

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**AUGUST 10, 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  
Cody Irick  
Matthew Santer  
William Bell

Dr. Fletcher Lamkin  
President



# SCHEDULE

## **West Virginia University at Parkersburg Board of Governors**

**Wednesday, August 10, 2016**

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Work Shop Lunch	President's Board Room
2:00 p.m.	Administrative Services Committee	1332A
2:00 p.m.	Academic and Student Services Committee	1300
3:15 p.m.	Board Meeting	President's Board Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of August 10, 2016  
President's Board Room  
3:15 p.m.

1.	Call to Order	Board Chair, Jeff Matheny	
2.	Swearing in of new Board member	Debbie Richards Special Assistant to the President	
3.	Roll Call	Brady Whipkey Executive Assistant to the President	
4.	Board Chair Report	Chairman Matheny	
5.	President's Report	Dr. Fletcher Lamkin, President	
6.	Approval of Minutes		
	<ul style="list-style-type: none"> <li>• Regular Meeting – May 11, 2016 .....</li> </ul>		5
7.	Committee Reports		
	<ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Administrative Services Committee</li> <li>• Academic and Student Services Committee</li> </ul>	<ul style="list-style-type: none"> <li>Jeff Matheny</li> <li>Steve Hardman</li> <li>Donna Smith</li> </ul>	
8.	Action Items		
	<ul style="list-style-type: none"> <li>• Approval of 2016-2017 Capital Projects</li> </ul>	<ul style="list-style-type: none"> <li>Alice Harris, VP Finance &amp; Administration.....</li> </ul>	9
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	<ul style="list-style-type: none"> <li>• Modification of Allied Health Certificate to Patient Care Technician Certificate Program</li> </ul>	<ul style="list-style-type: none"> <li>Dr. Hank Dunn, Sr. VP Academic Affairs.....</li> </ul>	15

<ul style="list-style-type: none"> <li>• Program Approval for CAS and AAS in Broadcasting</li> </ul>	<p>Dr. Hank Dunn, Sr. VP Academic Affairs.....17</p>
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<ul style="list-style-type: none"> <li>• Fiscal Update</li> </ul>	<p>Alice Harris, VP Finance &amp; Administration.....18</p>
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10. Board Comments/Announcements	
11. Next Meeting September 14, 2016; President’s Board Room	
12. Adjournment	

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
May 11, 2016

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday May 11, 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 requested Mr. Campbell present the slate of officers to be nominated. Mr. Campbell reported that the Nominating Committee had met and have nominated Jeff Matheny as Chair, Sam Winans as Vice-Chair, and Donna Smith as Secretary. Mr. Campbell moved to approve the slate of officers as presented; Mr. Miller seconded. Motion approved.

Chairman Matheny then recognized Ms. Mosser for her time serving on the Board as the Classified Staff Representative, noting this would be her last meeting. Chairman Matheny then recognized Dr. Milley for the work she has done for the college over the past year, noting that this would be her last meeting before her contract expired. Lastly, Chairman Matheny recognized Dr. Sandra Kolakiewicz for her hard work and time she put into organizing and implementing the Early College Program.

**4. President's Report**

President Lamkin discussed the 45<sup>th</sup> Annual Spring Commencement. 339 students completed their studies. Mr. Winans represented the Board of Governors and delivered words of encouragement. Senator Bob Ashley was the featured speaker and delivered a message on being a lifelong learner. During the ceremony Dr. Marshall Griffin and Dr. Roger Lewis were presented with emeritus awards. Andrew Rochus was presented the Bernard P. McDonough Professor of the Year Award. Cynthia Smith was named the 2016 Alumna of the Year.

Next, President Lamkin recognized Dr. Jane Milley. May marks the last month of Dr.

Milley's tenure as Interim Senior Vice President of Academic Affairs. During her year at WVU-P, she has implemented some significant improvements to our academic program, including a restructuring of our general education, the establishment of the Council of New Student Advisors, and the improvement of academic program maps for our major's programs.

President Lamkin announced that Dr. Hank Dunn, will officially become Senior Vice President June 1<sup>st</sup>.

Dr. Lamkin next discussed that the College is gearing up for busy months ahead with summer classes and community education opportunities for all ages. We are offering non-credit community education classes on topics such as boating safety, computer skills and intro to digital photography. We will also offer several short term corporate training programs. Kids College will begin June 20<sup>th</sup> and run through July 21<sup>st</sup>.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of April 21, 2016, were approved upon a motion by Mr. Campbell, seconded by Mr. Denbigh.

## **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 and receive an update from Dr. Lamkin on Guided Career Pathways.
- 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 President's evaluation and contract. Mr. Miller moved to adjourn to Executive Session. Mr. Winans seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:40 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 4:50 p.m. Ms. Donohoe moved to return to regular session. Mr. Denbigh seconded the motion. Motion passed.

## **8. Action Items**

- 2016-2017 Budget

Alice Harris, Vice President of Finance and Administration presented to the Board a proposed 2016-2017 budget. Members reviewed the proposed budget with Ms. Harris answering questions.

Ms. Smith moved to approve the following 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

Mr. Winans seconded the motion. The motion passed.

- President's Contract

Mr. Winans presented to the Board that he has met with Dr. Lamkin and the Executive Committee of the Board of Governors and they have come to an agreement. Mr. Winans provided an overview of the new contract to include period of service and compensation. Members reviewed and discussed the proposed contract with Mr. Winans answering questions.

Mr. Campbell moved to approve the following resolution:

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

Mr. Denbigh seconded the motion. The motion passed.

## 9. Consent Items

Mr. Campbell 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

Mr. Bell seconded the motion. Motion passed.

## 10. Information Items

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of April 30 2016. Ms. Harris answered questions from the members.

- Communications and Media Studies Update

Dr. Torie Jackson provided a detailed update on the Communications & Media Studies Degree, as well as the radio station and the school newspaper.

- CTCS Institutional Compact

President Lamkin discussed the 2016-2017 thru 2019-2020 CTCS Institutional Compact that was submitted to the WVCTCS.

- 2016-2017 Holiday Schedule

President Lamkin provided an overview of the 2016-2017 Holiday Schedule noting that our schedule follows WVU for payroll purposes.

**11. Board Comments/Announcements**

**12. Next Meeting**

TBD.

**13. Adjournment**

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be determined in June and members notified of the meeting schedule.

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 August 10, 2016**

**ITEM:** Approval of FY 2016-2017 Capital Projects

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the completion of the following capital projects for 2016-2017 academic year including the approval to apply for a loan not to exceed \$450,000 from the WVHEPC.

**STAFF MEMBER:** Alice Harris,  
VP Finance & Administration

**BACKGROUND:**

Approval is requested to complete the following critical capital projects during the FY 16-17 academic year. A description of the project and the source of funding for each project is included below:

Description of Project	Source of Funding for Project	Estimated Cost
Roof Replacement Library Wing	Proceeds from Downtown Campus Sale	\$440,000
Replace Sewer Line Main Bldg.	Proceeds from Downtown Campus Sale	\$130,000
Repave Upper Portion of West Parking Lot	Accumulated Parking Fees	\$200,000
Replace 48 Year Old HVAC System on 3 <sup>rd</sup> Floor Main Bldg.	No interest loan from WVHEPC or college reserves	\$475,000

**Roof Replacement Library Wing** – The roof covering the library, bookstore and business office area is a foam coated roof that has exceeded its useful live by approximately 10 years. The foam coating is a favorite nesting material for local birds and as a result is currently leaking in multiple places. Because it is a foam coat roof, it cannot be patched. Immediate replacement is recommended in order to prevent further deterioration of the ceilings in these areas, as well as our concern over the future development of mold.

**Sewer Line Replacement Main Building** – Tree roots have invaded the primary sewer line of the main building causing multiple back up and unsanitary conditions. Replacement of the line is necessary to alleviate the health concerns associated with the current situation.

**Repave Upper Portion of the West Parking Lot** – Beginning in FY 2012, WVUP began charging students a parking fee that is to be utilized for the repair and replacement of

sidewalks and parking lots and to ensure user safety in those lots. Parking fees are collected and when sufficient funds are available in the fund, parking lots are repaved and sidewalks are repaired. The upper portion of the west parking lot is next on the rotation schedule. We will also be using Parking lot funds for the construction of a sidewalk from the back of the lower west lot to the front of the Early Learning Center to address an ADA access issue.

**Replacement of 48 Year Old HVAC Unit on Third Floor of Main Building** – This HVAC unit services the entire third floor is one of 4 HVAC units that were installed when the main building was constructed 48 years ago. In order to move forward in making the third floor a useable space, this HVAC unit must be replaced. Two years ago, the college opened its new science wing. Since that time the old science labs located on the third floor have been removed, floors have been taken up and any asbestos in that area has been abated. Renovation of this area is necessary to free up space on the 2<sup>nd</sup> floor of the main building to allow for an expansion of the nursing skills lab as required by the nursing program accreditation body. The third floor also provides the College an opportunity to add some larger, modern classrooms to better serve our students.

As part of the approval of this project, we are also asking that you approve a request to apply for a loan from the WVHEPC in an amount not to exceed \$450,000. The college recently paid off the Downtown Center roof loan in July 2016 reducing our annual debt service by \$80,000 per year. The estimated debt service on this loan would be \$90,000 per year for five years. In the event the loan is not approved, we recommend that reserve funds be utilized to replace the unit.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2016**

**ITEM:** President's Deferred Compensation

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the recalculation of the contractually agreed to deferred compensation provision in the January 2014 President's contract to be prorated to the first day of the month in which the approval of the new 3 year contract occurs. The payment of the deferred compensation will take place immediately after the execution of the new contract.

**STAFF MEMBER:** Alice Harris,  
VP Finance & Administration

**BACKGROUND:**

On January 14, 2014 the Board of Governors of West Virginia University at Parkersburg entered into a 2 year contract with Dr. Fletcher M. Lamkin to serve as the college's President. Subsequent to the end of the contract term, the Board of Governors voted to extend the President's contract for an additional 3 year period subject to the approval of the West Virginia Community & Technical College System's Board of Governors. As such, upon the approval and signing of the new contract Dr. Lamkin will have earned the deferred compensation stated in the original contract on a pro-rata basis. The approval and execution of the new contract signifies the fulfillment of the original contract at a term of less than the 2 years originally agreed to by both parties requiring a pro-rata modification of the deferred compensation terms.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2016**

**ITEM:** 2016-2017 Budget

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

**STAFF MEMBER:** Alice Harris,  
VP 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. May 27, 2016. The College complied with this requirement despite the fact that the WV State budget had not been passed and our tuition rates had not been reviewed by the WVCTCS. Subsequently, both items have been resolved and as a result, the following amended budget for FY 2016-2017 for West Virginia University at Parkersburg, as attached, is presented to the West Virginia University at Parkersburg Board of Governors for your consideration and approval.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2016**

**ITEM:** Approval of FY 2016-2017 Tuition

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

**STAFF MEMBER:** Alice Harris,  
VP Finance & Administration

**BACKGROUND:**

West Virginia University at Parkersburg (WVUP) is required to submit a request to the West Virginia Community & Technical College System (WVCTCS) to establish the next fiscal year's tuition rates. The College may request a rate of up to 5% without seeking the approval of the West Virginia Council of Community & Technical College System. Given the Council's reticence to approve tuition increase in excess of 5% as expressed during the Council's July 15, 2016 meeting, the administration of WVUP recommends that we establish our FY 17 at the rates listed below. The 5% increase in tuition is expected to increase net tuition revenue by approximately \$250,000. Out-of-state tuition rates were previously approved at the March 9, 2016 Board of Governor's meeting. No changes in the amounts previously approved are recommended as they represent decreases over prior year rates. This information is included for informational purposes only.

<b>Associate Level Rates:</b>	<b>FY 15-16 Rate</b>	<b>FY 16-17 Rate</b>
In State Tuition	\$134	\$141
Out-of-State Tuition	\$476	\$330
<b>Baccalaureate Rates:</b>		
In State Tuition	\$185	\$194
Out-of-State Tuition	\$487	\$350

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2016**

**ITEM:** Five-Year Program Reviews 2015-16

**RECOMMENDED RESOLUTION:**

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2015-16.

**STAFF MEMBER:**

Dr. Hank Dunn  
Senior Vice President

**BACKGROUND:**

As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, —Policy Regarding Program Review, WVU at Parkersburg has conducted an internal follow-up review of five programs this academic year in accordance with these procedures. The internal review consisted of a thorough review by the Outcomes Assessment Committee, an Academic Affairs standing committee, based on strict criteria. The possible recommendations fall into six categories for the programs under review:

- 1) Continuation of the program without specific action,
- 2) Continuation of the program with specific action;
- 3) Continuation of the program at a reduced level;
- 4) Identification of the program for further development;
- 5) Development of a cooperative program with another institution; or
- 6) Discontinuation of the program.

The recommendations are as follows:

**CONTINUATION WITHOUT SPECIFIC ACTION**

**Bachelor of Applied Science in Criminal Justice.** The Bachelor of Applied Science in Criminal Justice should be continued at the current level with no specific action. The quality of the report was good but can be improved by providing more specific analysis showing how student performance on program outcomes are being used to improve student learning outcomes. The next report is due in 2020-21.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 2016**

**ITEM:** Approval of the modification of the Allied Health certificate program to the Patient Care Technician certificate program

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the modification of the Certificate in Allied Health to the Certificate in Patient Care Technician program

**STAFF MEMBER:** Dr. Hank Dunn  
Senior Vice President

**BACKGROUND:**

Careers within healthcare are one of the fastest growing areas of opportunity. Health care occupations with the largest projected employment increases are registered nurses; personal and home care aides; home health aides; nursing aides, orderlies, and attendants; medical assistants; and licensed practical and licensed vocational nurses ([www.bls.org](http://www.bls.org)).

The Allied Health Certificate program was designed to prepare a student for entry into the nursing program or to choose two skill sets that could be used for immediate employment in health care. Skill sets included: CNA and phlebotomy (most popular), or BTEC 254/255/256.

- Students have been unable to get the skill sets required for the Allied Health program.
- With the faculty qualifications required by the state of WV, the certified nursing assistant course has not been offered for the last four semesters.
- In addition, there have been barriers with offering the phlebotomy course as credit (insufficient enrollment) unless combined with the noncredit course

The Allied Health program has been modified to a Patient Care Technician (PCT) program. The major difference in the two programs is the skill sets required.

- The two PCT courses (12 credits combined) replace the current skill set options (14 credits) of Allied Health.
- HPER 172 (First Aid with CPR) and COMM 202 (Interpersonal Communication) are required components of the certification exam and have replaced the Math general education of the Allied Health and the 2 hour difference in the skill sets.
- The two PCT courses encompass the direct patient care skills of the Certified Nursing Assistant/PCT (first semester) and the skills of the Phlebotomist and EKG technician (second semester) - included within the role of the PCT.
- Successful completion of the program prepares the graduate to sit for the national certification exam for Patient Care Technician (required).

- The graduate will also be eligible to sit for the Phlebotomy Technician Certification and EKG Technician Certification if they desire.

Employment options are good for the PCT. The PCT works alongside other health care professionals to provide hands on assistance to meet patient's basic needs.

- Salaries range from \$10.35 up to \$12-14 with certification and experience.

We are requesting approval of the modification of the Allied Health certificate program to a Patient Care Technician certificate program.

## West Virginia University at Parkersburg Board of Governors

**ITEM:** Program Approval for CAS and AAS in Broadcasting

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the program requirements for the Certificate of Applied Science (CAS) and Associate of Applied Science (AAS) in Broadcasting.

**STAFF MEMBER:** Dr. Hank Dunn  
Senior Vice President

### **BACKGROUND:**

These two programs are designed to be career ladders with the CAS feeding directly into the AAS. The AAS in Broadcasting can then be used in a career ladder to allow students the option of completing the Bachelor of Applied Science degree in Communication and Media Studies with a Broadcasting Concentration.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 10, 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 July 31, 2016.