

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**MARCH 13, 2019  
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, March 13, 2019**

11:30 a.m.	Executive Committee	Room 113
12:30 p.m.	Lunch –	Room 107
2:00 p.m.	Administrative Services Committee	Room 115
2:00 p.m.	Academic & Student Services Committee	Room 113
3:15 p.m.	Board Meeting	Student Lounge

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS  
 Meeting of March 13, 2019  
 Jackson County Center  
 Student Lounge  
 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"> <li>• Regular Meeting – February 13, 2019.....5</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 Steve Hardman Donna Smith
7.	Possible Executive Session	
8.	Action Items	
	<ul style="list-style-type: none"> <li>• Approval of FY 2019-2020 Fees</li> <li>• Approval of FY 2019-2020 Tuition Rate Request</li> </ul>	Alice Harris, Executive VP Finance & Administration.....9  Dr. Chris Gilmer, President Alice Harris, Executive VP Finance & Administration.....10
9.	Information Items	
	<ul style="list-style-type: none"> <li>• Fiscal Update</li> </ul>	Alice Harris, Executive VP Finance & Administration.....12

10. Board Comments/Announcements

11. Next Meeting

April 10, 2019, Francis & Nina Phares Board Room

12. Adjournment

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
February 13, 2019

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday February 13, 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 faculty, staff, and administration is doing a wonderful job.

**4. President's Report**

Dr. Gilmer began his report by informing the members that he has spent the last eight months listening to the needs of the College and the community. Dr. Gilmer stated his vision can be put into two words, Students First. The college will continue to advertise that we are the best higher education fiscal value in the State, and moving forward we will also present ourselves as a college worthy of being the first choice for students.

Next, Dr. Gilmer discussed that we will be a community that adapts to change. Dr. Gilmer stated that as we move toward the close of his first year as President, he feels confident making changes to bring about a renewal of student focused achievement, employee focused satisfaction, and community focused service. The coming weeks and months will provide specific examples of how we will grow together to be WVU Parkersburg Proud.

Dr. Gilmer then discussed that since the last meeting, sophomore strategic communications major, Sarah Weeks was selected Miss Collegiate West Virginia. Dr. Gilmer had the pleasure of meeting Country Music Association awardee Crystal Gayle. Dr. Gilmer also had the opportunity to travel to San Diego with the national Workforce Development Institute 2019 sponsored by the American Association of Community Colleges, where he was a scholarship representative of the Community Colleges of Appalachia. Dr. Gilmer also traveled to Denver where he was able to secure \$25,000 of in-kind support to the National Institutes for Historically-Underserved Students, bringing

the total pledged or received gifts, including a \$20,000 cash donation from the Erickson Foundation.

Dr. Gilmer reported on visitors we have had recently on campus. Adrienne Belafonte-Biesemeyer, eldest daughter of musical icon and social activist Harry Belafonte, spoke to a large crowd to commemorate the Dr. Martin Luther King Jr., observance. U.S. Senator Joe Manchin also attended and provided opening remarks for the ceremony.

Dr. Gilmer reported on changes that have occurred so far this year including doubling the size of the President's Cabinet to more accurately reflect and represent all constituency of our campus. The College has also formed the President's Beautification Task Force to provide a wide-ranging input into the restoration of the courtyard on the Parkersburg campus and a cosmetic makeover of both campuses. Three open campus question and answer forums were held and well attended.

Dr. Gilmer then reported that faculty have worked hard before his arrival on a faculty leave policy recommendation. We currently do not have a governing policy on faculty leave, and Dr. Gilmer has elevated this concern to the level of the Chancellor and legal counsel for review and comment. Neither the Chancellor nor the attorneys believe there is any prohibition in developing such a local policy. Dr. Gilmer will work with the faculty senate on this matter.

Dr. Gilmer also reported that two consultants will visit the college this spring to address ongoing areas for improvement. Dr. Steven Smith from Jackson State University, an expert in student recruitment and retention, will provide information to the community on national best practices and will help us finalize our strategic enrollment plan. Dr. Dorothy McGill, a seasoned fiscal manager, will conduct an external analysis on the university's compensation structure, making recommendations to address any noted areas of potential salary inequity.

Next, Dr. Gilmer reported that he met with the WVU Parkersburg Foundation Board, yesterday. During the meeting, he briefed them on reorganization within the university's Office of Institutional Advancement, and how that might affect the Foundation. Dr. Gilmer stated that he continues to work closely with a supportive Foundation Board committed to advancing the university through this important partnership.

Dr. Gilmer then invited all members to consider joining him on Thursday or Friday, February 14 or 15, at 6 p.m. in the multi-purpose room for a dinner theater performance presented by the Actors Guild of Parkersburg, directed by Paula and Joe Oliverio. Starring a cast of our own students.

Dr. Gilmer also reported he is delighted to report through our intensive, personalized outreach to high schools throughout our service area that our Earl College programs are now being offered in conjunction with 16 high schools to 471 students this semester.

Lastly, Dr. Gilmer informed the members that he has told the Board that after seven years of annual enrollment declines and significant changes in strategy which staff are putting in place that it would take two years or more to stabilize our enrollment. While he cannot

promise that we won't see dips in enrollment again, the spring 2019 head count stands at 103.93 percent compared to spring 2018.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of January 9, 2019, were approved upon a motion by Mr. Denbigh, seconded by Mr. Oliverio.

## **6. Committee Reports**

- Executive Committee

Chairman Winans reported that the Executive Committee met to discuss enrollment, WVU MOU, campus beautification, restructuring marketing and recruitment, and legislative 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 Wood County Schools partnerships, robotic equipment and new team members. 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 Spring 2019 enrollment.

## **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**

- Fiscal Update

Ms. Harris provided a detailed report on the budget summary for January 31, 2019. With review and discussion, Ms. Harris answered questions from the members.

## **9. Board Comments/Announcements**

None

## **10. Next Meeting**

March 13, 2019, JCC

## **11. Adjournment**

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

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 March 13, 2019**

**ITEM:** Approval of FY 2019-2020 Fees

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve the fees recommended for the 2019-2020 academic year.

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

**BACKGROUND:**

The administration of West Virginia University at Parkersburg recommends the approval of the attached fee schedule for FY 2019-2020 academic year. The following is a list of new fees and significant changes to existing fees:

- The Surgical Technology Testing Fee for course ST 100 has increased by \$10 per course to cover an increase in the cost of required student exams.
- The Surgical Technology Testing Fee of \$100 for course ST 211 was deleted and this course will now be charged a \$40 testing fee.
- The Surgical Tech lab fee for courses ST 100 & ST 211 has increased by \$65 per course. The increase is necessary to cover the rising cost of student surgical technology lab supplies.
- The Surgical Technology Testing Fee for course ST 212 is being decreased by \$110 to equal the actual cost of the exam.
- The Art Fee for printmaking courses ART 230 & ART 231 is increasing by \$25 to offset the cost of supplies specific to these classes.
- The Art Fee for ceramics courses ART 240, ART 241, ART 242, ART 243, ART 244, ART 245, & ART 340 is increasing by \$150 per course to offset the cost of supplies.
- A Capstone Exam Fee of \$45 has been added to course Child Development CDEV 405.
- The ECE Field Placement Fee has been removed.
- Course MDS 491 is being added to the MDS Senior Project Fee.

The expected net annual impact from these changes is estimated to be \$3,200.

With the exception of the items listed above, all other fee levels remained the same as the prior year. The complete list of fees is included in the following attachment.

**West Virginia University at Parkersburg Board of Governors  
Meeting of March 13, 2019**

**ITEM:** Approval of FY 2019-2020 Tuition Rate Request

**RECOMMENDED RESOLUTION:** *Resolved*, that the West Virginia University at Parkersburg Board of Governors approve the recommended tuition rates included below for submission to the West Virginia Community & Technical College System for 2019-2020 academic year.

**STAFF MEMBER:** Dr. Chris Gilmer, President  
Alice Harris, Executive Vice President of Finance & Administration

**BACKGROUND:**

West Virginia University at Parkersburg is seeking approval to submit a tuition rate request to the WVCTCS Board for FY 2019-2020 as follows:

<b>In-State Rates</b>	Associate Level	Baccalaureate Level
FY 18-19 Rate Per Hour	\$ 153.00	\$ 211.00
Percentage Increase	4.5%	4.7%
Increase Per Hour	\$ 7.00	\$ 10.00
FY 19-20 Rate Per Hour	\$ 160.00	\$ 221.00
Total Annual Tuition	\$3,840.00	\$5,304.00

<b>Out-of-State Rates</b>	Associate Level	Baccalaureate Level
FY 18-19 Rate Per Hour	\$ 341.00	\$ 364.00
Percentage Increase	4.9%	5.0%
Increase Per Hour	\$ 17.00	\$ 18.00
FY 19-20 Rate Per Hour	\$ 358.00	\$ 382.00
Total Annual Tuition	\$8,592.00	\$9,168.00

The high school and early college rate will remain at the previous year rate of \$50 per credit hour.

Tuition rate increases are necessary to cover increasing accreditation costs; insurance premiums; software license and hosting fees; investment in human capital necessary to grant academic credit for workforce skill sets; and resources to promote West Virginia University at Parkersburg as the college of choice in our region.

	Associate In State Rate	Baccalaureate In-State Rate	Associate Out-of- State Rate	Baccalaureate Out-of-State Rate
Percentage Increase FY 20	4.50%	4.65%	4.93%	4.89%
Percentage Increase FY 19	6.19%	5.99%	4.60%	5.19%
Percentage Increase FY 18	4.96%	4.82%	0.00%	0.00%
Three Year Average	5.21%	5.15%	3.17%	3.36%

Note: Due to the uncertainty in the State of West Virginia budget process, it may be necessary to revisit this resolution.

**West Virginia University at Parkersburg Board of Governors  
Meeting of March 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 February 28, 2019.