

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

SEPTEMBER 9, 2015
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, September 9, 2015

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Work Shop Lunch	President's Conference Room
2:00 p.m.	Administrative Services Committee	Room 1314
2:00 p.m.	Academic and Student Services Committee	Room 1330
3:15 p.m.	Board Meeting	President's Conference Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of September 9, 2015
 President's Conference Room
 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
• Recognition of Jamie Six | Chairman Matheny |
| 4. | President's Report | Dr. Fletcher Lamkin, President |
| 5. | Approval of Minutes

• Regular Meeting – August 12, 2015 | 4 |
| 6. | Committee Reports

• Executive Committee
• Administrative Services Committee
• Academic and Student Services Committee | Jeff Matheny
Steve Hardman
Donna Smith |
| 7. | Possible Executive Session under the authority of WV Code §6-9A-4-9
• Discuss future property needs | |
| 8. | Information Items
• Education & Humanities Update

• Fiscal Update | Dr. David Lancaster, Chair
Education & Humanities.....8

Alice Harris, VP
Finance & Administration.....9 |
| 9. | Board Comments/Announcements | |
| 10. | Next Meeting
October 21, 2015, Board Retreat – President's Conference Room | |
| 11. | Adjournment | |

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
August 12, 2015

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday August 12, 2015, in the President's Conference Room at the WVU Parkersburg Campus, beginning at 3:30 p.m. Board members present were: Jeff Matheny, Sam Winans, 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 noting that he had no report to give at this time.

4. President's Report

President Lamkin discussed realignment of college functions to improve effectiveness and that the implementations should be complete this month. Dr. Lamkin discussed the need to strengthen the Early Alert System when students are having problems. We are providing training and new emphasis to make this vital component of student retention more effective. The college has reorganized the approach to advising, tutoring and mentoring to improve the effectiveness of these activities. Dr. Lamkin then discussed creating a Student Services One Stop Shop. This important step forward is consistent with best practices and represents not only an important enhancement in our physical layout but also a philosophical change to our support to students. Next Dr. Lamkin discussed the need to enhance communication among faculty, staff and students, and to add exciting activities to attract student involvement.

5. Approval of Minutes

The minutes of the Regular Board meeting of June 10, 2015, and Special Meeting of July 21, 2015, were approved upon a motion by Mr. Campbell, seconded by Mr. Winans.

6. Committee Reports

- Executive Committee:
Board members present received a report on enrollment and construction of the Student Services One Stop Shop.

- Administrative Services Committee:
Board members present received reports from the Foundation on fundraisers, grants, events, donations, and marketing and communications. They also received reports on renovations being done to facilities and campus. A report was received on the position vacancies, new hires, and restructuring update. A report was received on information technology project updates. A report was also received on fiscal services.
- 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; credit and non-credit programs; enrollment and Black Board Stop Out Campaign results 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 future property needs of the College. Mr. Winans moved to adjourn to Executive Session. Ms. Mosser seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:45 p.m. The Board Chair requested that Dr. Lamkin and Ms. Goudy join Executive Session. At approximately 4:19 p.m. Chairman Matheny announced that the Board would return to the regular meeting. Mr. Campbell moved to return to regular session. Mr. Denbigh seconded the motion. Motion passed.

8. Action Items

- Approval of Funds for Construction of a Student Services One Stop Center
Dr. Lamkin, provided an overview of the Student Services One Stop Center, detailing benefits to the students and layout of the center with floor plans. Members reviewed and discussed the proposed resolution with Dr. Lamkin answering questions.

Mr. Bell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the use of Reserve Funds to retrofit the first floor of WVUP's main campus building for the construction of a Student Services One Stop Center, not to exceed \$495,227.

Ms. Smith seconded the motion. The motion passed.

- Approval of Mercer Step Pay Increase for Qualified Classified Staff Effective October 1
Alice Harris, VP of Finance and Administration provided an overview of the proposed resolution to accept the new Mercer Step Pay Increase for Qualified Staff effective October 1, 2015. Members reviewed the proposed resolution with Ms. Harris answering questions.

Mr. Campbell moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves step pay increases for classified staff with 15 years or less services as required to fully fund salaries in accordance with the Mercer Scale.

Mr. Winans seconded the motion. The motion passed.

9. Consent Agenda

Mr. Denbigh moved to approve the following Consent Agenda Item:

- Revision of Policy A-34, Equal Opportunity, Affirmative Action and Nondiscrimination

Ms. Smith seconded the motion. Motion passed.

10. Information Items

- Alumni Relations Update
Elizabeth Godfrey, Alumni Specialist, provided an overview of Alumni Relations Program to include mission and strategy, history of Alumni Relations, and the strategic plan. Ms. Godfrey answered questions from members.
- Fiscal Update:
Alice Harris, VP Finance and Administration provided a detailed report on the budget summary as of July 31, 2015. Ms. Harris answered questions from the members.
- Professional Development Week Schedule
Dr. Jane Milley, Interim Senior Vice President of Academic Affairs, provided an overview of the Professional Development Week Schedule, thanked those that have been able to attend sessions so far.
- WVU at Parkersburg Programs Available
Dr. Milley provided a list of current programs available for study at the college to members.

11. Board Comments/Announcements

Dr. Lamkin reminded members that the fall Convocation would be held August 24, 2015 at 11 a.m. in the College Multi-Purpose Room.

12. Next Meeting

September 9, 2015, President's Conference Room.

11. Adjournment

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held September 9, 2015, at 3:15 p.m. in the President's Conference Room.

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 September 9, 2015**

ITEM: Education & Humanities Division Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. David Lancaster
Chair, Education & Humanities

BACKGROUND:

Dr. Lancaster will provide updates to the West Virginia University at Parkersburg Board of Governors on the Education and Humanities Division.

**West Virginia University at Parkersburg Board of Governors
Meeting of September 9, 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.