

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**FEBRUARY 13, 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, February 13, 2019

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch – Charles Cooper	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 February 13, 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 – January 9, 2019.....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"> • Fiscal Update | Alice Harris, Executive VP
Finance & Administration.....8 |
| 9. | Board Comments/Announcements | |
| 10. | Next Meeting
March 13, 2019; JCC | |
| 11. | Adjournment | |

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
January 9, 2019

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday January 9, 2019, 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, Austin Grimmatt, 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, thanked everyone for attending and stated that the College is entering into an exciting time and looks forward to what the new year will bring.

4. President's Report

Dr. Gilmer began his report by informing the members that the College is preparing for classes to begin next week and this week is professional development week. Dr. Gilmer also informed the members that yesterday he kicked off the day with a team building exercise followed by a state of the college presentation highlighting our economic impact on the service area and coming attractions at the college in 2019.

Next, Dr. Gilmer discussed that he had the pleasure of hearing our students and community members, under the direction of Dr. H.G. Young III, participate in the Christmas concert of the WV Symphony Orchestra in Charleston and again in Parkersburg. Dr. Gilmer also discussed that the Oakland Mansion opened for Christmas tours to our entire campus community for the first time with more than 200 guest enjoying the home and the decorations provided by Friends of WVU Parkersburg and donations from Crown Florals.

Dr. Gilmer then discussed the Commencement highlighted the fall semester as we conferred almost 300 credentials to 254 students. Shirlethia Franklin, Esquire, an attorney of counsel at the Jones Day Law firm in Washington D.C., and a former Senior U.S. Department of Justice official in the Obama Administration, was the keynote speaker and was also awarded the honorary Doctor of Humane Letters degree. Curtis Miller, former Board of Governors member, was also awarded an honorary degree. The pinning

ceremony for nursing graduates was held immediately following commencement.

Dr. Gilmer reported on two student led projects. Students of Professor Gary Thompson's computer information systems class, under his direction as a class project, developed the prototype of a program which would allow students to exchange textbooks with other students, with the potential to greatly diminish the cost of textbooks. The student leadership fellows that Dr. Gilmer mentors selected as their annual project oversight of the campus United Way campaign with one successful fundraising event completed in December with others planned for this semester.

Dr. Gilmer then reported that Alice Harris led a team, at the request of Chancellor Tucker, to explore ways to grant academic and officially count students enrolled in work force skills and short-term programs. The work is piloted at WVU Parkersburg and will likely result in credit for significant increases in enrollment. Heather Skidmore and others will attend a meeting later this month to explore ways to offer federal financial aid for short-term programs, again resulting in increased enrollment. Due to the federal government's shut down, it has been difficult for those students selected for financial aid verification to move through the process, but we are deferring payment and providing book loans against expected future aid so these students can begin the semester on time. The college has created a system to allow students with financial aid to purchase textbooks online rather than standing in long lines, and Barnes and Noble, has replaced much WVU merchandise with WVU Parkersburg branded merchandise to help promote a sense of pride in our own local community. Less than one week ago, we had more than 400 students in unpaid status for spring. Yesterday that number was less than 100.

Dr. Gilmer also reported that Dr. Crumbaker and his team are expanding early college back onto the Parkersburg High School campus this spring. We are also offering an American Sign Language dual credit course at Ripley High School. Our admissions team was very busy with high school campus visits this fall and a group of administrators personally toured Parkersburg South and Parkersburg High Schools. Many early college students are able to take advantage of this program because of the scholarships provided by the WVU Parkersburg Foundation. Our business and industry training programs are growing and getting excellent feedback, and our Entrepreneurship Center is gaining many new members. Unused welding equipment was donated to Wirt County High School to begin a partnership in recruiting students in welding and technical programs.

Next, Dr. Gilmer reported that Dr. Gaskin and his team are finalizing the website overhaul, which will be debuted this semester. They are to be commended for this first annual fund mailer in memory sent to over 4,000 alumni and friends in December. Our first participation in the Day of Giving yielded more than 40 new contributors, and as part of our WVU Parkersburg PROUD campaign, we have already received donations and pledges of almost \$50,000.00 to fund the National Institutes for Historically-Underserved Students moving forward. We are working toward the establishment of a more robust alumni relations program with the hiring of a new Director of Alumni Relations, Nancy Breinar.

Dr. Gilmer then discussed that the President's Office is drafting a new strategic plan emphasizing the student cycle recruitment through graduation and will receive and

incorporate community feedback on drafts this semester before bringing the plan to the Board of Governors for approval. A big part of our strategy will focus on greatly enhanced recruitment efforts in the high schools of our service area. Dr. Gilmer also discussed that he and Board Chair Winans met with President Gordon Gee and Provost Joyce McConnell at WVU to begin renegotiating our Memorandum of Understanding. The Higher Learning Commission (HLC), highlighted in their last visit report the need for the college to enhance shared governance, the size of the President's Cabinet has doubled to make the body more fully representative of all constituencies, effective January 2019. Billie Shutts is appointed as the new Executive Secretary in the President's Office.

Dr. Gilmer discussed that he will be traveling to Denver, CO next week to meet with potential donor for the National Institutes for Historically-Underserved Students and to San Diego, CA at the end of the month to represent the Community Colleges of Appalachia at a notational workforce development conference. Dr. Gilmer also reported that he will teaching a sociology course this semester, Race in America. There will also be a question and answer sessions with the campus community on Thursday, January 10, at 2 p.m. and Friday, January 11, at 2:30 p.m., both sessions are held in room 1317.

Lastly, Dr. Gilmer informed the members that Michele Wilson, Executive Director of Workforce Development, and Dr. David Lancaster, Chair of the Education Division will present two examples of recruitment and retention being done as well as it can be and the standard to which he expects all employees to aspire.

5. Approval of Minutes

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

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.

7. Executive Session

Chairman Winans asked for a motion to move into Executive Session, with no motion being made the Board moved on to the next agenda item.

8. Information Items

- Granting of Credits for Workforce and Short Term Programs
Alice Harris, Executive Vice President of Finance & Administration provided a detailed report on the pilot program that will allow the College to grant credits for workforce and short-term programs. Members discussed the program and expressed their support.
- Fiscal Update
Ms. Harris provided a detailed report on the budget summary for December 31, 2018. With review and discussion, Ms. Harris answered questions from the members.

9. Board Comments/Announcements

None

10. Next Meeting

February 13, 2019, Francis & Nina Phares Board Room

11. Adjournment

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting will be held February 13, 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 February 13, 2019**

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 January 31, 2019.