

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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SEPTEMBER 12, 2018  
AGENDA

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## 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  
JB Skidmore  
Austin Grimmett

Dr. Chris Gilmer  
President



# SCHEDULE

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

**Wednesday, September 12, 2018**

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch – David Creel-Marketing Through Social Media	1300A(Board Room)
2:00 p.m.	Administrative Services 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 September 12, 2018  
 Francis & Nina Phares Board Room  
 3:15 p.m.

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|-----|---|---|
| 1.  | Call to Order   | Board Chair, Sam Winans                                     |
| 2.  | Roll Call   | Brady Whipkey<br>Executive Assistant to the President       |
| 3.  | Board Chair Report  | Chairman Winans   |
| 4.  | President's Report  | Dr. Chris Gilmer, President                                 |
| 5.  | Approval of Minutes   |   |
|     | <ul style="list-style-type: none"> <li>• Regular Meeting – August 8, 2018.....4</li> </ul>  |   |
| 6.  | Committee Reports   |   |
|     | <ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Administrative Services Committee</li> <li>• Academic and Student Services Committee</li> </ul> | Sam Winans<br>Steve Hardman<br>Donna Smith                  |
| 7.  | Possible Executive Session  |   |
| 8.  | Action Items  |   |
|     | <ul style="list-style-type: none"> <li>• Agreement with Ohio Valley Health Care</li> </ul>  | President Gilmer  |
| 9.  | Information Items   |   |
|     | <ul style="list-style-type: none"> <li>• Fiscal Update</li> </ul>   | Alice Harris, Executive VP<br>Finance & Administration..... |
| 10. | Board Comments/Announcements  |   |
| 11. | Next Meeting<br>November 14, 2018; Francis & Nina Phares Board Room   |   |
| 12. | Adjournment   |   |

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
August 8, 2018

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday August 8, 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, JB Skidmore, Austin Grimmatt. Others present included Dr. Chris Gilmer 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. Swearing in of New Board Members**

Debbie Richards, Special Assistant to the President, conducted the swearing in of new Board member JB Skidmore.

**3. Roll Call**

Roll Call was taken by Brady Whipkey, Executive Assistant to the President, noting that a quorum was present.

**4. Board Chair Report**

Chairman Winans, welcomed everyone back for another year. Next Chairman Winans discussed that in order to succeed you have to surround yourself with good people. The College worked hard to make sure that happens and would like to welcome Dr. Gilmer aboard.

**5. President's Report**

Dr. Gilmer began his report by thanking the Board of Governors and those present for a great first six weeks. Dr. Gilmer then discussed that the College is in strong fiscal condition and that his top two priorities will be to maintain the safety of the campus and to maintain a strong fiscal condition. His third priority is to determine the optimum size of the student population relative to our fiscal, physical plant and human resources and needs of our service area.

Dr. Gilmer then reported that the Early College Program is growing quickly and will become a hallmark of our school and community outreach throughout the service area. Dr. Gilmer also thanked the staff of the Resource and Tutoring Center, who without being asked took it upon themselves to take on the task of answering the main line of our telephone system.

Next, Dr. Gilmer discussed HLC and that it is never too early to start thinking about accreditation. He has been meeting individually with the parties most responsible for our recent successful visit and will soon be pulling a task force together to prepare our interim report and to ensure we are institutionalizing their recommendations surrounding databased decision making and shared governance.

Dr. Gilmer reported that Dr. Keith Gaskin who provided the institutional advancement workshop during the Board luncheon is here for the week, funded by the Foundation, to help rebuild our Office of Institutional Advancement.

Dr. Gilmer stated that the College is actively intensifying our social media presence and will continue to do so even more actively. More and more people are accessing information through social media and it is our job to meet them where they are. Look for a significant increase in our marketing and public relations output and a refocus on proactively telling our positive stories. Dr. Gilmer is also accepting numerous speaking and appearance engagements throughout our service area.

Dr. Gilmer then reported that he has had the opportunity to visit with the new Wood County Superintendent of Education and the leadership of the Caperton Center to explore ways we can intensify our service to and recruitment from those schools, and we are scheduling visits with all of the other superintendents of education. Dr. Gilmer also had the opportunity to meet with the principals of all the local high schools with the same purpose in mind and will soon be visiting the guidance counselors at each school. These visits will be followed up by our recruitment team, but wants the PreK-12 educational leadership to know that our commitment to service starts at the President's Office and has his full support.

Next, Dr. Gilmer informed the members that the communications team has put together a media packet highlighting some of the media coverage the College has received since the last Board of Governors meeting. This will be a standard feature provided to your going forward. Dr. Gilmer also was pleased to inform the members that a new group, Friends of West Virginia University at Parkersburg, community volunteers who want to share their time and talents with the college has been formed. Their first project is the "Seasons of Love: A Year in the Life, 1971" retrospective exhibition placed in the tower entrance. A reception will be planned later this semester, and each semester the exhibition will change to feature another Year in the Life.

Dr. Gilmer was pleased to inform the Board that November 8 – 10, 2018, WVU Parkersburg will host the second national convening of The National Institutes for Historically-Underserved Students. A list of potential attendees and a short concept paper for the Institutes are included with your materials. This project started two years ago in Colorado which brings together educational leaders, philanthropist, civil rights leaders, business and industry leaders, and others along with a group of talented students to consider ways which America's higher education system can better serve all students. The College will not have to spend any money for this event and WVU Parkersburg Foundation has agreed to underwrite the cost. All participants must volunteer their time and are not paid, but some will require deferment of travel cost.

Lastly, Dr. Gilmer provided an overview of some highlights to which our students will be returning too, as well as dates for the Board to keep in mind over the next month.

## **6. Approval of Minutes**

The minutes of the Regular Board meeting of May 14, were approved upon a motion by Mr. Oliverio, seconded by Mr. Denbigh.

## **7. Committee Reports**

- Executive Committee

Chairman Winans reported that the Executive Committee met to discuss enrollment, the Governors Higher Education Committee, and then an open discussion.

- 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 Professional Development Week, Early College and Skill Set Certificates. A report was received on WED short term programs, community education programs, business & industry updates, AAS Occupational Development updates, and miscellaneous activity. A report was received on enrollment, personnel, and strategic marketing.

## **8. 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 matters concerning conduct of the Board. Mr. Oliverio moved to adjourn to Executive Session. Ms. Smith seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:48 p.m. Chairman Winans announced that the Board would return to the regular meeting at 3:58 p.m. Mr. Hardman moved to return to regular session. Mr. Grimmatt seconded the motion. Motion passed.

## **9. Action Item**

- Proposed Revision of Policy E-4, Travel

Alice Harris, Executive Vice President of Finance and Administration, presented to the Board the proposed updating of the Colleges travel policy for the purpose to align with the State Travel Policy issued by the West Virginia Purchasing Divisions Travel Management Office. VP Harris provided an overview of the proposed policy.

After review and discussion, Mr. Oliverio moved to approve the following resolution:

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy E-4, *Travel*, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

Mr. Denbigh seconded the motion. Motion passed.

**10. Information Items**

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary for June 30, 2018 and July 31, 2018. With review and discussion, Ms. Harris answered questions from the members.

**11. Board Comments/Announcements**

None

**12. Next Meeting**

September 12, 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 September 12, 2018, in Francis & Nina Phares Board Room.

Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

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Sam Winans, Chairman

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Steve Hardman, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of September 12, 2018**

**ITEM:** Agreement with Ohio Valley Health Care

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the Agreement between West Virginia University at Parkersburg and Ohio Valley Health Care as presented.

**STAFF MEMBER:** Chris Gilmer, President

**BACKGROUND:**

President Gilmer request that the Board of Governor's approve the renewal of Agreement between West Virginia University at Parkersburg and Ohio Valley Health Care for the purpose of providing temporary housing in the event of an emergency.



**West Virginia University at Parkersburg Board of Governors  
Meeting of September 12, 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 August 31, 2018.