

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**MARCH 8, 2017  
AGENDA**

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## Members

Jeff Matheny, Board Chair

Sam Winans, Vice Chair

Donna Smith, Secretary

Steve Hardman

Joseph Oliverio

Jason Landers

Cheryl Donohoe

John Denbigh

John Hushion

Torie Jackson

William Bell

Cody Irick

Dr. Fletcher Lamkin  
President



# SCHEDULE

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

**Wednesday, March 8, 2017**

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Work Shop Lunch	President's Board Room
1:30 p.m.	Audit Committee	President's Office
2:00 p.m.	Administrative Services Committee	1123A –Tutoring Center
2:00 p.m.	Academic and Student Services Committee	1301-Community Room
3:15 p.m.	Board Meeting	President's Board Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
Meeting of March 8, 2017  
President's Board Room  
3:15 p.m.

1.	Call to Order	Board Chair, Jeff Matheny	
2.	Roll Call	Brady Whipkey Executive Assistant to the President	
3.	Board Chair Report • Faculty Recognition	Chairman Matheny	
4.	President's Report	Dr. Fletcher Lamkin, President	
5.	Approval of Minutes  • Regular Meeting – February 8, 2017 .....		5
6.	Committee Reports  • Executive Committee • Audit Committee • Administrative Services Committee • Academic and Student Services Committee	Jeff Matheny Jason Landers Steve Hardman Donna Smith	
7.	Action Items  • MOU with Caperton Center  • Approval of WVU at Parkersburg Fiscal Year 2016 Audit	Dr. Fletcher Lamkin President.....  Alice Harris, VP Finance & Administration.....	8  9
8.	Information Items  • Sabbatical Leave  • Fiscal Update	Dr. Fletcher Lamkin President.....  Alice Harris, VP Finance & Administration.....	10  11
9.	Board Comments/Announcements Board Retreat will be focused on Strategic Look Ahead		
10.	Next Meeting April 12, 2017 ; Board Retreat President's Board Room		

## 11. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
February 8, 2017

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday February 8, 2017, in the President's Board Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Jeff Matheny, Donna Smith, Steve Hardman, Joseph Oliverio, Jason Landers, Cheryl Donohoe, John Denbigh, John Hushion, Torie Jackson, Cody Irick, 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 reported that Chancellor Tucker with the WVCTC meet with members of the Board via Skype during their lunch session. Chancellor Tucker reported on information she has received and concerns in regards to the current Legislative Session and the Governors State of the State Address.

**4. President's Report**

Dr. Lamkin reported to the Board that the two year process of implementing Guided Pathways for Success has come together. The College is already receiving positive feedback from students as well as positive indicators with the freshman class. Dr. Lamkin then discussed that the faculty and staff have worked hard to implement the processes, procedures, and curricular changes associated with Guided Pathways. With all of this work completed it is a good time to reflect on what's been accomplished and to assess and examine the leadership provided to our faculty and staff. A 360 degree evaluation program will be initiated for the President and four Vice-Presidents.

Dr. Lamkin then reported that to better serve our students, the College has initiated an "Express Start" program, which delivers a normal 16 week class in eight weeks by meeting four days per week instead of two. The classes can accommodate brand new students or even current students looking to pick up some additional credits this semester. Classes will begin March 6 and are offered in 33 different subject areas.

Next Dr. Lamkin discussed that the Summer Bridge program will launch this summer. This will enable students to earn seven credit hours in just six weeks with a focus on Math and English. The program is designed for recent high school graduates and individuals who

have been out of school for a lengthy period. We will begin accepting applications for this program on March 15.

Lastly, Dr. Lamkin reported that there will be two faculty recruitment events held. The first will take place Wednesday February 22 on the main campus and again on Wednesday March 1, at the Jackson County Center, both beginning at 6:00 p.m. We are seeking full-time, master's degree faculty in the areas of accounting, business, English, education, early child development, mathematics and psychology.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of January 11, 2017, were approved upon a motion by Mr. Denbigh, seconded by Ms. Smith

## **6. Committee Reports**

- Executive Committee

Chairman Matheny reported that the Executive Committee met to discuss committee appointments. Jason Landers has been named to Chair the Audit Committee. Next they discussed events and activities over the next couple of months that would be good opportunities for Board Recognition for past members. They also received an overview of the 360 Degree Evaluation for the President and four Vice-Presidents.

- 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 programs, data and faculty; non-credit programs; enrollment and recruitment, were given.

## **7. Consent Items**

Chairman Matheny presented the list of items to be approved under the Consent agenda.

- Proposed Policy A-63, Policy on rights of Pregnant and Nursing Mothers
- Proposed Revision of Policy B-12, Adjunct Faculty
- Proposed Policy B-30, Policy on Posting Positions

Mr. Oliverio moved to approve the list of Consent Agenda Items as presented. Ms. Smith seconded the motion. Motion passed.

## **8. Information Items**

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of January 31, 2017. With review and discussion, Ms. Harris answered questions from the members.

## **9. Board Comments/Announcements**

Mr. Denbigh reported that he was proud to hear Chancellor Tucker mention GPS and commend the College for all the hard work and effort that has been put into it.

**10. Next Meeting**

March 8, 2017, President's Board Room.

**11. Adjournment**

With no further business to be discussed, Chairman Matheny adjourned the meeting. The next meeting will be held on March 8, 2017.

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 8, 2017**

**ITEM:** Memorandum of Understanding with Caperton  
Center for Applied Technology

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at  
Parkersburg Board of Governors approves the  
Memorandum of Understanding with Caperton  
Center for Applied Technology

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

**BACKGROUND:**

West Virginia University at Parkersburg (WVUP) has met with members of Wood County Schools to discuss the Memorandum of Understanding (MOU) with the Caperton Center for Applied Technology. The following MOU is being presented to the WVU-Parkersburg Board of Governors for approval.



**West Virginia University at Parkersburg Board of Governors  
Meeting of March 8, 2017**

**ITEM:** Approval of WVU at Parkersburg Fiscal Year 2016  
Audit

**RECOMMENDED RESOLUTION:** *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the Audit report for fiscal year ending June 30, 2016 as submitted

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

**BACKGROUND:**

Ms. Harris will provide a report on the audit for fiscal year June 30, 2016 to the Board of Governors for their review and approval.

**West Virginia University at Parkersburg Board of Governors  
Meeting of March 8, 2017**

**ITEM:** Sabbatical Leave

**RECOMMENDED RESOLUTION:** Information Only

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

**BACKGROUND:**

Dr. Lamkin will provide an update on one application for Sabbatical Leave that has been approved for the Fall 2017 Semester.

**West Virginia University at Parkersburg Board of Governors  
Meeting of March 8, 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 February 28, 2017.