

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**APRIL 12, 2022
AGENDA**

Members

Steve Hardman, Board Chair
Joe Oliverio, Vice Chair
JP Hushion, Secretary
Donna Smith
Jeff Matheny
Jason Landers

John Denbigh
Stephanie McCoy
Ami Shaver
Dr. Rose Beebe
Kim McFee
Lauren Hissem

Dr. Chris Gilmer
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Tuesday, April 12, 2022

11:30 a.m.	Executive Committee	President's Office
12:30 p.m.	Lunch	Francis & Nina Phares Board Room (Room 1300A)
2:00 p.m.	Academic and Student Services Committee	Theater
2:00 p.m.	Administrative Services Committee	Theater
3:15 p.m.	Board Meeting	Francis & Nina Phares Board Room (Room 1300A)/Zoom

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of April 12, 2022
Francis & Nina Phares Board Room/Zoom
3:15 p.m.

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| 1. | Call to Order | Board Chair, Steve Hardman |
| 2. | Roll Call | Brady Whipkey
Secretary to the Board |
| 3. | President’s Report | Dr. Chris Gilmer, President |
| 4. | Approval of Minutes | |
| | • Regular Meeting – March 8, 2022 | 4 |
| 5. | Committee Reports | |
| | • Executive Committee | Steve Hardman |
| | • Academic and Student Services Committee | Joe Oliverio |
| | • Administrative Services Committee | John Denbigh |
| 6. | Information Items | |
| | • Fiscal Update | Alice Harris, Executive VP
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| 7. | Action Items | |
| | • Approval of Five Year Program Review | Dr. Chad Crumbaker, Provost.. 11 |
| | • Approval of Cosmetology MOU | Dr. Chris Gilmer, President
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| | • Approval of Honorary Degree | Dr. Chris Gilmer, President 16 |
| 8. | Possible Executive Session under the authority of WV Code §6-9A-4(b)(2A), to discuss confidential personnel matters. | |
| 9. | Action Item | |
| | • Consideration of Modification to President’s Contract | Steve Hardman, Chair..... 17 |
| 10. | Board Comments/Announcements | |
| 11. | Next Meeting
June 14, 2022 | |
| 12. | Adjournment | |

MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS
March 8, 2022

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Tuesday March 8, 2022, in the Multipurpose Room of WVU Parkersburg and via Zoom Video Conferencing, beginning at 3:15 p.m. Board members present were: Steve Hardman, Joe Oliverio, JP Hushion, Donna Smith, Jeff Matheny, Jason Landers, John Denbigh, Ami Shaver, Rose Beebe, Kim McFee, and Lauren Hissem. Others present included Dr. Chris Gilmer and Brady Whipkey.

Guests present included administrators, faculty and staff.

1. Call to Order

Mr. Hardman, 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

President Gilmer delivered the following report:

Good afternoon, Governors. March is Women's History Month, and we have an array of outstanding activities planned at WVUP to commemorate the outstanding leadership of women in history, at WVUP, and in the world today. I usually start these reports with a quotation, so today I offer a quote from a woman very important in my personal history, but who never made it into the newspaper and never changed world affairs. Elva Ruby Hill Bell was my great-grandmother. She was what we call an earth mother in the South, meaning she knew how to coax the largest and most eggs from her hens which she called by names such as Lucille and Betty Ann. She was fearless enough to chop a poisonous snake in half with a hatchet in close quarters and practical enough that not a single piece of fruit from her trees hit the ground or went to waste. Her mantra is our quote for the day: "What don't kill will fatten." Yes, she was paraphrasing Friedrich Nietzsche who more famously said, "What does not kill me makes me stronger," ironic since she would have summarily disapproved of Nietzsche had she ever even heard of him. I offer this reverie and this mantra as a tribute to the many women in history and in all of our lives who have had to figure out how to do more with less, who have like my grandmother eaten the peeling from the apples and given the fruit to the children, and who have not always been properly recognized as equal citizens despite their always equal and sometimes greater contributions to their families and to society. With respect to some very good men in my life, I was raised by strong women and lifted up to the place I am today by them. I offer my heartfelt appreciation to all women during Women's History Month and always.

Executive Vice President Chad Crumbaker and his team have submitted our interim report to the Higher Learning Commission (HLC) in advance of the deadline. First, I commend Chad for his diligent leadership of this essential project because maintaining accreditation is the life's blood of any institution of higher learning. I asked him to detail the report to the subcommittee on academic issues earlier today so that the Governors as a body are well aware of the many accomplishments since the last site visit and the significant upgrades to our assessment that we are making in advance of the 2024 reaffirmation site visit. EVP Crumbaker and I have recently seated an HLC steering committee representing a cross-section of stakeholders. He will lead this group and I will participate actively in an ex-officio capacity as together, as a community, we write the reaffirmation report. Chad and I would like to introduce to this Board Dr. Jenny Waters, WVUP's new Director of Assessment. She provided significant effort in preparing this report, along with co-chairs of the faculty outcomes assessment committee, Professors Andrew Walker and Dr. Alicia Beeson. We also thank the entire faculty for implementing the necessary upgrades and for serving as thought partners in their development.

Executive Vice President Alice Harris and Chief Information Officer Doug Anthony are leading a team to ensure that we are fully compliant with the Gramm-Leach-Bailey Act (GLBA), a major undertaking to protect data at the college and an especially timely undertaking considering all of the hacking and phishing schemes which are occurring in the world. WVUP routinely has phishing attempts made to our community, often and always falsely in the name of the President, and Doug and his dedicated team are always diligent to inform and to protect our stakeholders. I commend Alice for her leadership of this initiative, and Alice and I both commend Doug and the entire IT team. I asked EVP Harris to provide an overview of this initiative to the subcommittee on administrative issues earlier today so that the Governors as a body are aware of its implications.

Vice President Brady Whipkey and the facilities team will be undertaking two major physical plant renovations in the coming months, transforming the former Early Learning Center into our on-campus Coplin Clinic which has cleared all regulatory hurdles and should be open this fall, and transforming and significantly expanding the current business office into a more employee-friendly and student-friendly workspace and student service area. It is our hope and our expectation that both projects will be minimally disruptive to the community and that both renovated facilities will be open for the fall 2022 semester. Brady will serve as the primary liaison to Coplin Health Systems for seeing this long-awaited and highly-anticipated project to fruition.

Executive Vice President Torie Jackson and I are delighted to share with you that final approval has been given and a donor agreement signed with the Erickson Foundation to fund the C.O. and Charles F. Erickson Distinguished Faculty Chair in Entrepreneurship at West Virginia University Parkersburg. This has been a dream since my arrival, a major financial and philosophical investment in the faculty body and in our continued growth both as a community college and as a small regional university. We expect to seat the first holder of the Chair through an open and competitive process in the coming months to begin his, her, or their tenure fall 2022. The Chair will be chosen from the current faculty body, and faculty members in any discipline may apply. More

information is forthcoming, and please mark the date April 22, 2022 for a formal press announcement and celebration to which the Governors will be invited. Dr. Jackson is to be commended for her integral role in helping me to finalize this major gift, the first of its kind in the history of this institution.

Executive Vice President Steven Smith and the OPEN Task Force have done an exemplary job in planning two exceptional Black History Month presentations, the first a history of the Sumner School by Dr. Michael Rice, author of *The Sumner Seven*, and the second a dialogue with Derrick Johnson, Esquire, National President of the NAACP. We thank *The Parkersburg News and Sentinel* and *WTAP* television for their especially good coverage of our Black History Month events, and Dr. Smith and I commend the OPEN Task Force for its leadership in our diversity, equity, and inclusion (DEI) efforts. I had the opportunity to address the Parkersburg City Council at the invitation of Council Member Wendy Tuck to share WVUP's Black History Month offerings. Dr. Smith and I also wish to commend OPEN's Co-Chair, Nancy Harris, for her leadership in preparing WVUP's Women's History Month activities.

We are excited to begin planning an outdoor commencement ceremony for this semester's graduates and any of the fall 2021 graduates who wish to participate. The event is scheduled for 2 p.m. on Saturday, May 7, 2022, with a rain back-up date of 2 p.m. on Sunday, May 8. You will receive more information closer to the occasion.

Working with our strategic planning consultant, the vice presidents and I are fully engaged in the strategic planning process, and I have tasked each of the vice presidents to lead the stakeholder engagement process around one of the five major components of the plan. Information about six upcoming virtual town hall meetings has been released to the community, and the first of the events is set for March 23 and the last for April 27. Additionally, stakeholders are invited to submit written input, and the administration will finalize a draft plan during the late spring and early summer with the expectation of bringing it to this Board for approval late summer or early fall 2022. Of course, the Board is encouraged to participate in any or all of the town hall meetings, and we will send you the dates and topics for each of the sessions so that you may mark your calendars as desired.

I have recently seated a compensation task force which I have discussed with this Board in past. The task force has held its first meeting and is being co-chaired by Dr. David Lancaster, Dean of Education and Tenured Professor of Education, and Brent Dotson, elected Chair of the Staff Council. It is broadly representative of staff and faculty, and Executive Director of Human Resources and Compliance, Mary Bentz, will serve as the resource person for the task force. I have invited them to review salary structure, protocols, and practices at WVUP and to make non-binding recommendations to the administration. Their recommendations will be seriously considered as we work to ensure the maximum salary equity possible within the confines of our budget. I will keep this Board updated on their progress, and I thank all of those who volunteered to serve. Service on this task force is entirely voluntary, and everyone who volunteered was seated. I have deliberately refrained from serving on the task force or assigning any vice

president to serve so that their deliberations and findings are independent of administrative influence.

Your president remains active in academic pursuits, having recently co-authored a book chapter in a recent peer-reviewed book release by Information Age Press: *Imagining the Future: Historically Black College and Universities – A Matter of Survival*. I have also been invited to serve as an advisor to the University of Arizona on Diversity, Equity, and Inclusion (DEI) initiatives.

In closing, WVUP has several exciting competitive grant applications pending and planned, and while it is not quite timely to discuss the details, look forward to learning more about these initiatives if they are funded in the near future. I commend the WVUP community broadly for the excellent work being proactively done in the arena of grant writing, and I will recognize individuals at a later time. Finally, as an attachment to this report, you have the most recently updated COVID-19 guidelines. A relaxation in some of our protocols was appropriate due to a more positive trajectory of the virus and prevailing state and national trends, and the administration undertook this revision as this Board outlined in consultation with its Chair. I will not read the revised protocols, but I wanted you to have a copy for reference.

Mr. Chair, with respect to this Board and if there are no questions, this concludes my report.

4. Approval of Minutes

Chairman Hardman, stated the minutes from the Regular Board meeting of January 11, 2022 are submitted for review. With no corrections to be made, minutes are approved as submitted.

5. Committee Reports

- Executive Committee

Chairman Hardman reported that the Executive Committee met to discuss tuition structure, Erickson Chair in Entrepreneurship, Commencement, long term strategic plan and other business.

- Academic and Student Services Committee

Mr. Oliverio reported Provost Chad Crumbaker provided an update on the HLC Interim Report.

- Administrative Services Committee

Mr. Denbigh reported EVP Alice Harris provided an update on the progress with Gramm-Leach-Bliley Act (GLBA).

6. Information Items

- Fiscal Update

EVP Harris provided a detailed report on the budget summary as of month ending February 28, 2022. With review and discussion, Ms. Harris answered questions from the members.

7. Action Items

- Approval of FY 2022-2023 Tuition Rate

President Gilmer and EVP Harris presented to the Board the resolution for approval of the FY 2022-2023 tuition rate with an increase of 4.89%

After review and discussion, Mr. Oliverio moved to approve the following resolution with the amendment that the increase be changed to 4.97%:

Resolved, that the West Virginia University at Parkersburg Board of Governors votes to approve a 4.89% increase in tuition rates for the 2022-2023 academic year. We approve the submission of the following rates to the West Virginia Community & Technical College System for the 2022-2023 academic year.

Ms. Smith seconded the motion. Motion passed.

- Approval of FY 2022-2023 Fees

EVP Alice Harris presented to the Board the resolution for approval of a FY 2022-2023 Fees. The administration of West Virginia University at Parkersburg recommendation the approval of the attached fee schedule for FY 2022-2023 academic year. No new fees were requested for FY 23. Below is a summary of requests for significant changes to existing fees:

- The WVUP Health Sciences Division plans to drug test students enrolled in the WVUP Nursing program each semester of the program. To ensure that all students are tested the \$45 drug testing fee has been added for all students enrolled in NURS 144, 244, and 174. The fee is equal to the cost of the 3rd party administered drug test and as such results in no additional net revenue.
- The Education Field Placement Fee of \$25 per course was added to new courses EDUC 301, EDUC 308, SPED 210, and SPED 310 and was removed from EDU 308, MATH 302, MATH 303, and SPED 308. These changes are expected to be revenue neutral.
- The Graduation fee was changed to \$10 per application and will not change the revenue by a material amount.
- The WVU nursing fee was removed from NURS 125 and added to NURS 174 and is expected to be revenue neutral.
- The nursing testing fee was added to NURS 174. The fee covers the cost of required testing from an outside 3rd party and is therefore net revenue neutral.
- The Online Geology Kit Fee for course PSCI 112 was increased by \$50 per course from \$50 to \$100. This change is expected to increase fee revenue by \$500.
- The patient care technology fees for classes PCT 101 was increased to \$207 and PCT 102 to \$389. The increase in the fees should add \$1,000 tuition and fee revenues.

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.

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

Resolved, that the West Virginia University at Parkersburg Board of Governors approve the fees recommended for the 2021-2022 academic year.

Ms. Smith seconded the motion. Motion passed.

8. Board Comments/Announcement

None

9. Next Meeting

Next meeting will be held April 12, 2022.

10. Adjournment

With no further business to be discussed, Chairman Hardman, adjourned the regular meeting of the Board of Governors.

Respectfully submitted,

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

Steve Hardman, Chair

JP Hushion, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of April 12, 2022**

ITEM: Fiscal Update

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Alice Harris, Vice President
Finance & Administration

BACKGROUND:

Ms. Harris will report on the state of the college's finances and the budget for month ending March 31, 2022.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 12, 2022**

ITEM: Five-Year Program Reviews 2021-2022

RECOMMENDED RESOLUTION: Resolved, that the West Virginia University at Parkersburg Board of Governors approves the recommendations of the Outcomes Assessment Committee regarding program reviews for 2021-2022.

STAFF MEMBER: Dr. Chad Crumbaker
Provost, Executive Vice President for Academic and Student Affairs

BACKGROUND:

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 seven (7) 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. The possible recommendations fall into six categories for the programs under review:

- 1) Continuation of the program without specific action,
- 2) Continuation of the program with specific action;
- 3) Continuation of the program at a reduced level;
- 4) Identification of the program for further development;
- 5) Development of a cooperative program with another institution; or
- 6) Discontinuation of the program.

The recommendations are as follows:

CONTINUATION WITHOUT SPECIFIC ACTION

Certificate of Applied Science in Criminal Justice. The Certificate of Applied Science in Criminal Justice should be continued at the current level of activity with no specific action. The next five-year review report is due in 2026-2027.

Certificate of Applied Science in Patient Care Technician. The Certificate of Applied Science in Patient Care Technician should be continued at the current level of activity with no specific action. The next five-year review report is due in 2026-2027.

Associate of Applied Science in Board of Governors. The Associate of Applied Science in Board of Governors should be continued at the current level of activity with no specific action. The next five-year review report is due in 2026-2027.

Associate of Applied Science in Computer and Information Technology. The Associate of Applied Science in Computer and Information Technology should be continued at the current level of activity with no specific action. The next five-year review report is due in 2026-2027.

Associate of Applied Science in Drafting. The Associate of Applied Science in Drafting should be continued at the current level of activity with no specific action. The next five-year review report is due in 2026-2027.

Bachelor of Applied Technology. The Bachelor of Applied Technology should be continued at the current level of activity with no specific action. The next five-year review report is due in 2026-2027.

Regents Bachelor of Arts. The Regents Bachelor of Arts should be continued at the current level of activity with no specific action. The next five-year review report is due in 2026-2027.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 12, 2022**

ITEM: Approval of Cosmetology MOU

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves the proposed Memorandum of Understanding with the Wood County Public Schools to co-develop and co-administer a cosmetology program.

STAFF MEMBERS: Dr. Chris Gilmer, President,
Dr. Torie Jackson, COO

BACKGROUND:

The administration of WVUP and the administration of the Wood County Public Schools have been negotiating a MOU to co-develop and co-administer a cosmetology program for a year. Having negotiated general agreement about the roles and needed expenditures of each party, and having come to consensus, the administrations ask their respective boards to empower their chief executive officers to implement the program through this proposed MOU, within the parameters of authority granted to each CEO by the respective boards.

MEMORANDUM between West Virginia University at Parkersburg and the Wood County Schools

Regarding Joint Formation and Joint Administration of a Cosmetology Program

Resolved that the Board of Governors of West Virginia University at Parkersburg (WVUP) and the Board of Education of the Wood County Schools (WCS) grant broad authority for the President of WVUP and the Superintendent of WCS, within the parameters of their delegated authority, to develop and to administer a cosmetology program enrolling high school students who transition into college students with the option to fulfill all of the State of West Virginia's licensing credentials and to earn an associate degree which fulfills all State's licensing credentials with the addition of entrepreneurial skills such as accounting, marketing, and business management which are necessary components to own and operate a small business. The addition of the associate degree makes the proposed program unique in the Mid-Ohio Valley and statewide.

Elements on which both parties are in agreement include, but are not limited to:

1. Pending all state and national licensing and accreditation requirements are met, theory courses for high school students will begin fall 2022, and theory courses for college students will begin spring 2023.
2. Both partners will bear all start-up costs and ongoing expenses equally. The program has the potential to be self-sustaining by fall 2025. WCS has sufficient funds to begin the program fall 2022. WVUP will apply for a state grant expected to generate its share of funding in July 2022 when new grant funds are available from the West Virginia Community and Technical College System.
3. Pending state approval, WVUP will enter into a five-year renewable lease agreement with Lee Rector and will be the tenant for the proposed facility; lease terms will be \$5,000 per month total including all utilities, etc., and will be split evenly between the two partners. A similar and successful precedent exists with the Caperton Center.
4. WVUP will be the fiscal agent of the cosmetology school, reimbursed for mutually-agreed costs by WCS. A similar and successful precedent exists with the Caperton Center.

5. The Boards of both entities empower the President of WVUP and the Superintendent of WCS to negotiate further details of the arrangement within the broad parameters of this MOU and within the parameters of their delegated authority and charges these officers with ensuring all required permissions, licensing, and accreditation requirements are met and that the final business model leads to revenue-neutral or revenue-generation status as quickly as possible.
6. Both boards reserve the right to reconsider any significant deviations from this MOU, recognizing that both of their designated agents (WVUP's President and WCS's Superintendent) understand the scope and limitations of their authority.
7. Both parties will collaboratively re-evaluate the project in year four and have the right to continue or discontinue this Memorandum of Understanding at that time, or any time before should the Memorandum of Understanding be substantially breached by either party. Subsequent to approval of this MOU by both parties, any legally binding contracts necessary to implement the MOU will be constructed and will come before either or both boards as/if required.

Approved for WVUP:

Signature

Date

Approved for WCPS:

Signature

Date

**West Virginia University at Parkersburg Board of Governors
Meeting of April 12, 2022**

ITEM: Approval of Honorary Degree

RECOMMENDED RESOLUTION: *Resolved*, that the West Virginia University at Parkersburg Board of Governors approves awarding the degree Honorary Doctor of Humane Letters to Dr. E. Gordon Gee for serving as the speaker for the upcoming commencement, as has been the custom of this Board.

STAFF MEMBER: Dr. Chris Gilmer, President

BACKGROUND:

Dr. E. Gordon Gee is one of the most respected university presidents serving today and one of the most respected in American history. Currently serving for a second time as president of West Virginia University, Dr. Gee has been a leader in higher education for more than three decades. In 2009 *Time* magazine named him one of the top 10 university presidents in the United States. Recently, the website Great Value Colleges named him the nation's top university president. In addition to his service at West Virginia University, Gee served as president of The Ohio State University (twice), Vanderbilt University, Brown University, and the University of Colorado. Born in Vernal, Utah, Gee graduated from the University of Utah with an honors degree in history and earned his J.D. and Ed.D. degrees from Columbia University. Before starting his career in higher education, he clerked under Chief Justice David T. Lewis of the U.S. 10th Circuit Court of Appeals and was a judicial fellow and staff assistant to the U.S. Supreme Court, where he worked for Chief Justice Warren Burger. He is the co-author of over a dozen books and fulfills numerous roles of public service and leadership locally, statewide, nationally, and internationally.

**West Virginia University at Parkersburg Board of Governors
Meeting of April 12, 2022**

ITEM: Consideration of Modification to President's Contract

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the modifications to the President's Contract.

STAFF MEMBER: Steve Hardman, Chair

BACKGROUND:

Members of the West Virginia University at Parkersburg Board of Governors discussed the modifications to the President's contract during the Executive Session of the Board of Governors meeting. Board Chair, Steve Hardman provided a recommendation to members present. Members are asked to approve the proposed modifications as discussed. Upon approval by this Board of Governors, the proposed contract will be sent to the West Virginia Community and Technical College System (WVCTCS) for final approval.