

# WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

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**AUGUST 14, 2019  
AGENDA**

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## Members

Donna Smith, Board Chair  
Steve Hardman, Vice Chair  
Joseph Oliverio  
Sam Winans  
Jeff Matheny  
Jason Landers

John Denbigh  
John Hushion  
Chris Cunningham  
JB Skidmore  
Miranda Reed

Dr. Chris Gilmer  
President



# SCHEDULE

## **West Virginia University at Parkersburg Board of Governors**

**Wednesday, August 14, 2019**

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch – Tress Ross	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 August 14, 2019  
Francis & Nina Phares Board Room  
3:15 p.m.

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|-----|---|--|
| 1.  | Call to Order   | Board Chair, Donna Smith   |
| 2.  | Swearing in of new Board member   | Debbie Richards  |
| 3.  | Roll Call   | Brady Whipkey<br>Chief of Staff to the President<br>Secretary to the Board |
| 4.  | Board Chair Report  | Chairman Smith   |
| 5.  | President’s Report  | Dr. Chris Gilmer, President  |
| 6.  | Approval of Minutes   |  |
|     | <ul style="list-style-type: none"> <li>• Regular Meeting –May 8, 2019.....4</li> <li>• Special Meeting – June 13, 2019.....9</li> </ul>                                 |  |
| 7.  | 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> | Donna Smith<br>Steve Hardman<br>Joe Oliverio                               |
| 8.  | Possible Executive Session  |  |
| 9.  | Information Items   |  |
|     | <ul style="list-style-type: none"> <li>• Fiscal Update</li> </ul>   | Alice Harris, Executive VP<br>Finance & Administration.....10              |
| 10. | Board Comments/Announcements  |  |
| 11. | Next Meeting<br>October 9, 2019; Francis & Nina Phares Board Room   |  |
| 12. | Adjournment   |  |

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
May 8, 2019

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday May 8, 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, Joseph Oliverio, Jason Landers, John Denbigh, John Hushion, Chris Cunningham, JB Skidmore, 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, reported that a Nominating Committee was appointed to present a slate of officers during the April meeting and called upon Mr. Denbigh to provide a report.

Mr. Denbigh reported the Nominating Committee met and present the following slate of officers for election:

- Donna Smith – Chair
- Steve Hardman – Vice-Chair
- Joe Oliverio – Secretary

The nominations for the slate of officers for the 2019-2020 term were approved upon a motion by Mr. Matheny, seconded by Mr. Grimmett.

**4. President's Report**

Dr. Gilmer began his report by discussing the May 11 Commencement Ceremony. WVU Parkersburg will award 358 credentials to 272 students, 244 certificates and associate degrees and 114 bachelor's degrees. The oldest graduate in the history of the WVCTC, our own Sharon O'Neill, will make remarks on behalf of the student body, and Chad Shealy, one of the nation's most innovative school leaders, will be our distinguished commencement speaker. Members of the National Institutes for Historically-Underserved Students, Dr. Dorothy McGill, Dr. Nkenge Friday, Dr. Ivan Banks, and Chad Shealy will join us on Friday for a work session to promote the Institutes and will be my guest at commencement.

Next, Dr. Gilmer reported on the many groups we have welcomed to our campuses.

Stella Moon and the West Virginia STARS program had its awards luncheon for students from throughout our service area. The supervising teachers for our student teachers met with their new mentees and the West Virginia School Boards held their regional meeting on the Parkersburg campus at the invitation of Dr. Torie Jackson, President of the Ritchie County School Board. Our Phi Theta Kappa chapter advised by Marie Butler, Andrew Rochus and Andrew Walker, held its spring induction ceremony and led a campus-wide clean-up day which started with breakfast compliments of Chick-fil-A and ended with a cookout hosted and prepared by Billie Shutts and Kurt Klettner. We observed Denim Day in solidarity with those who are overcoming abuse and we hosted a large group of area business leaders convened by the Mid-Ohio Valley Chamber of Commerce. Our Honors Day celebration, sponsored by United Bank, celebrated the accomplishments of our students and community members in the presence of their families, with Steve Atmliller, President and CEO of WVU Medicine Camden Clark, accepted our Business Partner of the Year award. MaryAnne Ketelsen, President of Mr. Bee potato chips, accepted our first annual Philanthropist of the Year Award on behalf of her mother, Mary "Mikey" Welch in recognition of a \$50,000 scholarship gift this year.

Dr. Gilmer then reported on meetings attended in the community. Dr. Gilmer attended the regular meeting of the West Virginia Community and Technical College System and the President's meeting, and we are deeply honored to have Chancellor Tucker as our special guest for luncheon with the Board today. Vice President Brady Whipkey and I joined by two local superintendents and several members of the West Virginia Legislature to tour a model Science, Technology, Engineering and Math (STEM) school district, Northwestern, in West Salem, Ohio, the first K-12 STEM school in Ohio. We were the only university invited on the tour, and came home with many ideas to enhance project-based learning.

Dr. Gilmer also discussed hosting the U.S. Department of Education financial aid program review team which commented that our financial aid staff and everyone they visited while on campus, especially Heather Skidmore who was their primary liaison, were delightful and very helpful and we expect an initial report from the program review this summer. The WVU Parkersburg Foundation's Board of Directors approved my request for changes to the Foundation's bylaws and a new Memorandum of Understanding outlining the relationship between the University and the Foundation, including acceptance of Dr. Keith Gaskin, the university's Vice President for Institutional Advancement, as President and CEO of the Foundation. A slate of officers for the Found Board was accepted with Dr. Cindy Gissy named as president, and the election will take place in June.

Dr. Gilmer then informed the members he met with leadership of the Parkersburg Transit Authority, CEO Mike Kesterson, about extending bus routes to and from WVU Parkersburg during the summer months, based on expressed student need for transportation to and from summer classes. We are exploring possibilities.

Next, Dr. Gilmer reported on upcoming meetings. Later this month he will lead a team from WVU Parkersburg to visit with Dr. David Jarvis, CEO of Advanced Applications, LLC, and entrepreneurial cosmetics start-up in Reedy, WV. Dr. Jarvis is looking for a university partner to help move his innovative business forward, just one example of the workforce development opportunities in the service area. In June, Dr. Gilmer and Michele Wilson

will present the success of our workforce development programs in Ashville, NC, at the invitation of the Community Colleges of Appalachia at their summer conference. In September, Dr. Gilmer is invited to present about the National Institutes for Historically-Underserved Students at the White House Conference on Historically Black Colleges and Universities in Washington, DC.

Lastly, Dr. Gilmer reported on visits from the schools in our service area. Several times each month school buses pull up on campus with children of all ages and from all grades. Dr. Gilmer commended the entire campus community for planning excellent and meaningful programs, which keep them wanting more. Since our last meeting Spencer Middle School, Parkersburg South High School, Parkersburg Catholic High School, and Hamilton Middle School have visited.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of April 10, 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 updates on personnel, financial aid, commencement, Foundation, 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 five year program review, assessment, and new faculty positions. 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 Foundation MOU  
Dr. Gilmer, presented to the Board the proposed resolution to approve the memorandum of understanding between West Virginia University at Parkersburg and WVU at Parkersburg Foundation. The Board of Governors recognizes the value the Foundation adds to the college with support of students, faculty and staff.

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 Memorandum of Understanding between West Virginia University at Parkersburg and WVU at Parkersburg Foundation

Mr. Grimmatt seconded the motion. Motion Passed.

- Approval of Five-Year Program Review

Dr. Chad Crumbaker, Vice President Academic and Student Affairs, presented to the Board the proposed resolution to approve five-year program reviews for 2019-2019. As a requirement of Title 135, Series 10 of the West Virginia Council for Community and Technical College Education, Policy Regarding Program Review, WVU at Parkersburg has conducted an internal follow-up review of nine (9) programs this academic year in accordance with these procedures. The internal review consisted of a thorough review by the Outcomes Assessment Committee, an Academic Affairs standing committee, based on strict criteria.

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 recommendations of the Outcomes Assessment Committee regarding program reviews for 2018-19

Ms. Smith seconded the motion. Motion passed.

- Approval of Proposed Revision of Policy B-32, *Annual Increment Payments*

Scott Poe, Executive Director of Human Resources, presented to the Board the proposed resolution to approve the revision of Policy B-32, Annual Increment Payments. The policy lists an outdated dollar amount associated with annual increment payments; therefore, a revision is necessary. Since the State Legislature, rather than the WVU at Parkersburg Board of Governors, is vested with the authority to establish the dollar amount, the attached revision replaces the actual dollar amount with a more general reference to “the statutorily defined” dollar amount. The revision also reinforces the policy’s applicability to “eligible” employees and includes some minor updates in accordance with West Virginia Code.

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

*Resolved*, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for revision of Policy B-32, *Annual Increment Payments*, and hereby authorizes revision of said policy without further action by the Board if no comments are received.

Mr. Grimmatt seconded the motion. Motion passed.

## 9. Information Items

- Fiscal Update  
Ms. Harris provided a detailed report on the budget summary for April 30, 2019. With review and discussion, Ms. Harris answered questions from the members.
- Board of Governors Workshop  
Dr. Gilmer reported to the Board the West Virginia Community and Technical College System, through the Office of the Chancellor will host a Board of Governors Workshop for all CTC Board of Governors members. The workshop will take place on June 12, 2019 from 8:30 a.m. to 4:00 p.m. at Stonewall Resort and Conference Center. Any member wanting to participate should contact Brady Whipkey for necessary arrangements

**10. Board Comments/Announcements**

None

**11. Next Meeting**

TBD, Francis & Nina Phares Board Room

**12. Adjournment**

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting date will be set at a later time and members will be notified.

Respectfully submitted,

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

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Sam Winans, Chairman

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Steve Hardman, Secretary



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

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Thursday June 13, 2019, in the Francis and Nina Phares Board Room at the WVU Parkersburg Campus, beginning at 12:00 p.m. Board members present were: Sam Winans, Donna Smith, Steve Hardman, Jeff Matheny, Joseph Oliverio, Jason Landers, John Denbigh, John Hushion, Chris Cunningham, JB Skidmore, 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. Executive Session**

Chairman Winans asked for a motion to move into Executive Session, under the authority of WV Code §6-9A-4(b)-(2)(A) & b(12) to discuss: legal and deliberative matters. Ms. Smith moved to adjourn to Executive Session. Mr. Denbigh seconded the motion. The motion passed and the Board moved into Executive Session at approximately 12:05 p.m. Chairman Winans announced that the Board would return to the regular meeting at 1:32 p.m. Ms. Smith moved to return to regular session. Mr. Cunningham seconded the motion. Motion passed.

**4. Adjournment**

With no further business to be discussed, Chairman Winans adjourned the meeting. The next meeting date will be set at a later time and members will be notified.

Respectfully submitted,

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

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Sam Winans, Chairman

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Steve Hardman, Secretary

**West Virginia University at Parkersburg Board of Governors  
Meeting of August 14, 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 July 31, 2019.