

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

NOVEMBER 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
JB Skidmore
Austin Grimmett

Dr. Chris Gilmer
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, November 14, 2018

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch – Dr. Nkenge Friday	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)
2:45 p.m.	Audit Services Committee	TBD
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.

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 – September 12, 2018..... 		5
6.	Committee Reports		
	<ul style="list-style-type: none"> • Executive Committee • Administrative Services Committee • Academic and Student Services Committee • Audit Committee 	Sam Winans Steve Hardman Donna Smith Jason Landers	
7.	Possible Executive Session		
8.	Action Items		
	<ul style="list-style-type: none"> • Approval MOU with Caperton Center for Applied Technology • Approval of Honorary Degree Candidate • Approval of Consulting Contract • Approval of Reserve Funds for Capital Projects • Approval of Fiscal Year 2018 Audit 	President Gilmer..... President Gilmer..... Chairman Winans..... Alice Harris, Executive VP Finance & Administration..... Alice Harris, Executive VP Finance & Administration.....	9 13 14 15 17
9.	Information Items		
	<ul style="list-style-type: none"> • Fiscal Update 	Alice Harris, Executive VP Finance & Administration.....	18
10.	Board Comments/Announcements		

11. Next Meeting
January 9, 2019; Francis & Nina Phares Board Room
12. Adjournment

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
September 12, 2018

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday September 12, 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, John Denbigh, John Hushion, Chris Cunningham, JB Skidmore, Austin Grimmett. 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, Executive Assistant to the President, noting that a quorum was present.

3. Board Chair Report

Chairman Winans, thanked President Gilmer for his tremendous leadership since his arrival. Chairman Winans also discussed that he has been thanked numerous times from individuals in the campus community for the Boards decision to hire Dr. Gilmer.

4. President's Report

Dr. Gilmer began his report by discussing the fall 2018 enrollment data. Dr. Gilmer provided an update on faculty and staff hires. Dr. Gilmer also discussed the professional development week for faculty to kick off the beginning of the semester. There will be professional development activities designed for staff members at timer more convenient to their schedules.

Next, Dr. Gilmer discussed the hiring and realignment of staff and administrative positions. Jeremy Starkey will now serve as Dean of Enrollment Management and Student Success. Dr. Keith Gaskin has been appointed as Vice President for Institutional Advancement.

Dr. Gilmer then discussed a number of facility upgrades, such as resurfacing of the lower parking lot. Active shooter drills were successfully conducted on both the main campus and at the Jackson County Center, under the direction of Al Collins.

Dr. Gilmer also reported that the Student Government Association will be entrusted with the oversight and distribution of \$10,000 raised through student activity fees, which they will distribute in consultation with the administration to student organizations for projects and other needs.

Dr. Gilmer reported that with Dr. Walter Bumphus, President of the American Association of Community Colleges to revitalize the Colleges relationship with the nation's preeminent advocacy program for community colleges. Dr. Bumphus was presented with a copy of the Declaration on the Rights of Historically-Underserved Students. Dr. Bumphus also pledged his support for WVU Parkersburg's national leadership in diversity and inclusion through the National Institutes for Historically-Underserved Students.

Dr. Gilmer provided updates for events that have taken place on campus. The Honorable Jeff Sandy, Secretary of the West Virginia Department of Military Affairs and Public Safety, was the keynote speaker for the 9/11 memorial Ceremony. Dan Carder, Director of the West Virginia University Center for Alternative Fuels, Engines and Emissions, was the keynote speaker for a highly successful fall Convocation. Community members attended the grand opening of the WVU Parkersburg Entrepreneurship Center co-sponsored by the Chamber of Commerce of the Mid-Ohio Valley. The Social Justice Committee also sponsored a lecture on human trafficking presented by Dr. Patrick Kern that was well attended by students and community members.

Dr. Gilmer also provided updates for events in the community. The Chamber of Commerce of the Mid-Ohio Valley sponsored a community meet-and-greet for the new Wood County Superintendent of Schools, Will Hosaflook, and for Dr. Gilmer to introduce them to community members. Dr. Gilmer served as keynote speaker for the dedication of the Center for Diversity and Inclusion at Marietta College as the special guest of President Bill Ruud and Associate Dean for Diversity and Inclusion, Dr. Nkenge Friday at Marietta College.

Dr. Gilmer then reported that a formal Memorandum of Understanding was signed between the College and Meredith Manor equestrian center to allow their students to once again complete degrees at WVU Parkersburg. A more formal partnership with the Boys and Girls Club of Parkersburg is underdevelopment including both the college and the WVU Parkersburg Foundation.

Next, Dr. Gilmer discussed that the College is actively intensifying our social media presence and will continue to do so even more actively. Dr. Gilmer discussed that the generation of high school and traditionally aged college students accesses information in new and different ways and it is our job to meet them where they are. David Creel provided the members during their workshop lunch with an overview of effective marketing through social media. There will also be a significant increase in our marketing and public relations output and refocus on proactively telling our positive stories.

Dr. Gilmer then provided a report on the second national convening of The National Institutes for Historically-Underserved Students that will be held on November 8-10, 2018 here on campus. A list of 34 confirmed attendees is included with the Board material that is distributed. Dr. Gilmer reported that this is a project he started two years ago, that brings together educational leaders, philanthropists, civil rights leaders, business and industry leaders and others along with a group of students to consider ways which America's higher education system can better serve all students. As the final event on

November 9, the College will host the official installation of Dr. Gilmer as President. This event is deliberately combined with National Institutes summit to create a celebration of WVU Parkersburg among local, state and national partners, promoting a vision of how the institution will implement short and long-term vision and goals.

Lastly, Dr. Gilmer mentioned a few dates to keep in mind for upcoming events as well as August and September outreach.

5. Approval of Minutes

The minutes of the Regular Board meeting of August 8, were approved upon a motion by Mr. Oliverio, seconded by Mr. Denbigh.

6. Committee Reports

- Executive Committee
Chairman Winans reported that the Executive Committee met to discuss staffing, enrollment, National Institutes, budget, 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 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 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. A report was received on 2018 MOV Career Fair and other career services updates.

7. Executive Session

Chairman Winans asked for a motion to move into Executive Session, with no motion made the Board of Governors did not go into executive session and continued with the open meeting.

8. Action Item

- Agreement with Ohio Valley Health Care
President Gilmer, presented to the Board the proposed resolution to renew our agreement with Ohio Valley Health Care for the purpose of providing temporary housing in the event of an emergency.

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 Agreement between West Virginia University at Parkersburg and Ohio Valley Health Care as presented.

Mr. Grimmatt seconded the motion. Motion passed.

9. Information Items

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary for August 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 November 18, 2018**

ITEM: Memorandum of Understanding with Caperton
Center for Applied Technology

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

STAFF MEMBER: Dr. Chris Gilmer
President

BACKGROUND:

West Virginia University at Parkersburg (WVUP) has met with members of Wood County Schools to discuss the Memorandum of Understanding (MOU) with the Caperton Center for Applied Technology. The following MOU is being presented to the WVU Parkersburg Board of Governors for approval.

MEMORANDUM OF UNDERSTANDING AND REAFFIRMATION FOR
THE CAPERTON CENTER FOR APPLIED TECHNOLOGY

Between

West Virginia University at Parkersburg and
The Wood County Board of Education

This Memorandum of Understanding is to reaffirm the joint commitment between the West Virginia University at Parkersburg Board of Governors (BOG) and the Wood County Board of Education (WCBOE) to manage the Caperton Center for Applied Technology (CCAT).

The Caperton Center has been and will continue to be a facility mutually owned and operated by the joint entities to facilitate innovative and state-of-the-art education, training and seamless transfer between the two institutions.

This agreement is intended to apply to those vocational, technical or career training programs that are available at both CCAT and West Virginia University at Parkersburg (WVUP). However, it also includes and encourages the joint formation of future programs that would assist in meeting future work demands and economic growth that occur in the Mid-Ohio Valley region.

The President of WVUP and the Superintendent of Wood County Schools shall establish an advisory committee. The Advisory Committee shall include the President (WVUP), Superintendent (WCBOE), Assistant Superintendent (WCBOE), Director of Wood County Technical and Adult Education, Director of Caperton Center for Applied Technology, Vice President for Academic and Student Affairs (WVUP), Chair of STEM division (WVUP), Finance Director (WBOE) and Executive Vice President of Finance & Administration (WVUP) at least once per semester during the academic year to provide guidance and direction about specific Mid-Ohio Valley employee workforce needs.

The parties agree that WVUP will act as the fiscal and physical operator of the Caperton Center Facility and that WCBOE will reimburse WVUP for an apportioned share as described in the attached schedule for the operating costs of the facility. Consultation between the WVUP Executive Vice President for Finance and Administration and the WCBOE Director of Finance will occur as necessary. Such costs include, but may not be limited to maintenance, custodial and information technology personnel; utilities; building maintenance; energy improvement lease; computer and network fees; maintenance supplies; grounds keeping; parking lot maintenance; insurance; system inspections; capital projects; and any other mutually agreed to expenses.

WVUP will provide a draft operating and capital budget to WBOE representatives on or about February 28th each year. Based on feedback from both parties, a final budget will be agreed to no later than May 30th of each year. WVUP will bill WBOE semi-annually for the agreed-upon costs (January/July). (See Appendix A for WVUP cost allocation methodology.)

WVUP and the WCBOE agree to establish a strong professional academic association between the two entities, including dedicated regular meetings twice each semester between the Director of Wood County Technical and Adult Education, Vice President for Academic Affairs (WVUP), STEM division chair and/or their designees. These individuals shall regularly meet to:

- discuss and establish and enhance transfer articulation between CCAT and WVUP,
- create new joint academic programs,

- assess low enrollment programs,
- eliminate barriers between the two entities, and
- other routine issues that can be addressed at that level.

These individuals shall seek to provide mutually beneficial, innovative and cutting-edge programs, exemplary teaching methodologies, and best practice partnership relationships. It is the goal of this partnership to create a regional and national model for transitioning from high school to college.

WVUP agrees to provide dual credits to graduating CCAT students based on the local EDGE consortium agreement, CLEP credit, dual enrollment, Early College, college course in-house examinations or other arrangements as may be agreed to in writing by both parties.

This Memorandum of Understanding shall commence and take effect upon its execution by both parties and continue in effect until it is superseded by a subsequent Memorandum of Understanding. This Memorandum of Understanding will be reviewed annually prior to December 31. Adjustments or amendments to this Memorandum of Understanding may be made with the common consent of both parties.

Wood County Board of Education

By:

 President Date

Attest:

By:

 Superintendent, Wood County Schools Date

West Virginia University at Parkersburg Board of Governors:

By:

 Chairperson Date

Attest:

By:

 President Date

Cost Allocation Methodology

Operating costs not directly charged to a specific building will be allocated based on the following percentage of square footage for each building.

Building	Square Footage	Percentage of Total
Main Building	223,016	74.12%
Applied Technology Center	8,257	2.74%
Caperton Center for Applied Technology	57,503	19.11%
Workforce & Economic Development Building	7,371	2.45%
Early Learning Center	4,751	1.58%
Totals	300,898	100%

Direct Program Costs:

Item Description	Percentage Allocated to Caperton Center	WVUP Portion of Allocated Amount	WCBOE Portion of Allocated Amount
Administrative Assistant (1)	100%	25%	75%
Custodian 1 (1)	100%	50%	50%
Custodian 2 (1)	100%	50%	50%
Security Personnel	19.11%	50%	50%
Maintenance Personnel	19.11%	50%	50%
Information Technology Personnel	19.11%	50%	50%
Caperton Center Utilities	100%	50%	50%
Insurance	19.11%	50%	50%
Caperton Center Building Maintenance	100%	50%	50%
Grounds Keeping	7.85%	50%	50%
Caperton Regulatory Inspections	100%	50%	50%
Caperton Parking Lot Maintenance	100%	50%	50%
Caperton Capital Improvements (2)	100%	50%	50%
Caperton Office Expenses	100%	25%	75%
Pouring Rights Income	19.11%	50%	50%

- (1) Includes salary and all related employee benefits & taxes.
- (2) All capital projects require advance mutual agreement of the two parties.
- (3) Any other costs not specifically included above will be shared equally.
- (4) Substitute Administrative Assistant – Ran through WCBOE process and payroll. WC BOE shall receive even credit for all substitute costs.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 14, 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 President Gilmer and announced publicly at the December 15 Commencement.

STAFF MEMBER: Dr. Chris Gilmer
President

BACKGROUND:

West Virginia University at Parkersburg requests approval of individual(s) 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. Chris Gilmer.

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

ITEM: Approval of contract for professional services with David Creel

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the contract with David Creel to provide event planning, social media consultation, student advocacy and higher education consulting

STAFF MEMBER: Sam Winans, Chair Board of Governors

BACKGROUND:

The Board of Governors desires to increase the visibility of West Virginia University at Parkersburg in our seven county service region. To accomplish this goal, the college needs assistance and expertise in event planning, social media, and higher education promotion. David Creel (see attached resume) has a background in event planning, social media consultation, website development, video development and creation of conference materials. As a volunteer and founder of the “Friends of WVUP”, a group of local citizens dedicated to promoting the college, Mr. Creel has been instrumental in expanding WVUP’s social media presence and increasing exposure to the outstanding educational opportunities and events offered at the college. He has also played an important role in planning events for the President’s office and will be instrumental to the President’s efforts to involve the community in the college’s activities.

West Virginia University at Parkersburg’s Answer Book VII-10 Purchasing Procedures provides that “at its discretion, the Board of Governors may authorize contracts for personal services under \$50,000. Because Mr. Creel is a related party, it is important that the Board of Governors reviews and approves this contract. The term of the proposed contract is one year with annual renewal options upon the mutual agreement of both parties. All services provided by Mr. Creel will be reimbursed at a rate of \$75 per hour, not to exceed a total amount of \$45,000. These terms are consistent with past contracts paid by the college for similar services.

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

ITEM: Approval of FY 2018-2020 Capital Projects funded partially by WVHEPC Bond Funds

RECOMMENDED 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.

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

BACKGROUND:

In March 2018, West Virginia University at Parkersburg was notified by the WV Higher Education Policy Commission that a number of WVUP capital project requests had been approved for WVHEPC Bond financing. The bond financing included \$1,400,000 to pay for selected WVUP high priority capital projects. These funds were offered to WVUP with no matching funding requirement.

In addition, the WVHEPC reauthorized bond funding to pay for the installation of sprinklers in the main building totaling \$193,000. This bond funding requires WVUP to provide a 40% matching contribution. Any cost above \$193,000 will be paid by WVUP.

Reserve balances as of June 30, 2018 totaled \$11,542,000. WVHEPC Bond Funding is not a regular source of revenue and it is the administration's belief that we should not forego the completion of these projects or fail to utilize the bond funding.

Following is a list of the projects selected by Mr. Donovan and their cost based on the bid process completed October 29, 2018. A 10% contingency has been added to the request as a cushion for unforeseen costs.

Base Bid (Activities Wing Roof, Elevator Refurbishment, Sprinklers Banana Wing)	\$755,000
Addendum to upgrade roof to 90 mil	38,750
Addendums 2 through 5 Additional Sprinkling	27,950
Addendums 6 through 8 Courtyard Renovations	<u>\$459,500</u>
Total all projects	<u>\$1,281,200</u>

Based on information provided by the WVHEPC, these projects will be funded as follows:

Project	Total Cost	Bond Funding	WVUP Share
Base Bid	\$755,000	\$677,800	\$77,200 (a)
Upgrade Roof	\$38,750	\$0	\$38,750 (b)
Sprinkler System	\$27,950	\$27,950	\$0
Courtyard Renovation	\$459,500	\$422,200	\$37,300 (c)
Contingency	\$128,210	\$0	\$128,210 (d)
Totals	\$1,409,410	\$1,127,950	\$281,460

- (a) Bond funding for project related to sprinkler work requires 40% matching funds based on \$193,000 of bond funds available.
- (b) Roof upgrade not covered by bond funds but will add 10 years to warranty and expected life of the roof.
- (c) Amount above the total bond funds available.
- (d) Contingency for unexpected construction issues as recommended by architect.

Note: The WVHEPC has previously approved the utilization of \$300,000 for the renovation of nursing skills and simulation labs leaving \$1.1 million available for these projects.

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

ITEM: Approval of WVU at Parkersburg Fiscal Year 2018
Audit

RECOMMENDED 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

STAFF MEMBER: Alice Harris, Executive VP
Finance & Administration

BACKGROUND:

Ms. Harris will provide a report on the audit for fiscal year June 30, 2018 to the Board of Governors for their review and approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of November 14, 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 October 31, 2018.