

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
January 8, 2020

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday January 8, 2020, in the Francis and Nina Phares Board Room at the WVU Parkersburg Campus, beginning at 3:15 p.m. Board members present were: Donna Smith, Steve Hardman, Joe Oliverio, Jeff Matheny, John Denbigh, JP Hushion, Chris Cunningham, JB Skidmore, and Miranda Reed. Others present included Dr. Chris Gilmer and Brady Whipkey.

Guests present included administrators, faculty and staff.

1. Call to Order

Ms. Smith, 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. President's Report

Dr. Gilmer began his report by discussing the start of Professional Development week and that the farm is coming alive with new growth and untapped potential.

Next, Dr. Gilmer reported that this month we will formally accept the keys to our new Downtown Parkersburg location which will house the West Virginia Center for Civic Life, the Mid-Ohio Valley Arts Collaborative, and the community coordinator for a new project led by several area funders in partnership with WVU Parkersburg, to be announced later in conjunction with the funders. As part of our new Center for Center for Civic Engagement and Innovation led by Senta Goudy, we are taking WVUP actively back into the downtown community, with a number of other projects under consideration. Senta and I worked to secure \$238,000 in new grant funding from the Ross Foundation to provide seed money for the newly formed MOV Arts Collaborative, an opportunity for the university to take a leadership role in helping to coordinate arts in the Valley and to support nonprofit arts organizations. Senta, Michele Wilson, and others have also been working on a sustainable agriculture campaign focusing on bringing our farm back into service, for which we have already received a \$45,000 donation with the likelihood of a significant grant forthcoming from the West Virginia Community and Technical Colleges.

Dr. Gilmer then reported We have officially announced our partnership with the Arnold Foundation which will provide \$1.7 million in funding, the largest gift to the College from a Foundation in our nearly 60-year history, to replicate the City University of New York's research-based ASAP student retention program. You have heard me talking around the edges of this venture for some time, but contracts are signed and we are one of only two colleges selected nationally for this prestigious partnership which we trust will significantly increase the retention and completion of our most vulnerable students. Provost Crumbaker and I took the local lead in bringing this opportunity to WVUP, with leadership

at the state level from Chancellor Sarah Tucker and her team. Chad has named a task force which has met once with the CUNY implementation team. The project will now proceed under his leadership.

Dr. Gilmer also reported the National Institutes once again brought about 40 distinguished educators, civil rights leaders, and business and industry leaders representing 15 states and the District of Columbia together on our campus for an event headlined by Tony- and Emmy-winning Broadway legend Lillias White. The WVU Parkersburg Foundation, The Erickson Foundation, and Ntiva, a Washington, DC-based technology firm with whom we partner on a unique Learn and Earn project, provided funding for the event, and I oversaw the fundraising to underwrite the costs. In advance of the Institutes, National Book Award Winner Aaron Abeyta provided poetry readings on campus, transgendered educator and author Dr. Stacey Reicherzer mentored our OPEN Project, and award-winning K-12 Superintendent Chad Shealy conducted a leadership workshop for our area feeder schools. Dr. Dorothy McGill, a licensed mental health therapist and group facilitator, moderated a panel of our own students who told their stories of overcoming adversity in pursuit of higher education with hardly a dry eye in the house after they finished. Overall, the Institutes lived up to the high bar set in 2018, and we plan to continue nurturing and expanding this project.

Next, Dr. Gilmer reported In December, we hosted one of the largest fall commencements in our history, standing room only with two overflow rooms, and were inspired by the address of The Honorable Irene Berger, the first female African-American U.S. District Judge in West Virginia, presenting her with the Honorary Doctor of Humane Letters degree for her lifetime of accomplishment and service. After commencement, we honored the tradition of pinning the nursing students in an emotional ceremony transitioning them from student to professional.

Dr. Gilmer then announced he is delighted to recognize Darren Shearlock, our Veterans Affairs Coordinator, supervised by Kurt Klettner, our Executive Director of Student Services, as our veterans affairs program was ranked 8th in the entire nation by *Military Times*. Earlier in the fall semester, our online degree in child development was ranked 1st in the entire nation by *Intelligent.com*. This program is led by Christi Calvert under the direction of Dr. David Lancaster, and I hope you will help me to recognize these individuals, the full departments which support them, and the students they serve for placing us in the very top tier of national recognition. It makes a President quick to brag in public, and not on himself, as if this one was not already quick to brag on our institution. Further, we recently completed highly successful reaffirmation of accreditation visits for our education and nursing programs, and earlier in the year, for our business program.

Dr. Gilmer also reported that Dr. Steve Smith, our Vice President for Enrollment Management and Dean of our Jackson County Campus, has led a team in producing a draft, now ready for community review and feedback, of a five-year strategic recruitment plan based on the lifecycle of the student from recruitment through retention, completion, job placement, and alumni status. The draft has been vetted extensively by the Executive Team, and I have waited to release it for community review until sufficient revision was completed for every vice president of the university to endorse the work. This has now occurred. At 38 pages and growing, this plan will be by far the most in-depth, research- and best practices-based recruitment plan in the history of WVUP, and will be released for

review and comment by the entire community, including this Board, no later than January 17. We will solicit feedback in a number of ways, make relevant changes based on that feedback, and have the document completed and serving its purpose by the end of the semester. This document will then serve as the framework for development of a full new strategic plan for WVUP which will begin late spring and be in place by the end of 2020. Dr. Smith and his team produced the recruitment plan in draft form start to finish in about four months, whereas this easily takes a year at most institutions, underlining my commitment that we are indeed going to fight against state and national trends and stabilize our enrollment for the long-term. Speaking of enrollment, while it is too soon to provide any firm numbers for the spring semester, we stand in day-to-day comparison, 2020 to 2019, at 98.5 percent in headcount and 96.5 percent in full-time equivalent enrollment. We are aware of at least one large population for which a significant portion of enrollment has not been reported, early college, so I expect that we will exceed 100 percent in headcount and match, slightly exceed, or fall very slightly short of 100 percent in FTE spring 2020 compared to spring 2019. I will release final and more accurate numbers when I have them, and we are not bound to the numbers I present today. They are only provided as a report of very positive progress.

Dr. Gilmer then discussed we have received as expected a clean audit with no findings, and I commend Alice and her team for this accomplishment. The same is true for the Foundation's successful recent audit. As Alice will tell you, our budgetary process is very inclusive, and our WVUP family is careful with its money so, in fact, everyone shares some measure of credit. Our current cash reserves stand at \$13,895,000, a very comfortable and unique position for an institution of our size and mission. The Executive Team and I will likely come to this Board at its March meeting and ask you to consider approving the use of a still-to-be-determined amount of reserve funds to implement the ambitious strategic recruitment plan, as well as a number of retention and other programs not covered by our annual budget. Our request will be sufficient to propel us to the next level of accomplishment and long-term security, while being also conservative and representing good stewardship.

Next, Dr. Gilmer reported we have hosted many groups and events on our campuses since your last meeting, and the following may be an exhausting, but is not an exhaustive, list:

- Surgical Technology Advisory Panel
- Workforce West Virginia
- Pleasants County High School students
- Council for Accreditation of Educator Preparation
- STARS, a youth empowerment program celebrating students from throughout our service area
- No Small Matters, a documentary film on the importance of childcare and early childhood education
- Wood County Public Schools National Technical Honor Society
- Phi Theta Kappa's fall induction
- Regional Educational Consortium
- A Poetry Slam hosted by our LGBTQ affinity group
- Educational Personnel Preparation Advisory Committee
- WVUP Alumni luncheon

- Early College Forum, and
- WVUP Legislative Breakfast.

Dr. Gilmer then discussed that he has been active in the community since your last meeting, presenting to the Beverly, OH, Lions Club and the Wood County Commission; fulfilling directorship roles with the Rotary Club of Parkersburg, Artsbridge, the Mid-Ohio Valley Regional Council, and the Children’s Museum; celebrating with Dr. H.G. Young as he was selected for the highest award presented by the local chapter of the National Society of Arts and Letters during recognition at the Parkersburg Country Club; attending Chamber After Hours events and the Wood County Area Development Corporation; and legislative events sponsored by the Pleasants County School District and the Mid-Ohio Valley Chamber of Commerce. I was honored and deeply surprised to be selected by the Chamber as the Business Leader of the Year for 2019. Additionally, I was named a National Commissioner on College Readiness for the American Association of Community Colleges and attended the first meeting in Washington, DC in November.

Lastly, Dr. Gilmer discussed that upcoming we will soon be hosting luncheon meetings of the Mid-Ohio Valley Arts Collaborative members; a group of farmers and those with interest in and knowledge about agriculture from across the region and state to help jumpstart our farm project; the Wood County Public Schools Early College team; and a production of *Sense and Sensibility* staged on our campus by the Parkersburg Actors Guild. These are but a few among dozens of events scheduled throughout the remaining winter and spring on our campuses, and we will do our best to keep you abreast of the many opportunities.

4. Approval of Minutes

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

5. Committee Reports

- Executive Committee

Chairman Smith reported that the Executive Committee met to discuss updates on enrollment, legal, expansion opportunities, National Institutes, Social Justice Policy, Faculty Senate, and then an open discussion. Chairman Smith, then reported the Board of Governors would conduct an evaluation of the President. Chairman Smith had the following to report: In compliance with West Virginia Code Section 18B-1B-6c and Title 135, Procedural Rule of the West Virginia Council for Community and Technical College Education, Series 5, Employing and Evaluating Presidents, the governing board is to conduct a formal written performance evaluation of its President at the end of the initial contract period. Dr. Gilmer will complete his initial contract and second year as President of West Virginia University at Parkersburg on June 30, 2020. The governing board’s evaluation will be reported to the President, the Chancellor, and the Chair of the Council for Community and Technical College Education. To begin this task, I am appointing the following individuals to serve on the Presidential Review Committee:

Past Board Chair – Jeff Matheny
 Board Vice Chair – Steve Hardman

Board Member – John Denbigh
Faculty Representative – Chris Cunningham
Staff Representative – JB Skidmore
Student Representative – Miranda Reed
Vice President and Jackson County Center CEO – Dr. Steven Smith
Associate Provost and Foundation Chair – Dr. Cynthia Gissy
Alumni Representative – Savannah Jeffers
And I will serve as the Committee Chair.

Thank you to all for agreeing to serve.

The role of the Presidential Review Committee is to seek comment from the President, administration, faculty, staff, students, alumni, foundation board members and key community leaders from the receipt of written comments or evaluations and oral comments during an on campus visit scheduled for Thursday, February 20th. Once completed, the Review Committee will share its assessment with the President for his comments and ultimately deliver a summary to the Board of Governors at its March meeting. Following that meeting, it is the duty of the Executive Committee of the board to present the terms of a contract renewal to the full Board at its April meeting.

- Administrative Services Committee:
Mr. Hardman reported that the Administrative Services Committee met and discussed updates on finance and administration, renovations to facilities and campus, information technology, position vacancy and new hires, and marketing and communication efforts and website updates.
- Academic and Student Services Committee:
Mr. Oliverio reported that the Academic and Student Services committee met and discussed updates on assessment, zoom and three semester schedules, JCC updates, WV Climb, Early College, NACEP Conference, and on WED short term programs, business and industry, and the entrepreneur center/maker space.

6. Information Items

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

7. Action Items

- Approval of WVU at Parkersburg Fiscal Year 2019 Audit
Alice Harris, Executive VP of Finance and Administration, presented to the Board the proposed resolution for approval of the WVU at Parkersburg Fiscal Year 2019 Audit.

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 Audit report for fiscal year ending June 30, 2019 as submitted

Mr. Denbigh seconded the motion. Motion passed.

- Approval of adoption of Policy C-40, Transferability of Credits and Grades
Chad Crumbaker, Provost, presented to the Board, the proposed resolution to approve the adoption of Policy C-40, Transferability of Credits and Grades. Provost Crumbaker reported the policy establishes the College's commitment to assuring that students may transfer and apply toward the requirement for a degree the maximum number of credits earned at other accredited colleges and universities with minimal additional requirements.

After review and discussion, Mr. Oliverio moved to approve the following resolution:

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy C-40, *Transferability of Credits and Grades*, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

Mr. Matheny seconded the motion. Motion passed.

- Approval of MOU with WV Center for Civic Life
President Gilmer, presented to the Board, the proposed resolution to approve the MOU with West Virginia Center for Civic Life. Dr. Gilmer discussed the MOU would locate the Center on the campus of WVU Parkersburg with the University providing an academic home for the respected nonprofit with the goal of pursuing joint ventures and grant funds.

After review and discussion, Mr. Oliverio moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors gives final approval to enter into a Memorandum of Understanding with the West Virginia Center for Civic Life.

Mr. Cunningham seconded the motion. Motion passed.

- Approval of Real Estate Contract
President Gilmer, presented to the Board, the proposed resolution for approval of a real estate contract. Dr. Gilmer reported that at its October 9, 2019 meeting, the Board granted approval for President Gilmer to negotiate and complete the rental of said real estate on terms discussed and approved by the Board in accordance with Board policy and West Virginia law. Dr. Gilmer has completed the negotiation, and the lease is included in today's Board packet.

After review and discussion, Mr. Hushion moved to approve the following resolution:

Resolved, that the West Virginia University at Parkersburg Board of Governors gives final consent for the rental of property at 414 Market Street, Parkersburg, West Virginia.

Mr. Cunningham seconded the motion. Motion passed.

8. Executive Session

Chairman Smith asked for a motion to move into Executive Session. Mr. Matheny moved to adjourn to Executive Session. Mr. Oliverio seconded the motion. The motion passed and the Board moved into Executive Session, under the authority of WV Code §6-9A-4(b)-(2)(A) at approximately 4:10 p.m. to discuss president's evaluation.

Chairman Smith announced that the Board would return to regular meeting at 4:58 p.m. Mr. Denbigh moved to return to regular session. Mr. Oliverio seconded the motion. Motion passes.

9. Board Comments/Announcements

None

10. Next Meeting

March 11, 2020; JCC

12. Adjournment

With no further business to be discussed, Chairman Smith, requested a motion to adjourn. Mr. Hushion moved to adjourn the meeting. Mr. Cunningham seconded. The regular meeting of the Board of Governors adjourned at 5:00 p.m.

Respectfully submitted,

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

Donna Smith, Chair

Joe Oliverio, Secretary