

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**AUGUST 9, 2017  
AGENDA**

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## Members

Sam Winans, Board Chair

Donna Smith, Vice Chair

Steve Hardman, Secretary

Jeff Matheny

Joseph Oliverio

Jason Landers

Cheryl Donohoe

John Denbigh

John Hushion

Torie Jackson

Cody Irick

Austin Grimmatt

Dr. Fletcher Lamkin

President



# SCHEDULE

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

**Wednesday, August 9, 2017**

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Work Shop Lunch-Monica James	President's Board Room
2:00 p.m.	Administrative Services Committee	1123A (Tutoring Center)
2:00 p.m.	Academic and Student Services Committee	1300 (Community Board Rm)
3:15 p.m.	Board Meeting	President's Board Room



## 12. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
May 10, 2017

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday May 10, 2017, at the Jackson County Center, beginning at 3:15 p.m. Board members present were: Jeff Matheny, Sam Winans, Donna Smith, Steve Hardman, Joseph Oliverio, Jason Landers, Cheryl Donohoe, John Denbigh, John Hushion, Torie Jackson, William Bell and Cody Irick. 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 Mr. John Gorrell, Dean of Jackson County Center for his hospitality in hosting the Board meeting at his locations. Chairman Matheny stated that it is always good to get out to other locations and seeing what the College has to offer the students and community. Next Chairman Matheny requested a moment of silence in honor of Violet Mosser who had recently passed away. Ms. Mosser had served as Staff Representative to the Board of Governors for many years. Chairman Matheny, next thanked and showed gratitude to Mr. Joe Campbell who had served on the Board of Governors and received an honorary degree at the Commencement Ceremony held on May 6.

Next, Chairman Matheny called upon Mr. Denbigh to report on behalf of the Nominating Committee for the Slate of Officers. Mr. Denbigh reported that the committee had met and discussed the 2017-2018 Academic Year Slate of Officers. The Nominating Committee would like to recommend the follow: Sam Winans – Chair, Donna Smith – Vice Chair, Steve Hardman – Secretary. Chairman Matheny asked members if there were any further nominations.

Mr. Landers made the motion to close nominations and accept the Slate of Officers as presented. Mr. Bell seconded the motion. Motion passed and Slate of Officers is appointed.

Lastly, Chairman Matheny recognized Mr. Bill Bell. This meeting would be Mr. Bell's last, as he is stepping down as SGA President. President Lamkin noted that Mr. Bell has been

the longest serving SGA President in the history of the College. Members thanked Mr. Bell for his service.

#### **4. President's Report**

Dr. Lamkin reported on the May 6 Commencement Ceremony. He was very honored with being able to recognize Joe Campbell and Tom Taggart with Honorary Degrees, recognizing faculty of the year and alumni of the year. Dr. Lamkin was delighted with the team effort by the faculty and staff and the presence of the Board members at the ceremony.

Dr. Lamkin discussed that this is always the most exciting time of the year on campus. On April 15, we celebrated our student scholarship awardees and donors. On April 28, we held our Honors Ceremony where student, faculty, and staff contributions were celebrated. Wood County Schools was also recognized as our Community Partner of the Year for their support of the college.

Next Dr. Lamkin reported that the college will be hiring a Director of the Center for Teaching Excellence. This will provide the tools necessary for faculty to succeed and to help our students succeed.

Lastly Dr. Lamkin was pleased to announce that Dr. Torie Jackson has agreed to direct the Center for Teaching Excellence in the coming year. Dr. Jackson has also been selected to attend the WVCTCS Deans Leadership Academy. The Academy is designed to provide intensive training that specifically addresses the unique administrative needs of CTCS leaders.

#### **5. Approval of Minutes**

The minutes of the Regular Board meeting of April 12, 2017, were approved upon a motion by Ms. Smith, seconded by Mr. Denbigh.

#### **6. Committee Reports**

- Administrative Services Committee:  
Mr. Hardman reported that the Administrative Services Committee met and discussed 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:  
Ms. Smith reported that the Academic and Student Services committee met and received reports from Academic Affairs, Workforce and Economic Development and Student Affairs: HLC Accreditation update, Summer Schedule overview, Assessment Day; non-credit programs; enrollment and recruitment, student satisfaction update, and new Admission Counselor, were given.

#### **7. Executive Session under the authority of WV Code §6-9A-4-2A**

Chairman Matheny asked for a motion to move into Executive Session to discuss the President's evaluation. Ms. Smith 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 4:17 p.m. Mr. Winans moved to return to regular session. Ms. Smith seconded the motion. Motion passed.

After returning to open session, Chairman Matheny reported that the Board members discussed President Lamkin's evaluation as well as the goals and jobs that have been laid out before him. Dr. Lamkin has exceeded the goals and performed the duties of his job to the highest of standards. The members of the Board could not be more pleased with the performance of Dr. Lamkin and are hopeful for a long and continued relationship

## **8. Action Items**

- Five Year Program Review

Dr. Chad Crumbaker, Interim Vice President of Academic Affairs, presented to the Board the proposed resolution to approve the Five Year Program Reviews for 2016-2017. Dr. Crumbaker provided a detailed report on the process of the review and those that are involved. Dr. Crumbaker then provided an overview of the recommendations noting that there are four programs recommended for continuation without specific action and three programs with specific action. With no further discussion Chairman Matheny requested a motion to approve.

Ms. Smith moved to approve the following 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.

Ms. Donohoe seconded the motion. The motion passed.

- 2017-2018 Budget

Alice Harris, VP Finance and Administration, presented the proposal to accept the 2017-2018 budget. Ms. Harris informed the members of the Board that we are obligated to have approval on a budget and submitted to the West Virginia Community and Technical College System on or before May 25, 2017. However, the State has not approve their budget so future actions of Legislature could result in revisions to the budget being submitted for approval today. If so, a revised budget will be presented to the Board at a future meeting for their consideration. Mercer Step Pay Increase for qualified classified staff effective October 1, 2017. Members reviewed and discussed the proposal, with Ms. Harris answering questions. With no further discussion Chairman Matheny requested a motion to approve.

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 2017-2018  
Mr. Oliverio seconded the motion. The motion passed.

Mr. Winans seconded the motion. The motion passed

## **9. Consent Items**

Chairman Matheny presented the following to be approved under the Consent agenda.

- Proposed Revision of Policy D-51, Admission to West Virginia University at Parkersburg
- Proposed Policy B-21, Employee Discipline

Ms. Smith made the motion to approve the Consent Agenda as presented. Ms. Donohoe seconded the motion. The motion passed.

## **10. Information Items**

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of April 30, 2017. With review and discussion, Ms. Harris answered questions from the members.

- 2017-2018 Holiday Schedule

President Lamkin provided an overview of the 2017-2018 Holiday Schedule noting our schedule follows WVU for payroll purposes.

## **10. Board Comments/Announcements**

Chairman Matheny thanked the newly appointed Board leadership, Executive Committee of the Board of Governors, Vice-Presidents, and Dr. Lamkin for all of their hard work and efforts to better the College and for the dedicated assistance provided to him during his tenure as Chairman of the West Virginia University at Parkersburg Board of Governors.

Mr. Winans thanked Chairman Matheny for his years of service, leadership and guidance. It has been a pleasure working with him and we have a great team to work with.

President Lamkin thanked Chairman Matheny for the outstanding work he has done while serving as Board Chair and for his visible presence at the College.

## **11. Next Meeting**

TBD

## **11. Adjournment**

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be determined at a later date and members will be notified of the complete Academic Year 2017-2018 Board of Governors meeting schedule.



Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

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Jeff Matheny, Chairman

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Donna Smith, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of March 9, 2016**

**ITEM:** Approval of FY 2017-2018 Fee Corrections

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the amended fees recommended for the 2017-2018 academic year.

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

**BACKGROUND:**

At the time of approval of the FY 18 fee schedule, there were two misprints on the list of fees. Following is a summary the two items. The correct amounts were presented in the fee request to the WVCTCS and need to be confirmed by the West Virginia University at Parkersburg Board of Governors.

Fee Name	Per Original Report	Correct Amount
CLEP Test Fee	\$15	\$25
Blackboard Support Fee	\$20 per credit hour	\$22 per credit hour

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 9, 2017**

**ITEM:** Approval of 2% pay increase effective pay period including October 1, 2017 (except for faculty which would be effective with the pay cycle beginning on August 16, 2017)

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a 2% pay increase for employees as described below.

**STAFF MEMBER:** Fletcher M. Lamkin, President

**BACKGROUND:**

Faculty and most staff of West Virginia University at Parkersburg have not received a pay increase since June 2014. In order to retain highly qualified and dedicated faculty and staff, the administration believes that it is imperative that West Virginia University at Parkersburg grant a 2% pay increase to all eligible faculty and staff. For faculty, the increase would become effective for the pay cycle starting August 16, 2017 and for staff on October 1, 2017. A streamlining of fiscal operations and stabilization of enrollments is providing sufficient funding to pay for and sustain these increases.

When approved, the pay increases will be applied as follows to each group:

Faculty – All full-time regular faculty who have a minimum of nine months of credited service with West Virginia University at Parkersburg as of June 30, 2017 will be granted a 2% pay increase beginning with their next contract period in August 2017. Temporary faculty and those with less than nine months of credited service as of June 30, 2017 will not be eligible for the 2% pay increase. The estimated cost of this pay increase will be \$155,000.

Nonclassified Staff – All nonclassified regular staff with a minimum of nine months of credited service with West Virginia University at Parkersburg as of June 30, 2017, will receive a 2% pay increase. The estimated cost of this pay increase will be \$47,000.

Classified Staff – All classified regular staff with at least nine months of credited service with West Virginia University at Parkersburg as of June 30, 2017, will receive a pay increase in an amount equivalent to the greater of the annual Mercer Step increases or 2%. Estimated cost \$150,000.

**Budget Justification**

In the past two years the college has budgeted for a 40 hour work week for staff. It is apparent that the change to a 40 hour work week will not occur in the upcoming fiscal year. Funding previously set aside to pay for the expected increase can now be utilized to fund the cost of the proposed pay increase without adding a significant amount to overall budgeted personnel expenses. Actual expenses for FY 17 as indicated below were less than FY 17 budgeted amounts due to the inclusion of a 40 hour work week and the decrease in the number of academic sections offered by the college because of increased class sizes. Additionally, the FY 18 budget as approved by the Board of Governors in May 2017 included provision for this pay increase. Following is a summary of the prior two year's budgets for salaries.

<b>Category</b>	<b>FY 17 Approved Budget</b>	<b>FY 18 Approved Budget (1)</b>
<b>Faculty</b>	<b>\$4,535,000</b>	<b>\$4,553,221</b>
<b>Nonclassified</b>	<b>\$1,968,960</b>	<b>\$2,200,000</b>
<b>Classified</b>	<b>\$3,710,790</b>	<b>\$3,575,000</b>
<b>Total</b>	<b>\$10,214,750</b>	<b>\$10,328,221</b>

(1) Includes projected 2% pay increase.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 9, 2017**

**ITEM:** Annual Board Certification

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Dr. Fletcher Lamkin, President

**BACKGROUND:**

The West Virginia Community and Technical College System (WVCTCS) requires members of the Governing Boards of each institution to complete training each year. New members must complete three hours of training in the fiscal year they are appointed with a total of six hours every two fiscal years. The West Virginia University at Parkersburg has an average of 16.8 hours during this reporting period with our new members averaging 12 hours of training.

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 9, 2017**

**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, 2017.