

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

APRIL 11, 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, April 11, 2018

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch – Kristi McWhirter, Title IX	1300A(Board Room)
2:00 p.m.	Administrative Service Committee	President's Board Room
2:00 p.m.	Academic & Student Services Committee	1300B(Community Board Rm)
3:15 p.m.	Board Meeting	1300A(Board Room)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
 Meeting of April 11, 2018
 Francis & Nina Phares Board Room
 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	
	• Appointment of Nomination Committee		
4.	President's Report	Dr. Jane Milley, Interim President	
5.	Approval of Minutes		
	• Regular Meeting – March 20, 2018.....		5
6.	Committee Reports		
	• Executive Committee	Sam Winans	
	• Administrative Services Committee	Steve Hardman	
	• Academic and Student Services Committee	Donna Smith	
7.	Possible Executive Session under the authority of WV Code§6-9A-4-2A To discuss Honorary Degree		
8.	Action Items		
	• Approval of Honorary Degree	Dr. Jane Milley Interim President.....	9
	• Approval of 3% Pay Increase Effective for the Pay Period Beginning September 30 2018	Alice Harris, VP Finance & Administration.....	10
	• Approval of Increases for Adjunct Faculty and Full-Time Faculty Supplemental Contract Pay Effective for Fall 2018 Contracts and Thereafter	Alice Harris, VP Finance & Administration.....	11
	• Approval of 2018-2019 Budget	Alice Harris, VP Finance & Administration.....	13
9.	Information Items		
	• Fiscal Update	Alice Harris, VP Finance & Administration.....	14

10. Board Comments/Announcements
11. Next Meeting
May 9, 2018; Francis & Nina Phares Board Room
12. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
March 20, 2018

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday March 20, 2018, in the student lounge of the Jackson County Center campus, beginning at 3:15 p.m. Board members present were: Sam Winans, Donna Smith, Steve Hardman, Jeff Matheny, Joe Oliverio, Jason Landers, Cheryl Donohoe, 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 and applications are being reviewed. Ms. Smith will provide update during the Executive Committee Report.

4. President's Report

Dr. Milley reported that the Higher Learning Commission visit took place on March 5 and 6. The four-person team was well prepared for the visit. Their agenda included meetings with the Board, students, faculty, staff and administrators. An exit interview was held to offer feedback on the visit. The team was very positive about the preparation of the assurance arguments, the turnout of the sessions and the positive comments they heard. A draft report was received on March 14, was reviewed for errors in fact and returned on March 19. The draft report had only two of the 21 components identified as needing additional work.

Next Dr. Milley reported that WVU at Parkersburg was invited to a meeting in Charleston on February 27 hosted by the CTCS and HEPC. The meeting was entitled "Momentum Pathways Project" and leaders from Complete College America discussed strategies to increase student retention and graduation.

Dr. Milley then discussed that three years ago, a community conversation began entitled "What's Next Wood County". Dr. Milley was able to meet with this group to discuss ways that WVU at Parkersburg could be more connected to the greater Parkersburg Community. From that meeting we hosted the group on campus. From this meeting we learned there is a National Coalition on Dialogue and Deliberation, whose purpose is to

develop a process that allows people in small groups to share perspectives and experiences we tend to debate or avoid entirely.

Lastly, Dr. Milley reviewed a list of upcoming events taking place on campus.

- March 22, noon, College Theater “Disarming Hate and Bigotry: Building an Accepting and Inclusive Community”.
- March 24, 6 pm, College Activities Center, “The Cold Stares” concert.
- March 27, 12:15, College Theater, a panel of four WVU-P international students will speak and compare life in their home countries to life in United States.
- March 29, 6pm, College Activities Center “Opioid Addiction: Educating, Responding and Treating”. The film Heroin (e) will be shown followed by a discussion with the three women that were in the film.
- April 5, 6 pm, Theater. Opioid Series continues with a panel of three first responders sharing their expertise as responders. Attorney General Patrick Morrisey is expected to be here.
- April 11, 6 pm, Theater. A reading and talk with West Virginia poet Marc Harshman.
- April 12, 6 pm. Opioid Series continues with a panel focusing on treatment. Senator Manchin is expected to provide the introduction via video.

5. Approval of Minutes

The minutes of the Regular Board meeting of February 14, 2018, were approved upon a motion by Mr. Oliverio, seconded by Ms. Smith.

6. Committee Reports

- Executive Committee
Chairman Winans reported that the Executive Committee met to discuss the Presidential Search and asked Ms. Smith to provide an update. Ms. Smith reported that the Search Committee has received the applications and are now in the process of reviewing. All applicants need to be reviewed and turned back in with scoring by March 26 to the search firm. The committee will meet with the search firm to make a finalist list. Those selected will then have a skype interview with the committee. The list will then be narrowed down to no more than five names to be presented at the May Board meeting.
- 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 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 GPS. A report was received on WED programs. A report was received on proposed student fee, personnel and Ohio recruiting efforts.

7. Action Items

- Approval of FY 2018-2019 Tuition Rate Request

Alice Harris, Executive Vice President, Finance and Administration, presented to the Board the proposal to approve the Fiscal Year 2018-2019 Tuition Rate. Ms. Harris provided an overview of the resolution stating purposes of the recommended rates.

Mr. Matheny made the motion to approve the following 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.

Mr. Hardman seconded the motion. The motion passed.

- Approval of FY 2018-2019 Fees

Alice Harris, Executive Vice President, Finance and Administration, presented to the Board the proposal to approve the Fiscal Year 2018-2019 Fees. Ms. Harris provided an overview of the resolution stating purposed of the recommended fees.

Mr. Grimmatt made the motion to approve the following resolution:

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

Mr. Oliverio seconded the motion. The motion passed.

8. Information Items

- Strategic Plan Update

Anthony Underwood, Vice President Student Services provided a detailed report on the update of the Strategic Plan. Members present previewed a PowerPoint presentation detailing each of the goals identified in the plan. Mr. Underwood reported that the full plan could be found on the website for those that wish to view it. With review and discussion, Mr. Underwood answered questions from the Board.

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of February 28, 2018. With review and discussion, Ms. Harris answered questions from the members.

10. Board Comments/Announcements

Chairman Winans recognized Dave White stating that he would soon be retiring. Chairman Winans thanked Mr. White for his years of service and all that he has done for the College.

11. Next Meeting

Chairman Winans reported that the next meeting of the Board of Governors will be held on April 11, 2018 in the Francis & Nina Phares Community Room.

12. Adjournment

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held on April 11, 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 April 11, 2018**

ITEM: Approval of Honorary Degree Candidate

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the granting of Honorary Degree from West Virginia University at Parkersburg, as named by Interim President Milley and announced publicly at the May 5, 2018 Commencement.

STAFF MEMBER: Jane Milley, Interim President

BACKGROUND:

West Virginia University at Parkersburg requests approval of individual for honorary degree. This recommendation is presented to the Board of Governors with the endorsement of the Honorary Degree Screening Committee and the Executive Committee of the Faculty Senate.

Information about the nominee will be presented by Dr. Jane Milley.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 11, 2018**

ITEM: Approval of 3% pay increase effective for the pay period beginning September 30, 2018 (except for faculty that will become effective on the date of the FY 2019 contract execution.)

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a 3% pay increase for employees as described below.

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

BACKGROUND:

During the recently completed West Virginia legislative session, West Virginia University at Parkersburg received an increase in FY 19 state appropriations designated for salary increases totaling \$381,350. This increase in appropriations allows sufficient funding to provide for a 3% across the board pay increase, including taxes and benefits for all eligible employees.

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, 2018 will be granted a 3% pay increase beginning with their FY 19 contract date. Temporary faculty and those with less than nine months of credited service as of June 30, 2018 will not be eligible for the 3% pay increase. The estimated cost of this pay increase will be \$168,700.

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, 2018, will receive a 3% pay increase. The estimated cost of this pay increase will be \$87,000.

Classified Staff – All classified regular staff with at least nine months of credited service with West Virginia University at Parkersburg as of June 30, 2018, will receive a pay increase in an amount equivalent to the greater of the annual Mercer Step increases or 3%. Estimated cost \$125,000.

Budget Justification

Because the legislature appropriated additional funding sufficient to cover the entire amount of the 3% pay increase and the related payroll taxes and benefits, this is a revenue neutral budget item.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 11, 2018**

ITEM: Approval of increases for adjunct faculty and full-time faculty supplemental contract pay effective for Fall 2018 contracts and thereafter

RECOMMENDED RESOLUTION: *resolved* That the West Virginia University at Parkersburg Board of Governors approves a pay increase for adjunct faculty and supplemental contract for as described below.

STAFF MEMBER: Alice M. Harris, Executive Vice President of Finance and Administration

BACKGROUND:

West Virginia University at Parkersburg desires to increase pay rates for adjunct faculty and for supplemental contracts for faculty.

Adjunct Faculty Pay Rates

Faculty Level	Old Rate Per Hour	New Rate Per Hour
Associates	\$400	\$415
Bachelors	\$470	\$485
Masters	\$520	\$535
Doctorate	\$550	\$565

Full-Time Faculty Supplemental Salaries

Faculty Level	Old Rate Per Hour	New Rate Per Hour
Associates	\$400	\$415
Bachelors	\$470	\$485
Masters	\$520	\$535
Doctorate	\$550	\$565

Clinical Faculty in Nursing First Year (225 Hours Maximum)

Level	Old Rate/Hour	New Rate/Hour	Old Maximum	New Maximum
Bachelors	\$31	\$32	\$6,975	\$7,200
Masters	\$33	\$34	\$7,425	\$9,405

Clinical Faculty in Nursing Second Year (285 Hours Maximum)

Level	Old Rate/Hour	New Rate/Hour	Old Maximum	New Maximum
Bachelors	\$31	\$32	\$8,835	\$9,120
Masters	\$33	\$34	\$9,405	\$9,690

Adjunct Laboratory Course Instructors

Level	Old Rate/Hour	New Rate/Hour
Bachelors	\$14	\$15
Masters	\$15	\$16

Budget Justification

WVUP has reduced the number of class offerings resulting in expense reductions that free up funds to cover the cost of the proposed raises as listed above.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 11, 2018**

ITEM: 2018-2019 Budget

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2018-2019*

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

BACKGROUND:

West Virginia University at Parkersburg (WVUP) is statutorily required to submit operating and capital budgets that have been reviewed and approved by the WVUP Board of Governors to the West Virginia Community and Technical College System on or before May 25, 2018. Therefore, the attached FY 19 operating and capital budgets for WVUP are presented for approval.

Future actions of the Legislature may require revisions to this budget. If so, a revised budget will be presented to the Board of Governor's at a future meeting for your consideration and approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 11, 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 March 31, 2018.