

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

APRIL 10, 2019
AGENDA

Members

Sam Winans, Board Chair

Donna Smith, Vice Chair

Steve Hardman, Secretary

Jeff Matheny

Joseph Oliverio

Jason Landers

John Denbigh

John Hushion

Chris Cunningham

JB Skidmore

Austin Grimmett

Dr. Chris Gilmer
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, April 10, 2019

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch – Dr. Torie Jackson	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 April 10, 2019
 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	
	• Appointment of Nominating Committee for 2019-2020 Slate of Officers		
4.	President’s Report	Dr. Chris Gilmer, President	
5.	Approval of Minutes		
	• Regular Meeting – March 13, 2019.....		5
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6.	Committee Reports		
	• Executive Committee	Sam Winans	
	• Administrative Services Committee	Steve Hardman	
	• Academic and Student Services Committee	Donna Smith	
7.	Possible Executive Session		
8.	Action Items		
	• Approval of Mercer Pay Scale Increases	Alice Harris, Executive VP Finance & Administration.....	9
	• Approval of Governor Justice’s 5% pay Increase	Alice Harris, Executive VP Finance & Administration.....	10
	• Approval of 2019-2020 Budget	Alice Harris, Executive VP Finance & Administration.....	12
	• Approval of Honorary Degree	Dr. Chris Gilmer, President....	13
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	• Fiscal Update	Alice Harris, Executive VP Finance & Administration.....	14

10. Board Comments/Announcements

11. Next Meeting

May 8, 2019; Francis & Nina Phares Board Room

12. Adjournment

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

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday March 13, 2019, in the Student Lounge at WVU Jackson County Campus, beginning at 3:15 p.m. Board members present were: Sam Winans, Donna Smith, Steve Hardman, Jeff Matheny, John Denbigh, John Hushion, Chris Cunningham, Austin Grimmett, and 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, 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 the meeting at JCC and thanked John Gorrell, for hosting.

4. President's Report

Dr. Gilmer began his report by thanking Dean John Gorrell and his entire team for their hospitality. Dr. Gilmer then informed the members that under the direction of Dr. Billy Stone we have incorporated a chapter of Delta Mu Delta, and honor society in business. The inaugural members have been inducted and as well as Dr. Gilmer being inducted as an honorary member. Kappa Delta Pi, international honor society in education, also inducted another exceptional class. Dr. Gilmer also provided updates on grant applications.

Next, Dr. Gilmer discussed a using the college's marketing department and students in its strategic communication major as a small scale pilot. Course assignments in this academic major will be designed to support the marketing functions of the college. This model will accomplish two major goals; one is to provide students with a portfolio of published work, generated while college to share with prospective employers; the second is to exponentially increase the volume and targeting of the college's marketing messages. If this experiential learning pilot is successful, we will expand by pairing other academic majors with relevant college departments.

Dr. Gilmer then discussed that since the last meeting, we have welcomed man groups and individuals onto our campus. We have had students from Wood and Roane counties that participated in recruitment visits. When Dr. Gilmer is on campus he personally

welcomes each group and is very pleased with the activities Dean Starkey and his staff, in partnership with the academic and workforce programs have planned. The college has also hosted events. African drummer Lawrence Greene's interactive performance was a big success during Black History Month. The dinner theater partnership with the Actors Guild of Parkersburg, resulted in two sold out performances. Representatives of the West Virginia Center for Civic Life was on campus to begin conversations which might result in locating this prestigious center associated with the Kettering Foundation, on our Parkersburg campus as its academic home. We will host their 2019 summer conference, bringing visitors from across the state and nation.

Dr. Gilmer reported the college has negotiated with the Parkersburg YMCA to secure a pilot membership at a greatly reduced cost for 50 students, faculty and staff members which will run through May 2019. During the summer, we will assess the amount of use weighed against the cost of expanding the partnership in the future. The WVU Parkersburg Foundation funded the pilot at a cost of \$2,500.

Dr. Gilmer also reported to the Board that he was delighted to be the guest of John Denbigh and his wife Karen to speak to the Roane County Rotary Club and to have in attendance the leadership of the Roane County public schools with whom we have negotiated an Early College partnership beginning fall 2019. The success of our Early College program is largely responsible for the rebound in our enrollment, coupled with our increased outreach to the high schools in our service area.

Next, Dr. Gilmer informed the members that Dr. Steven Smith is visiting with us this week to share national best practices in recruitment and enrollment management. Dr. Smith will also consult with our team in developing a new strategic plan addressing the enrolment cycle from recruitment through retention, graduation and workforce placement. There will be multiple opportunities for all stakeholders to contribute and give feedback in the development of the plan.

Dr. Gilmer then informed the members that he has followed through on the administrative realignment of the college as reported in the last meeting. The changes announced have already gone into effect, with some time needed to fully effectuated them.

Dr. Gilmer also reported that each month he will recognize one of the many excellent departments as the President's Point of Pride honored with a luncheon at Oakland. Dr. Gilmer also announced that Sharon O'Neill, who will at age 83 be the eldest graduate in the state of West Virginia, will deliver a speech at the May Commencement.

Dr. Gilmer informed the members of upcoming events held on campus. On March 26, the college will host The Climb: Campus Connections around Women's History and Leadership, a two-part symposium composed of panels made up of women leaders here at WVU Parkersburg and from the Community. On April 16, the college will host the Chamber Business After Hours event, in which we will showcase the college and its programs.

Lastly, Dr. Gilmer announced a transformative gift of \$50,000.00 from Mary Welch, who is choosing to fund 12 one-year scholarships for participation in technical and associate degree programs.

5. Approval of Minutes

The minutes of the Regular Board meeting of February 3, 2019, 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 administrative reorganization, enrollment, salary equity review, physical plant upgrades, legislative update, tuition and fees discussion, 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 Information Technology updates. A report was received on Institutional Advancement and Foundation updates. A report was received on marketing and communication efforts and website 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 Summer and Fall Semester Schedules and Online Learning Center. A report was received on WED short term programs, community education programs, business & industry updates, and miscellaneous activity.

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. Action Items

- Approval of FY 2019-2020 Fees

Alice Harris, Executive Vice President of Finance and Administration presented to the Board the proposed resolution to approve the fee schedule for FY 2019-2020 academic year. Ms. Harris provided a detailed list fees.

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

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

Mr. Matheny seconded the motion. Motion Passed.

- Approval of FY 2019-2020 Tuition Rate Request
Alice Harris, Executive Vice President of Finance and Administration presented to the Board the proposed resolution to approve submitting a tuition rate request to the WVCTCS Board for FY 2019-2020. Ms. Harris provided a detailed request noting that due to the uncertainty of the State of West Virginia budget process, it may be necessary to revisit this resolution.

After review and discussion, Mr. Matheny moved to approve the following 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.

Ms. Smith seconded the motion. Motion passed.

9. Information Items

- Fiscal Update
Ms. Harris provided a detailed report on the budget summary for February 28, 2019. With review and discussion, Ms. Harris answered questions from the members.

10. Board Comments/Announcements

None

11. Next Meeting

April 10, 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 April 10, 2019, in the Francis & Nina Phares Board Room.

Respectfully submitted,

Brady Whipkey
Chief of Staff to the President
Secretary to the Board of Governors

Sam Winans, Chairman

Steve Hardman, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of April 10, 2019**

ITEM: Approval of salary increases sufficient to bring employees up to the minimum of the new Mercer Pay Scale as approved by the State of West Virginia for qualified employees effective July 1, 2019.

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves pay increases for all staff whose salaries are currently below the minimum of the new State of West Virginia approved Mercer pay scale.

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

BACKGROUND:

In 2018, West Virginia University at Parkersburg committed to bring all employees whose salary is currently less than the recently updated Mercer Wage scale. The updated Mercer wage scale was developed by the State of West Virginia and rolled out in 2018. The new Mercer Wage Scale provides a condensed classification system for all staff. Each job title has been evaluated and placed into the new Mercer equivalent classification. Upon completion of this process, it was determined that 25 employees are currently below the minimum Mercer pay rates for their classification. The total cost to bring these employees up to the minimum of the new scale is \$53,918. This amount has been included in the proposed FY 2020 budget.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 10, 2019**

ITEM: Approval of Governor Justice's 5% pay increase effective for the pay period including October 1, 2019 (except for faculty that will become effective on the date of the FY 2020 contract execution.)

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves a pay increase equal to the lesser of 5% or \$2,370 for employees as described below.

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

BACKGROUND:

During the recently completed West Virginia legislative session, West Virginia University at Parkersburg received an increase in FY 20 state appropriations designated for salary increases. The additional appropriations is intended to provide for a 5% increase in salary for all employees making \$47,400 or an annual increase of \$2,370 for employees whose gross pay is more than \$47,400.

If approved by the Board of Governors, the pay increases will be applied as follows to each group:

Faculty – All full-time regular faculty who were employed by West Virginia University at Parkersburg during the academic year ended June 30, 2019 will be granted a 5% pay increase or \$2,370 whichever is less beginning with their FY 20 contract date. The estimated cost of this pay increase, including taxes and benefits, will be \$215,890.

Nonclassified Staff – All nonclassified regular staff included on the West Virginia University at Parkersburg payroll as of June 30, 2019, will receive a 5% pay increase or \$2,370 whichever is less. The estimated cost of this pay increase, including taxes and benefits, will be \$116,345.

Classified Staff – All classified regular staff included on the West Virginia University at Parkersburg payroll as of June 30, 2019, will receive a 5% pay increase or \$2,370 whichever is less. The estimated cost of this pay increase, including taxes and benefits, will be \$208,500.

Total cost including taxes and benefits \$540,735.

Budget Justification

Because the legislature appropriated additional funding sufficient to cover the entire amount of the 5% pay increase as previously described is entirely funded by increases in state appropriations.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 10, 2019**

ITEM: 2019-2020 Budget

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves a final budget for West Virginia University at Parkersburg for 2019-2020*

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

BACKGROUND:

West Virginia University at Parkersburg (WVUP) is statutorily required to submit operating and capital budgets that have been reviewed and approved by the WVUP Board of Governors to the West Virginia Community and Technical College System in May 2019. Therefore, the attached FY 20 operating and capital budgets for WVUP are presented for approval.

Future actions of the Legislature may require revisions to this budget. If so, a revised budget will be presented to the Board of Governor's at a future meeting for your consideration and approval.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 10, 2019**

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

STAFF MEMBER: Dr. Chris Gilmer
President

BACKGROUND:

West Virginia University at Parkersburg requests approval by the Board of Governors to present the Spring 2019 Commencement Speaker with an Honorary Degree.

Information about the nominee will be presented by Dr. Chris Gilmer.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 10, 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 March 31, 2019.