

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**MAY 14, 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, May 14, 2018

12:00 p.m. Executive Committee

President's Office

1:00 p.m. Board Meeting

1300A(Board Room)

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of May 14, 2018
Francis & Nina Phares Board Room
1:00 p.m.

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| 1. | Call to Order | Board Chair, Sam Winans |
| 2. | Roll Call | Brady Whipkey
Executive Assistant to the President |
| 3. | Board Chair Report | Chairman Winans |
| | <ul style="list-style-type: none"> • Slate of Officers • Staff Recognition | |
| 4. | President’s Report | Dr. Jane Milley, Interim President |
| 5. | Approval of Minutes | |
| | <ul style="list-style-type: none"> • Regular Meeting – April 11, 2018.....4 • Emergency Meeting – April 27, 2018.....9 | |
| 6. | Information Items | |
| | <ul style="list-style-type: none"> • Fiscal Update | Alice Harris, VP
Finance & Administration.....11 |
| 7. | Action Item | |
| | <ul style="list-style-type: none"> • Five-Year Program Reviews 2017-18 | Dr. Cynthia Gissy, Dean
Academic Affairs.....12 |
| 8. | Executive Session under the authority of WV Code§6-9A-4-2A
To discuss Presidential Search Selection | |
| 9. | Action Items | |
| | <ul style="list-style-type: none"> • Selection of President of WVU Parkersburg | Chairman Winans,.....15 |
| 10. | Board Comments/Announcements | |
| 11. | Next Meeting
TBD; Francis & Nina Phares Board Room | |
| 12. | Adjournment | |

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
April 11, 2018

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday April 11, 2018, in the Francis and Nina Phares Board Room at the WVU Parkersburg 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 Denbigh, John Hushion, Chris Cunningham, and Cody Irick. 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 a Nominating Committee would be appointed to present a slate of officers at the May 9, 2018 Board meeting. Mr. Denbigh will chair the committee with Ms. Donohoe and Mr. Oliverio serving as members.

4. President's Report

Dr. Milley provided an update on the Marketing and Communications department. Katie Wootton resigned from her position and Jennifer Floyd has been appointed as the Interim Director while the search is underway.

Next Dr. Milley reported on the three part opioid series entitled Opioid Addiction: Educating, Responding and Treating, has been a real draw. The first of the series was the Netflix Oscar nominated film Heroin(e) followed by a panel discussion with the tree women in the film. This was very well attended and many audience members asked questions and reeled their own personal stories. The second of the series focused on responding to critical overdose situations. Panelist included Wood county Chief of Police, an Emergency Room Doctor, and an EMT. This was also well attended with excellent audience participation. The last in the series is scheduled for April 12, 2018 at 6 p.m. and will focus on treatment. Panelist will be from Recovery Point in Parkersburg, Mid-Ohio Valley Fellowship Home, Parkersburg Treatment Center, and Westbrook Health Services.

Dr. Milley then reported on enrollment. Current registration for fall 2018 is now underway. Comparing to this time last year headcount and FTE are up. Students have been registered and logged into the Professional Advising Center to meet with an advisor. Students are being encouraged to follow the Complete College America Plan to take 15

credit hours a semester. Dr. Milley is optimistic that given the Ohio campaign, new strategies to attract non-traditional students, early college and homeschool students, and the focus on marketing to specific groups, the college is moving in the right direction.

Lastly, Dr. Milley reported on upcoming Honors Ceremony. This is an annual event honoring achievements by our students. The ceremony will be held on Friday April 27, at 5:30 p.m. in the College Activities Center. United Bank will be the corporate sponsor and Bob Fahrenbacker, Chemours Plant Manager will be the Community Partner of the Year.

5. Approval of Minutes

The minutes of the Regular Board meeting of March 20, 2018 were approved upon a motion by Mr. Oliverio, seconded by Ms. Donohoe.

6. Committee Reports

- Executive Committee

Chairman Winans reported that the Executive Committee met to discuss the Presidential Search and asked that Ms. Smith give an overview.

Ms. Smith reported that the committee has put in a lot of time. They met with the search firm on Monday and was presented the semi-finalist list. Video-conference interviews will begin then after the last candidate, the committee will meet to vote on a finalist list.

- 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 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 Early College, home school event, Business Collaboration Team and New Programs. A report was received on WED programs. A report was received on enrollment, Leadership Fellows Program, recruiting events, 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 Honorary Degree. Mr. Oliverio moved to adjourn to Executive Session. Mr. Denbigh seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:42 p.m. Chairman Winans announced that the Board would return to the regular meeting at 3:48 p.m. Mr. Denbigh moved to return to regular session. Mr. Oliverio seconded the motion. Motion passed.

8. Action Items

- Approval of Honorary Degree

Dr. Jane Milley, Interim President, reported that the Board of Governors went into executive session to discuss the awarding of an Honorary Degree at the May 5, 2018

Commencement ceremony. After discussion there will not be a degree given this year. Dr. Milley would like to notify members that after some research it has been determined that the College can issue a Doctorate in Humane Letters and recommends doing so in the future.

- Approval of 3% Pay Increase Effective for the Pay Period Beginning September 30 2018

Alice Harris, Executive Vice President of Finance and Administration presented to the Board for 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.). VP Harris reported that 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.

After review and discussion, Mr. Denbigh made the motion to approve the following resolution:

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

Ms. Smith seconded the motion. Motion passed

- Approval of Increases for Adjunct Faculty and Full-Time Faculty Supplemental Contract Pay Effective for Fall 2018 Contracts and Thereafter

Alice Harris, Executive Vice President of Finance and Administration presented to the Board for approval increases for adjunct faculty and full-time faculty supplemental

contract pay effective for Fall 2018 contracts and thereafter. VP Harris provided to the Board the old rate compared to the new rate for all faculty members.

After review and discussion Mr. Oliverio made the motion to approve the following 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.

Mr. Cunningham seconded the motion. Motion passed.

- Approval of 2018-2019 Budget

Alice Harris, Executive Vice President of Finance and Administration presented to the Board for approval the 2018-2019 Budget. VP Harris reported that 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

After review and discussion Mr. Oliverio made the motion 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 2018-2019

Ms. Smith seconded the motion. Motion passed.

9. Information Items

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary as of March 31, 2018. With review and discussion, Ms. Harris answered questions from the members.

10. Board Comments/Announcements

Ms. Smith announced that the interviews for the finalist would try to be scheduled for the week of May 14 and if necessary the week of May 21.

11. Next Meeting

May 9, 2018, Francis & Nina Phares Board Room

12. Adjournment

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held on May 9, 2018.

Respectfully submitted,

Brady Whipkey
Executive Assistant to the President

Sam Winans, Chairman

Steve Hardman, Secretary

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
April 27, 2018

A emergency meeting of the West Virginia University at Parkersburg Board of Governors was held on Friday April 27, 2018, in the Francis and Nina Phares Board Room at the WVU Parkersburg Campus, beginning at 9:00 a.m. Board members present were: Sam Winans, Donna Smith, Steve Hardman, Jeff Matheny, Joe Oliverio, Jason Landers, Cheryl Donohoe, John Denbigh, John Hushion, Chris Cunningham, and Cody Irick. 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. Executive Session

None

4. Action Items

- Approval of Finalist for Position of President

Donna Smith, Chair Presidential Search Committee reported to the Board of Governors for approval of Finalist for Position of President. Ms. Smith reported The Presidential Search Committee, working under the guidance of the search firm R. H. Perry & Associates, has evaluated more than 50 applications for the position of President of West Virginia University at Parkersburg. The committee's recommendation for finalists will be presented for the Board's approval.

Ms. Smith announced the four finalist will be Dr. Chad Crumbaker, J.D. of Parkersburg, WV, Christopher Gilmer, Ph.D. of Vicksburg, MS, C. Jeffery Knighton, Ph.D of Marietta, GA, and Ted Lewis, Ed.D. of Knoxville, TN

After review and discussion Mr. Oliverio made the motion to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves finalists to be invited to campus to interview for the position of President and authorizes the Chair of the Presidential Search Committee to identify an additional reserve candidate, if circumstances warrant.

Mr. Cunningham seconded the motion. Motion passed.

5. Information Items

- Tentative Interview Schedule for Presidential Finalists
Dr. Jane Milley, Interim President, presented to Board members the tentative interview schedule for the Presidential finalist. Members were given a copy for review.

6. Next Meeting

May 14, 2018, Francis & Nina Phares Board Room

12. Adjournment

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held on May 14, 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 May 14, 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 April 30 2018.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 14, 2018**

ITEM: Five-Year Program Reviews 2017-18

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve the recommendations of the Outcomes Assessment Committee regarding program reviews for 2017-18.

STAFF MEMBER: Dr. Chad Crumbaker
Interim Vice-President of Academic Affairs

BACKGROUND:

As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, Policy Regarding Program Review, WVU at Parkersburg has conducted an internal follow-up review of 16 programs this academic year in accordance with these procedures. The internal review consisted of a thorough review by the Outcomes Assessment Committee, an Academic Affairs standing committee, based on strict criteria. The possible recommendations fall into six categories for the programs under review:

- 1) Continuation of the program without specific action,
- 2) Continuation of the program with specific action;
- 3) Continuation of the program at a reduced level;
- 4) Identification of the program for further development;
- 5) Development of a cooperative program with another institution; or
- 6) Discontinuation of the program.

The recommendations are as follows:

CONTINUATION WITHOUT SPECIFIC ACTION

Bachelor of Arts in Elementary Education. The Bachelor of Arts in Elementary Education should be continued at the current level with no specific action. A reaffirmation visit is scheduled for 2019 by the Council for Accreditation for Educator Preparation (CAEP). The next five-year program review report is due in 2022-2023.

Bachelor of Applied Science in Legal Studies. The Bachelor of Applied Science in Legal Studies should be continued at the current level with no specific action. The next five-year program review report is due in 2022-2023.

Bachelor of Science in Business Administration. The Bachelor of Science in Business Administration should be continued at the current level with no specific action. The next five-year program review report is due in 2022-2023.

Bachelor of Science in Nursing. The Bachelor of Science in Nursing should be continued at the current level with no specific action. The next five-year review report is due in 2022-23.

Associate of Applied Science in Business Technology. The Associate of Applied Science in Business Technology should be continued at the current level with no specific action. The next five-year review report is due in 2022-23.

Associate of Applied Science in Legal Studies. The Associate of Applied Science in Legal Studies should be continued at the current level with no specific action. The next five-year program review report is due in 2022-2023.

Associate of Applied Science in Nursing. The Associate of Applied Science in Nursing should be continued at the current level with no specific action. The next five-year review report is due in 2022-23.

Associate of Applied Science in Surgical Technology. The Associate of Applied Science in Surgical Technology should be continued at the current level with no specific action. The next five-year review report is due in 2022-23.

Associate of Applied Science in Welding Technology. The Associate of Applied Science in Welding Technology should be continued at the current level with no specific action. The next five-year review report is due in 2022-23.

Associate of Science in Business Administration. The Associate of Science in Business Administration should be continued at the current level with no specific action. The next five-year review report is due in 2022-23.

Associate of Science in Pre-Professional Studies. The Associate of Science in Pre-Professional Studies should be continued at the current level with no specific action. The next five-year review report is due in 2022-23.

Certificate of Applied Science in Industrial Maintenance. The Certificate of Applied Science in Industrial Maintenance should be continued at the current level with no specific action. The next five-year review report is due in 2022-23.

Certificate of Applied Science in Legal Studies. The Certificate of Applied Science in Legal Studies should be continued at the current level with no specific action. The next five-year program review report is due in 2022-2023.

Certificate of Applied Science in Welding Technology. The Certificate of Applied Science in Welding Technology should be continued at the current level with no specific action. The next five-year review report is due in 2022-23.

CONTINUATION WITH SPECIFIC ACTION

Bachelor of Applied Science. The Bachelor of Applied Science should be continued at the current level with specific action. A follow-up report with a summary of all assessment activities under this degree is due in 2018-2019. The next five-year review report is due in 2022-23.

Certificate of Applied Science in Workforce Skills. The Certificate of Applied Science in Workforce Skills should be continued at the current level with specific action. A follow-up report with a fully developed assessment plan is due in 2018-2019. The next five-year review report is due in 2022-23.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 14, 2018**

ITEM: Selection of President of WVU Parkersburg

RECOMMENDED RESOLUTION: *Resolved:* That the West Virginia University at Parkersburg Board of Governors approves the selection of a candidate for the position of President at WVU Parkersburg subject to the approval of the WV Council for Community and Technical College Education

STAFF MEMBER: Sam Winans, Chair

BACKGROUND:

Four finalists for the position of President of West Virginia University at Parkersburg have visited the Parkersburg campus for interviews from May 3 through May 10, 2018. At this meeting the Board of Governors expects to approve the selection of a candidate to become the next president of the institution.

The Board's selection decision will require subsequent approval by the West Virginia Council for Community and Technical College Education at its meeting of June 5, 2018.