

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**MARCH 20, 2018
AGENDA**

Members

Sam Winans, Board Chair
Donna Smith, Vice Chair
Steve Hardman, Secretary
Jeff Matheny
Joseph Oliverio
Jason Landers

Cheryl Donohoe
John Denbigh
John Hushion
Chris Cunningham
Cody Irick
Austin Grimmett

Dr. Jane Milley
Interim President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, March 20, 2018

11:30 a.m.	Executive Committee	Room 113
12:30 p.m.	Lunch – Institutional Research Jeremy Starkey	Room 107
2:00 p.m.	Administrative Service Committee	Room 115
2:00 p.m.	Academic & Student Services Committee	Room 113
3:15 p.m.	Board Meeting	Student Lounge

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of March 20, 2018
 Jackson County Center
 Student Lounge
 3:15 p.m.

- | | | |
|-----|---|--|
| 1. | Call to Order | Board Chair, Sam Winans |
| 2. | Roll Call | Brady Whipkey
Executive Assistant to the President |
| 3. | Board Chair Report | Chairman Winans |
| 4. | President’s Report | Dr. Jane Milley, Interim President |
| 5. | Approval of Minutes | |
| | <ul style="list-style-type: none"> • Regular Meeting – February 14, 20184 | |
| 6. | Committee Reports | |
| | <ul style="list-style-type: none"> • Executive Committee • Administrative Services Committee • Academic and Student Services Committee | Sam Winans
Steve Hardman
Donna Smith |
| 7. | Action Items | |
| | <ul style="list-style-type: none"> • Approval of FY 2018-2019 Tuition Rate Request • Approval of FY 2018-2019 Fees | Alice Harris, VP
Finance & Administration.....7

Alice Harris, VP
Finance & Administration.....9 |
| 8. | Information Items | |
| | <ul style="list-style-type: none"> • Strategic Plan Update • Fiscal Update | Anthony Underwood, VP
Student Services.....13

Alice Harris, VP
Finance & Administration.....14 |
| 9. | Board Comments/Announcements | |
| 10. | Next Meeting
April 11, 2018; Francis & Nina Phares Community Room | |
| 11. | Adjournment | |

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
February 14, 2018

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday February 14, 2018, in the Nina Phares Music and Rehearsal Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Sam Winans, Donna Smith, Steve Hardman, Jeff Matheny, Jason Landers, Cheryl Donohoe, John Denbigh, John Hushion, Chris Cunningham, Cody Irick, and Austin Grimmatt. Others present included Dr. Jane Milley and Brady Whipkey.

Guests present included administrators, faculty and staff.

1. Call to Order

Mr. Winans, 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 Winans, reported that at the Search Committee chaired by Donna Smith has been doing outstanding work to get the search underway and has us moving in the right direction.

4. President's Report

Dr. Milley reported that the College is in the sixth week of the spring semester and Dr. Crumbaker is busily working on the fall and summer class schedule. Dr. Milley also reported on personnel changes. Dr. Torie Jackson was named Chair of the Humanities, Fine Arts and Social Sciences Division. Alice Harris, Vice President of Finance and Administration has been named as the Executive Vice President.

Next Dr. Milley reported on the following activities that has happened: On January 22, 2018, the College hosted a reception for all WV Legislators. On February 6, attended the Mid-Ohio Valley Chamber Day at the Legislature. The argument for the HLC Assurance visit on March 5 and 6 is completed and ready for review by the HLC visiting team.

Lastly, Dr. Milley reported on upcoming events for the spring semester. On March 22, 2018, there will be a Social Justice program titled "Disarming Hate and Bigotry: Building an Accepting an Inclusive Community." On March 24, the College will host a concert featuring The Cold Stares. On March 27, there will be a panel of four WVU-P international students that will speak and compare life in the home countries to life in the United States. March 29, the College will kick off a free series of programs to educate the public on the opioid epidemic. The following two panels will be on April 5, and April 12. On April 10, the College will co-host a cabaret style show with Artsbridge featuring Luke Frazier. Monica

James is hosting a mural competition. She is looking for original ideas that express the mission and meaning of WVU-P. Spring Commencement is May 5, with Senator Joe Manchin serving as our speaker.

5. Approval of Minutes

The minutes of the Regular Board meeting of January 10, 2018 and Special Meeting of January 22, 2018, were approved upon a motion by Mr. Denbigh, seconded by Ms. Smith.

6. Committee Reports

- Executive Committee
Chairman Winans reported that the Executive Committee met to discuss the Presidential Search and personnel.
- Administrative Services Committee:
Mr. Hardman reported that the Administrative Services Committee met and discussed renovations to facilities and campus. A report was received on the position vacancies, and new hires. A report was received on marketing and communication efforts, career services news, and Foundation updates. A report was received on financial budget updates.
- Academic and Student Services Committee:
Ms. Smith reported that the Academic and Student Services committee met. A report was received on HLC Accreditation, summer and fall schedules and advancement manufacturing program partnership with Hino. A report was received on WED programs. A report was received on enrollment, impact of mandatory financial aid counseling during intake process and personnel.

7. Executive Session

Chairman Winans asked for a motion to move into Executive Session under the authority of WV Code§6-9A-4-2A to discuss the Presidential Search. Ms. Smith moved to adjourn to Executive Session. Mr. Cunningham seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:37 p.m. Chairman Winans announced that the Board would return to the regular meeting at 4:29 p.m. Mr. Denbigh moved to return to regular session. Ms. Smith seconded the motion. Motion passed.

8. Information Items

- Presidential Search Update
Donna Smith, Chair Presidential Search Committee provided an update on the search. RH Perry and Associates were on campus and met with focus groups to discuss what they would like to see in their next President. After collecting this information, they put together the search profile that was approved by the Board and the posting did go out on time. All of the applications will go to the search firm not to us. The posting will close on March 12, 2018. On March 5, the applications will be opened to the committee to start scoring. On April 9, the committee will meet with the search firm to compile the semi-finalist list. The firm will coordinate interviews via video conferencing. Interviews will be completed by April 20. After finalist are determined, the firm will conduct the due diligence. List will be narrowed down and

applicants will come to campus for interviews. The recommendation will go to the Board at the May meeting to vote on the next President.

- Strategic Plan Update
Anthony Underwood, VP Student Services is out sick. Update will be given at next meeting.
- Fiscal Update
Ms. Harris provided a detailed report on the budget summary as of January 31, 2018. With review and discussion, Ms. Harris answered questions from the members.

10. Board Comments/Announcements

None

11. Next Meeting

March 20, 2018, Jackson County Campus.

12. Adjournment

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held on March 20, 2018.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Sam Winans, Chairman

Steve Hardman, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of March 20, 2018**

ITEM: Approval of FY 2018-2019 Tuition Rate Request

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve the recommended tuition rates included below for submission to the West Virginia Community & Technical College System for 2018-2019 academic year.

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

BACKGROUND:

West Virginia University at Parkersburg is seeking approval to submit a tuition rate request to the WVCTCS Board for FY 2018-2019 as follows:

In-State Rates	Associate Level	Baccalaureate Level
FY 17-18 Rate Per Hour	\$ 148.00	\$ 203.00
Percentage Increase	3.4%	3.9%
Increase Per Hour	\$ 5.00	\$ 8.00
FY 18-19 Rate Per Hour	\$ 153.00	\$ 211.00

Out-of-State Rates	Associate Level	Baccalaureate Level
FY 17-18 Rate Per Hour	\$ 330.00	\$ 350.00
Percentage Increase	3.4%	4.0%
Increase Per Hour	\$ 11.00	\$ 14.00
FY 18-19 Rate Per Hour	\$ 341.00	\$ 364.00

The high school and early college rate will remain at the previous year rate of \$50 per credit hour.

Tuition rate increases are necessary to cover the cost of rising insurance, internet and information technology costs and are in line with the HEPI 2017 inflation rate of 3.7%.

In addition to the above rate increase, West Virginia University at Parkersburg is requesting the implementation of a mandatory Student Activity Fee of \$25 per student per semester and a mandatory parking and safety fee of \$25. This proposed fee, which was endorsed by the WVUP Student Government Association, will be used to support the leadership, academic retention, and community engagement of the entire student body. These funds will enable the foundation of a comprehensive leadership and community volunteer program, cultural

events to expand the social knowledge and employability of our students, and resources to expand and improve the quality of our orientation and intervention programs.

The parking and safety fee is a special fee that has been on our books for a number of years and currently applies to approximately 90 percent of our students. WVUP wishes to make this a mandatory fee for ease and reduction of cost of enforcement. All monies collected from this fee are utilized for parking lot, sidewalk maintenance and outside lighting.

Because these are mandatory fees, they must be included in considering the overall percentage increase in tuition. If the total requested increase exceeds a 3 year average of 7%, approval of the WVCTCS Board is required. The requested increases fall below this threshold as calculated below:

	Associate In State Rate	Baccalaureate In-State Rate	Associate Out-of- State Rate	Baccalaureate Out-of-State Rate
Tuition Increase Per Term	\$ 60.00	\$ 96.00	\$ 132.00	\$ 168.00
Activity Fee Per Term	25.00	25.00	25.00	25.00
Parking & Safety Fee Per Term	25.00	25.00	25.00	25.00
Total Increase Per Term	\$ 110.00	\$ 146.00	\$ 182.00	\$ 218.00
Prior Year Rate Per Term	\$1,776.00	\$2,436.00	\$3,960.00	\$4,200.00
Percentage Increase FY 19	6.16%	5.99%	4.59%	5.19%
Percentage Increase FY 18	5.00%	5.00%	0.00%	0.00%
Percentage Increase FY 18	5.00%	5.00%	0.00%	0.00%
Three Year Average	5.39%	5.33%	1.53%	1.73%

Note: Due to the uncertainty in the State of West Virginia budget process, it may be necessary to revisit this resolution.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 20, 2018**

ITEM: Approval of FY 2018-2019 Fees

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

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

BACKGROUND:

The administration of West Virginia University at Parkersburg recommends the approval of the attached fee schedule for FY 2018-2019 academic year. The following is a list of new fees and significant changes to existing fees:

- A new mandatory Student Activity Fee of \$25 per student per semester is being requested. The proposed activity fee supports leadership, academic retention, and community engagement of the entire student body. These funds would enable the foundation of a comprehensive leadership and community volunteer program, cultural events to expand the social knowledge and employability of our students, and resources to expand and improve the quality of our orientation and intervention programs. These efforts will be augmented with an additional professional employee paid for by the fee who will serve as a leadership and volunteer coordinator and a liaison to community organizations where our students can sharpen their business skills while serving the community.
- The name of the Blackboard Fee was changed to Technology Fee to more accurately reflect the purpose of the fee. This fee is utilized to pay for costs related to providing technology to on-campus and on-line students. A \$3 increase is included to cover the rising cost of WV Net fees for various software licenses and hosting. In conjunction with this fee increase, we have also eliminated the computer lab replacement fee, as the technology fee will now cover the expenses previously covered by the lab fee.
- The Business Division has requested a new fee of \$20 to pay for the cost of the Peregrine exam administered to students enrolled in GBUS 101. The exam is a key tool for the assessment of learning outcomes as required by the business programs accreditors.
- The Patient Care Technology Fee increased by \$10 to cover the increase in the actual cost of the exam.
- Eliminated fees include the Practicum Fee \$20 per credit hour, and Computer Lab Fee \$7 per credit hour. Additionally, the graduation fee will be charged to only those students who wish to participate in the graduation ceremony.
- The Engineering Fee has been eliminated for FY 19 due to suspension of the Engineering Tech program.

With the exception of the items listed above, all other fee levels remained the same as the prior year. The complete list of fees is included in the following attachment.

Attachment H

West Virginia Council for Community and Technical College Education

Listing of Program Fees

Academic Year 2018-19

Table Twelve

Program Fees and Charges	Rate Per Semester 2017-18	Requested Rate Per Semester 2018-19	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2018-19 *
West Virginia University at Parkersburg				
Art Fee (ART 240, 241, 243, 244, 251, 351, 245, 343, 340, 242)	\$50	\$50	\$0	\$0
Blackboard Support Fee Technology Fee (per credit hour)(exclude Early College, Student Teaching, and Technical Programs)	\$22	\$25	\$3	\$20,000
BOG AAS and RBA and Prior Learning Posting Fee (per course)	\$50	\$50	\$0	\$0
BOG AAS and RBA Portfolio Evaluation Fee	\$300	\$300	\$0	\$0
Business Program Testing Fee (per course) (GBUS 101)	\$0	\$20	\$20	\$2,000
CAPOT Program Examination Fee after ATPT 260 per course	\$85	\$85	\$0	\$0
CAPOT Program Fee per course (ATPT 130, 131, 132, 140, 141, 242, 244, 260)	\$85	\$85	\$0	\$0
Capstone Course Assessment Fee (per course) (ATPT 260, CDEV 255, CDEV 406, CIT 260, CIT 460, CMS 440, CS 260, CS 460, DRAF 260, DAGR 280, ED 404, ELEC 260, ELEC 224, IM 260, MTEC 280, PSYCH 460, & WELD 260)	\$35	\$35	\$0	\$0
CIT Capstone Exam Fee (CIT 260)	\$200	\$200	\$0	\$0
CIT Fee (per credit hour)	\$25	\$25	\$0	\$0
College-Level Examination (per examination) (\$25 Fee Plus \$80 for test)	\$105	\$105	\$0	\$0
Communication Studies Mass Media Database Fee (COMM 111, 112, 281, 282, 283, 303, 304, 306, 308, 316, and 404) per course	\$30	\$30	\$0	\$0
Computer Lab Replacement Fee (per credit hour)	\$7	\$0	(\$7)	(\$12,000)
Coop Education Assessment Fee (per credit)	\$25	\$25	\$0	\$0
Co-Requisite Lab Fee (per credit hour)	\$152	\$152	\$0	\$0
Credit by Examination	\$25	\$25	\$0	\$0
Criminal Justice Background Check Fee (CJ 291)	\$36	\$36	\$0	\$0
Criminal Justice Course Fee (CJ 310, CJ 405, LS 210, LS 220) per credit hour	\$0	\$0	\$0	\$0
Criminal Justice Lab Fee - per credit hour (CJ 280, 310, 321, 330, 331, 341, 355, 375, 388, 405, 410)	\$30	\$30	\$0	\$0
CS Capstone Exam Fee	\$125	\$125	\$0	\$0
Drafting 3D and Large-scale Printing Fee (DRAF 112,116)	\$35	\$35	\$0	\$0
Drafting Capstone Exam Fee (DRAF 260)	\$85	\$85	\$0	\$0
Drug Testing Fee NURS 134, 144, 234, & 244, ST 100, ST 211, PTEC 101, & PCT 101)	\$45	\$45	\$0	\$0
Early Childhood Development (Pre-pack) Fee	\$20	\$20	\$0	\$0
ECE Field Placement (Practicum) Fee	\$20	\$20	\$0	\$0

Education Database Fee (EDU 100)	\$135	\$135	\$0	\$0
Education Field Placement Fee (per credit hour) EDUC 100, EDUC 200, EDUC 230, EDU 250, 255 , EDUC 300, EDUC 330L, EDUC 350, EDUC 351, EDUC 401L, 302, 402, 403, , EDUC 404, EDUC 405, EDUC 406, EDUC 407, EDUC 408, EDUC 409, EDUC 411, MATH 301, 302, 303, SOCIAL STUDIES 316, SCIENCE 302, LA 302, and ENGL 350	\$25	\$25	\$0	\$0
Engineering Tech Course Fee (ENGR 120, 124, 220, 228, 230, 234, 240, 241, 250, 280)	\$100	\$0	(\$100)	(\$2,000)
English Laboratory Fee (ENG 101L, ENG 102L, ENG 107L)	\$35	\$35	\$0	\$0
HESI Exam	\$45	\$45	\$0	\$0
HPER-CPR Certification Fee	\$15	\$15	\$0	\$0
Legal Studies Course Fee (per course) (LS 210, LS 220)	\$30	\$30	\$0	\$0
LPN Competency Exam	\$50	\$50	\$0	\$0
Mathematics Laboratory Fee (per course) (MATH 120E, 125E, 126E)	\$35	\$35	\$0	\$0
MDS Senior Project Fee (per course) (MDS 492)	\$300	\$300	\$0	\$0
Music 171-190 Applied Music Fee (non-refundable) (12 Private 45 Minute Lessons)	\$350	\$350	\$0	\$0
Music Fee Advanced Classes (390)	\$400	\$400	\$0	\$0
Nursing Lab Fee (NURS 134, 144, 234 & 244)	\$200	\$200	\$0	\$0
Nursing Program Fee (NURS 134, 144, 234 & 244)	\$200	\$200	\$0	\$0
Nursing Testing Fee (NURS 111, 112, 134, 144, 213, 216, 234, 244)	\$270	\$270	\$0	\$0
On-Line Biology Lab Kit Fee (Partially Refunded if Kit Returned)	\$150	\$150	\$0	\$0
Patient Care Tech Lab Fee (Per Course)	\$70	\$70	\$0	\$0
Patient Care Tech Testing Fee (Per Course) PCT 101	\$60	\$70	\$10	\$220
Patient Care Tech Testing Fee (Per Course) PCT 102	\$160	\$160	\$0	\$0
Pharmacy Tech Certification Testing Fee (PTEC 121) per course	\$200	\$200	\$0	\$0
Pharmacy Tech Lab Fee (PTEC 101) per course	\$50	\$50	\$0	\$0
Pharmacy Tech Testing Fee (PTEC 101) per course	\$30	\$30	\$0	\$0
Practicum Fee (ECE 150, ECE 250 and ECE 251) (per credit hour)	\$20	\$0	(\$20)	\$0
Prior Learning Assessment Evaluation	\$100	\$100	\$0	\$0
Proctor Exam Fee	\$25	\$25	\$0	\$0
Science Lab Fee	\$40	\$40	\$0	\$0
Surgical Tech Testing Fee (ST 100, 110)	\$30	\$30	\$0	\$0
Surgical Technology Lab and Testing Fee (ST 211)	\$100	\$100	\$0	\$0
Surgical Technology Lab Fee (ST 100)	\$125	\$125	\$0	\$0
Surgical Technology Lab Testing Fee (ST 112 212)	\$160	\$160	\$0	\$0
Surgical Technology Testing Fee (ST 211)	\$280	\$280	\$0	\$0
Technical Program Fee (per course) (ELEC 115, 116, 117, 118, 234, 260) (ELEC 102, 103, 104, 202, 203, 204, IDIT 101, 102, 201, 202, 260) (IM 101, 102, 103, 201, 202, 203) (MTEC 102, 103, 112, All CMAT) (Elec 101) (IST 112, 120, 130, 230, 240, 250, 260) (INDT 120, 143)	\$85	\$85	\$0	\$0
Welding Course Fee (per course) WELD 111, 113, 121, 131, 132, 133, 124, 125, 160, 171, 221, 260, 279, 281, 291)	\$125	\$125	\$0	\$0

**West Virginia University at Parkersburg Board of Governors
Meeting of March 20, 2018**

ITEM: Strategic Plan Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Anthony Underwood,
VP Student Services.

BACKGROUND:

Mr. Underwood will provide updates on the progress of updating the Strategic Plan.

**West Virginia University at Parkersburg Board of Governors
Meeting of March 20, 2018**

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, 2018.