing to make the necessary improvements to the WVUP space. Improvements include restrooms, HVAC, fire alarms, sprinkler systems

PBC requests a Letter of Intent to Lease so that they can begin to seek funding for the construction and business startup costs.

The Letter of Intent is attached. It specifies the lease rate, permanent improvements that will be made to WVUP space, construction cost recovery plan, and other details that will form a future lease.

Approval of this resolution will allow PBC to seek funding. Once funding is acquired PBC will then seek a lease based on the agreed upon details in the Letter of Intent. That lease will be presented to the BOG for final approval.

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ITEM: Property Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Fletcher Lamkin, President

BACKGROUND:

The house on property purchased at 180 Cedar Grove Road, has been taken down. Clean up is now in process to vacate the lot.

**West Virginia University at Parkersburg Board of Governors
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ITEM: Change in Organizational Structure

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Fletcher Lamkin, President

BACKGROUND:

For purposes of enhanced administrative effectiveness, a change in reporting structure has been implemented.

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

ITEM: Course Prefix Change for Prior Approved Fees for Engineering Technology Courses

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Jane Milley, Senior Vice President for Academic Affairs

BACKGROUND:

During the spring semester several courses in the Engineering Technology program had the course name changed from various ELEC, EAMT prefixes to ENGR prefixes. These changes were made through the curriculum committee so that Engineering Courses offered through the STEM Division could be distinguished from ELEC courses offered in the WCE Division and any courses from the suspended energy assessment and management program (EAMT) that could be utilized in the Engineering Technology program could be identified appropriately. Fees that were approved under the old prefixes need will remain the same under the new prefixes. Justification for the fees remain the same: to provide funds for maintenance/repair/upgrades of software and equipment used throughout the program.

ENGR 120 Engineering Methods \$100

ENGR 124 PLC's Industrial Computers and Telemetry Fundamentals: \$100

ENGR 220 Fluid, Mechanical and Electrical Power Systems: \$100

ENGR 228 Embedded Systems Programming: \$100

ENGR 230 Control Systems: \$100

ENGR 234 Advanced Control Systems: \$100

ENGR 240 Heating and Cooling Systems 1: \$100

ENGR 241 Heating and Cooling Systems 2: \$100

ENGR 250 Building Automation Control: \$100

ENGR 280 Specialized Topics: \$100