

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**JANUARY 9, 2019
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
JB Skidmore
Austin Grimmett

Dr. Chris Gilmer
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, January 9, 2019

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch – Will Hosaflook Wood County Schools, Superintendent	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 January 9, 2019
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
Chief of Staff to the President
Secretary to the Board |
| 3. | Board Chair Report | Chairman Winans |
| 4. | President's Report | Dr. Chris Gilmer, President |
| 5. | Approval of Minutes | |
| | <ul style="list-style-type: none"> • Regular Meeting – November 14, 2018.....4 | |
| 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. | Possible Executive Session | |
| 8. | Information Items | |
| | <ul style="list-style-type: none"> • Granting of Credits for Workforce and Short Term Programs • Fiscal Update | Alice Harris, Executive VP
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| 9. | Board Comments/Announcements | |
| 10. | Next Meeting
February 13, 2019; Francis & Nina Phares Board Room | |
| 11. | Adjournment | |

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

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday November 14, 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 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. Roll Call

Roll Call was taken by Brady Whipkey, Chief of Staff to the President and Secretary to the Board of Governors, noting that a quorum was present.

3. Board Chair Report

Chairman Winans, complimented Dr. Gilmer and the others involved in the National Institutes for Historically Underserved Students and the Presidential Inauguration that took place on November 9, 2018.

4. President's Report

Dr. Gilmer began his report by informing the members that the online bachelor's degree in child development has been ranked by SR Education as the number one most affordable degree of its kind in the country.

Next, Dr. Gilmer discussed that Dr. H.G. Young III worked with Artsbridge to present "It's a Grand Night for Singing," showcasing traveling Broadway performers with almost 400 in attendance. The College hosted the Mid-Ohio Valley Career Fair in conjunction with Senator Joe Manchin who was present for the event united students and community members with over 100 employers from around the valley.

Dr. Gilmer then discussed that last week approximately 40 educational leaders attended the National Institutes for Historically-Underserved Students, hosted by WVU at Parkersburg and co-hosted by Alcorn State University, and sponsored by the WVU Parkersburg Foundation, from 15 states and the District of Columbia. 30 student ambassadors, volunteered to support the event, to help us formalize the Institutes into an academic center of national scale to be housed at WVU Parkersburg and funded from external sources. Dr. Gilmer's formal installation as President culminated the Friday events. On Saturday morning, delegates interacted with a panel of historically-underserved students, hearing their narratives of hard work to overcome adversity. Dr.

Gilmer then thanked the entire campus community who came together to make the think tank such a great success.

Dr. Gilmer also reported that the marketing and student affairs teams came together to have the College sponsor the Fall Festival with Marietta Main Street. Dozens of our staff came out in their off duty time to lead aerobics, play games, and socialize with hundreds of potential students as we continue to take recruitment efforts directly into the communities we serve. Another example of community-based recruitment occurred as our surgical technology students built a float and invited the President to join them in the Bellville Homecoming Parade.

Dr. Gilmer reported on NestFest 2018, sponsored by the Media and Communication Club. A week of homecoming activities, during the week of Halloween, featuring costume-themed days and spirit competitions including a pie bake-off and chili cook-off. Samantha Suggs also coordinated a reverse trick-or-treat event for the evening classes.

Dr. Gilmer provided updates on a series of three town hall meetings held to gather community input on the new strategic plan being developed related to enrollment, retention, and graduation. More than 100 individuals shared insightful and challenging truths in the spirit of helping the university to develop enrollment targets and strategies, which will be presented as a draft framework and then as a formal plan early spring 2019.

Dr. Gilmer also provided updates groups he met with on campus and in the community. On campus, Dr. Gilmer met with a number of student tour groups from high schools, high school guidance counselors, the statewide meeting of the superintendents of educations, the National Technical Honor Society induction for Wood County public schools, Boy Scouts and their leaders gathered for a jamboree, participants in the STARS program, Mid-Ohio Valley Consortium, participants in PopCon, Congressman David McKinley, and Executive Director of Fairness West Virginia Andrew Schneider. In the community, Dr. Gilmer met with Wood County Area Development Corporation and was the keynote address speaker. Served as the luncheon speaker for the Ripley Chamber of Commerce. Served as the keynote speaker for the Phi Theta Kappa induction ceremony. Spoke to the local Circles group, a nonprofit committed to helping families escape poverty. Dr. Gilmer was also invited by Chancellor Sarah Tucker to participate in her visit to Wirt County High School. Dr. Gilmer also reported that he continues to serve as a member of the Board of Directors of the Mid-Ohio Valley Regional Council and was invited to join the Board of Directors of Artsbridge. In addition, there have been meetings with Highmark, WVU Medicine, Artsbridge, The Ross Foundation, and Coplin Health Systems to explore partnerships with the university.

Next, Dr. Gilmer then reported that the College has finalized our Memorandum of Understanding with the Wood County Schools District for the partnership related to the Caperton Center which has now been ratified by the Wood County Board of Education and will be presented for consideration today.

Dr. Gilmer then provided a report on upcoming events. The American Sampler Craft Show is happening today in the multi-purpose room. This evening at 6:30 p.m. in the theater, Qurrat Kadwani will perform a one-person show, "They Call me Q." Dr. Cris May will host two sessions on gender inclusivity on November 26. On December 19,

approximately 1,000 eight graders from Wood County Public Schools will be on campus for a career fair. On November 26, the College will co-host a dinner with Wood County Superintendent Will Hosaflook between the college and the public high schools to help build a better relationship. Members of the College Choir will perform with the West Virginia Symphony Orchestra for the Songs of the Season concert. The Actors Guild of Parkersburg will have two performances of *'Twas the Night Before Christmas* on December 8. On December 16 at 6:30 p.m. at the Smoot Theater, we will have the final film in our democracy film series, *Election*.

Lastly, Dr. Gilmer informed the members of the WVU Parkersburg PROUD Initiative. This initiative will result in development and implementation of a new strategic plan for recruitment, enrollment, retention, and completion. The second portion of the initiative, in conjunction with the WVU Parkersburg Foundation, through which we plan to raise from private donors, foundations and grants an additional \$3 million for student, faculty and staff support culminating with our 60th anniversary in 2021

5. Approval of Minutes

The minutes of the Regular Board meeting of September 12, 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 strategic enrollment, National Institutes, bond improvements, fundraising updates, 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 Institutional Advancement, marketing and communication efforts and Foundation updates. A report was received on contracts, bids and financial budget updates.

- Academic and Student Services Committee:

Ms. Smith reported that the Academic and Student Services committee met. A report was received on momentum year, student engagement activities, enrollment and recruiting. A report was received on Student Support and Activities and program updates. 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 and recruitment initiatives. A report was received on 2018 MOV Career Fair and other career services updates.

- Audit Committee:

Mr. Landers reported that the Audit Committee met with the auditors prior to the meeting via conference call. The auditors reported back a clean audit and commended the college for the work they have done. Mr. Landers reported that he

has never seen an audit come back this clean and that VP Harris will report on it further.

7. Executive Session

Chairman Winans asked for a motion to move into Executive Session under the authority of WV Code§6-9A-4-2A & 10, to discuss the contracts and honorary degree as listed in the action items on the agenda. Ms. Smith moved to adjourn to Executive Session. Mr. Landers seconded the motion. The motion passed and the Board moved into Executive Session at approximately 3:56 p.m. Chairman Winans announced the Board would return to the regular meeting at 4:25 p.m. Ms. Smith moved to return to regular session. Mr. Oliverio seconded. Motion passed.

8. Action Item

- Approval MOU with Caperton Center for Applied Technology

President Gilmer, presented to the Board the proposed resolution to approve the Memorandum of Understanding with Caperton Center for Applied Technology.

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

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

Mr. Grimmatt seconded the motion. Motion passed.

- Approval of Honorary Degree Candidate

President Gilmer, presented to the Board the proposed resolution to approve the candidate for honorary degree at the December 15, 2018 Commencement.

After review and discussion, Mr. Oliverio moved to approve the following 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 President Gilmer and announced publicly at the December 15 Commencement.

Ms. Smith seconded the motion. Motion passed.

- Approval of Contract for Professional Services with David Creel
Tabled

- Approval of FY 2019-2020 Capital Projects Funded Partially by WVHEPC Bond Funds
Alice Harris, Executive Vice President of Finance and Administration presented to the Board the proposed resolution to approve the use of reserve funds to fund a portion of the capital projects outlined in the agenda.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approves the utilization of college reserves up to an amount not to exceed \$300,000 to fund the portion of the capital projects listed below that were not paid for by WVHEPC bond financing.

Mr. Grimmert seconded the motion. Motion passed.

- Approval of WVU at Parkersburg Fiscal Year 2018 Audit
Alice Harris, Executive Vice President of Finance and Administration presented to the Board the proposed resolution to approve the Fiscal Year 2018 Audit.

After review and discussion, Ms. Smith moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Audit report for fiscal year ending June 30, 2018 as submitted.

Mr. Cunningham seconded the motion. Motion passed.

9. Information Items

- Fiscal Update
Ms. Harris provided a detailed report on the budget summary for October 31, 2018. With review and discussion, Ms. Harris answered questions from the members.

11. Board Comments/Announcements

None

12. Next Meeting

January 9, 2019, 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 January 9, 2019, in Francis & Nina Phares Board Room.

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 January 9, 2019**

ITEM: Granting of Credits for Workforce and Short Term Programs

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris, Executive VP
Finance & Administration

BACKGROUND:

Ms. Harris will provide an update on the granting of credits for workforce and short term programs.

**West Virginia University at Parkersburg Board of Governors
Meeting of January 9, 2018**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris, Executive VP
Finance & Administration

BACKGROUND:

Ms. Harris will report on the state of the college's finances and the budget for month ending December 31, 2018.