

**West Virginia State University
Research and Development Corporation
Board of Directors Meeting
November 28, 2017 at 10:00 AM**

Present: Ms. Edwina Barnett, Mr. Thomas Bennett, Dr. R. Charles Byers, Dr. Micheal Fultz, Ms. Gail Pitchford, Dr. Jose Ulises Toledo, Dr. Orlando F. McMeans, Mr. Melvin Jones, Dr. Anthony L. Jenkins, Dr. Ami Smith, Ms. Patricia Schumann, Ms. Brunetta Gamble-Dillard,

Absent: Ms. Victoria Daniel, Dr. Katherine Harper, Dr. Kumara Jayasuriya, and Dr. Yvette Underdue Murph.

Dr. McMeans thanked the members for taking time out of their busy schedules to attend the meeting. He stated that we will have two meetings in the academic year.

Call to Order (Dr. Orlando F. McMeans)

Dr. McMeans called the meeting of the West Virginia State University (WVSU) Research and Development Corporation (R&D) Board of Directors to order at 10:00 AM.

Roll Call (Dr. Orlando F. McMeans)

Dr. McMeans called for the roll. Mrs. Lisa M. Williamson conducted the roll call.

Introductions were made by each Director and others present. It was stated that we have a quorum.

Agenda Approval (Dr. Orlando F. McMeans)

Dr. McMeans called for a motion to approve the agenda as presented. Ms. Pitchford made the motion, and Mr. Jones seconded it. The motion carried.

Approval of Minutes for December 2, 2015 (Dr. Orlando F. McMeans)

Dr. McMeans called for a motion to approve the minutes as presented. The committee agreed to exchange “students” for “teams” in order to correct the minutes regarding the number of teams advancing through the Science Bowl. Mr. Jones made the motion to approve as edited, and Ms. Pitchford seconded the motion. The motion carried.

Approval of Minutes for December 1, 2016 (Dr. Orlando F. McMeans)

Dr. McMeans called for a motion to approve the December 1, 2016 meeting minutes as presented. Mr. Jones made the motion to approve and Ms. Dillard seconded it. The motion carried.

Dr. McMeans thanked Mr. Bennett for serving on the WVSU R&D Board of Directors. He wished Mr. Bennett good luck in his new position.

Executive Director’s Report (Dr. Orlando McMeans)

Dr. McMeans educated new members of the Board of Directors regarding the reason the R&D was formed. He stated to the members that historical documents can be found in their

informational binders. He shared with the members that R&D facilitates research activities and other educational program activities. In addition, R&D enables short-term employment, a quick turnaround of funds, travel support, and a variety of other support to programs.

He shared that currently there are 85 staff members within the Corporation. Ninety percent are grant funded and ten percent are by state match funds. R&D operates by using a business format. We are aggressive and competitive as it relates to funding. There are 18 vacant positions. Two positions are in the process of being filled. We are leaving the others vacant for now. We eliminated 20 positions. Dr. McMeans stated that we have been cut 27% in the last six years at the state level. We dropped from \$2.1 M to \$1.5 M as it relates to state match.

As it relates to sponsored programs, we are moving in the right direction and are on solid ground. There was one full-time employee and now there are three. The sponsored program staff is helpful and accepts criticism from staff and faculty.

Dr. McMeans reported that Title III is a foundational federal grant and it supports many of the campus programs and projects to include brick and mortar and student success. Some funding has been used just to keep the lights on. Dr. McMeans discussed that the U.S. Department of Education is by the book and is stringent on reducing the level of personnel on Title III. Currently we are below 40% and in a better place. The goal is to get to 25%. Title III is to fund and assist with new academic programs, student success, maintain facilities, and program administration.

We are currently in the next five year cycle. Dr. McMeans plans to talk to vice presidents about conducting a Title III Workshop. Ms. Dillard and Mr. Eric Jackson, Special Assistant to the Title III Director to be a part of that workshop.

Dr. McMeans discussed the delay of the national Department of Labor rule due to court action in the State of Texas. Dr. McMeans noted that while the future of the Department of Labor rule impacting overtime and certain employees is uncertain, R&D was prepared to educate all employees regarding the rule, as well as share the fiscal outlook on the state and federal levels. Dr. McMeans said R&D would keep the Board of Directors informed as the process moves along.

Dr. McMeans reported that R&D has 15 vacancies. Dr. Smith has absorbed both extension and research oversight duties to help save funds. Due to state and federal budget constraints on R&D's budget, it was noted that keeping up with the demand for increasing research and extension activities has become more challenging. Dr. McMeans stated that discretionary funds would remain nimble in order to best meet the University's needs, as well as R&D needs.

On the federal level, the revenue allocation to R&D is flat this year. While future growth for R&D is projected to be in competitive research, historical data leads to an expectation of strong formula funds under Title III following the administration change in Washington D.C.

Dr. McMeans discussed the Association of Research Directors Symposium, of which he is serving as co-chair that will take place on April 1-4, 2017 in Atlanta, Georgia. Many of the WVSU R&D staff and administrators are leading the conference. Thirty-five University faculty and students are registered to attend. For the total 1890 system, there are more than 700 abstracts submitted for consideration, which is ahead of schedule at this point in the planning process for the conference. Ms. Schumann inquired about potentially connecting WVSU participants with WVSU Atlanta alumni. Dr. McMeans and Ms. Schumann agreed to discuss that possibility as the conference approaches. Dr. Fultz inquired about the number of abstracts from WVSU, and Dr. Smith informed that 17 were from WVSU.

Financial Report (Ms. Brunetta Gamble-Dillard)

Ms. Brunetta Gamble-Dillard provided a report on fiscal affairs of R&D from July 1, 2016 through November 16, 2016. The total federal unrestricted revenue was \$7,366.87, total expenses were \$31,142.09, and non-mandatory transfers indirect were \$188,547.56, with a surplus of \$164,772.34 and an ending fund balance of \$976,965.44.

For restricted funds, total revenue was \$4,504,041.95, total expenses were \$4,947,446.96, total indirect costs recovered were \$245,437.14, total transfers were \$188,547.56, and there was a deficit of \$386,515.43, with an ending fund balance of \$11,089,163.40.

FY2016 Audit

Ms. Gamble-Dillard reported that the FY16 audit is complete and awaiting the final issuance of the statement letter. The FY16 audit went well, and R&D was in compliance with no findings reported. It was noted that the FY16 audit was an A-133 audit, which is a robust audit compared to a standard audit. Mr. Jones praised the R&D Business and Finance Division for a successful A-133 audit. Dr. McMeans noted the exit interview with the auditors focused on R&D's future plans to manage anticipated challenges related to the federal and state fiscal outlook. Discussion was had regarding the percentage of grants that offer indirect funds, as well as caps placed on indirect funds.

Research Report (Dr. Ami Smith)

Dr. Smith provided an update on research activities noting Dr. Amir Hass was awarded a USDA Agricultural Research Service (ARS) Faculty Research Fellowship for Capacity Building at 1890 Land-Grant Universities. Dr. Hass is working on development of sugar-crop residue biochar bulk-sorbent material and evaluation of feedstock and pyrolysis conditions that affect biochar ability to remove select heavy metals and oxyanion from water at the ARS laboratory in New Orleans, Louisiana.

Dr. Smith reported that this week is the deadline for abstracts to be submitted for the Association of Research Directors Symposium. She said that PEER program information is being updated to be more inclusive, specifically adding "creative works" to encourage more participation from faculty in all four colleges. The PEER application deadline will be in February 2017 for next fiscal year PEER grants.

Currently, WVSU has eight Research Rookies supported by AT&T. Four previously funded Research Rookies recused themselves from the program due to personal reasons. Dr. Smith expressed her hopefulness that those students will apply again in their sophomore year.

Renovation plans to the F. Ray Power building is progressing with researchers working to establish their desired lab set up.

Dr. McMeans discussed potential collaborations with four flagship institutions, in-state and out-of-state, as a means of exploring research and engineering opportunities, as well as revenue for WVSU. Other HBCUs are using such innovative and creative opportunities to manage the nationwide, challenging fiscal environment.

Dr. Toledo discussed the water quality study supported by EPSCoR. The discussion included the recent hiring of a toxicologist, the exploration of hiring a chemical/industrial engineer regarding the water quality study, and the University's desire to offer a full engineering program.

Extension Report (Dr. Ami Smith)

Agriculture

Dr. Smith discussed the Cold Chain Storage project supported by a USDA Capacity Building grant and grants related to the 125th anniversary of the 1890 institutions. The Cold Chain Storage project is working with small farmers to improve harvest, cooling, and transportation of produce to market for sale. Extension is exploring Community Supported Agriculture (CSA) in which small farmers are supported in food safety, food preservation, and cold chain storage.

Extension is working with the West Virginia National Guard to transform former military and reclaimed mine sites into agricultural industry investments and employment opportunities for military veterans. Extension is currently concentrating on a five-year strategic plan to plant and sell apples to cider industry in West Virginia, thus supporting the economic development of agriculture and cider industries.

Extension agents are preparing to present their ongoing projects to their colleagues at an upcoming conference.

There was discussion about a research grant to grow lavender at former mine sites, the potential economic development opportunity, and the essential oil industry. Dr. Smith noted that Dr. Barbara Leidl has been working with Tech Park leaders on that grant.

Outreach

During the fall 2016 semester, the College of Natural Sciences and Mathematics held the Department of Energy high school science bowl on campus. During the spring 2017 semester, the Dow Chemical "You be the Chemist" Competition will be held. Discussion regarding potential recruitment of these high school participants was held.

Dr. Jayasuriya commended Dr. Fultz for receiving the American Chemical Society Fellow Award during the fall 2016 semester.

Dr. Fultz reported that he is now serving on the statewide Undergraduate Research Day at the Capitol planning committee. It is anticipated that more than 100 undergrad students will be present, 16 of which will be WVSU students (two are Research Rookies). Dr. McMeans noted that WVSU would be a part of the sponsorship of the Undergraduate Research Day along with West Virginia University and Marshall University. Event sponsors may conduct recruitment activities for graduate programs during a luncheon for participants.

Sponsored programs (Dr. Ulises Jose Toledo)

Dr. Toledo reported that the Sponsored Programs Office consists of four individuals. One employee is dedicated to pre-award activities, including assisting faculty in writing proposals. Another individual manages the grant awards. In the past, R&D has not had this support and efficiency for sponsored programs. Dr. Toledo noted faculty requested a better location in order to access the office more easily. Efforts to secure a more accessible University space are ongoing.

Dr. Toledo provided information regarding current grants and contracts and said R&D has received \$1 million since the report was written in November. The written report notes, R&D has \$11,259,961 in grants and contracts. There are approximately \$9 million in pending grant proposals.

R&D submitted 12 awards for grants available only to 1890 institutions. Such grants are capped at a total of \$1.8 million per institution. Dr. McMeans stated that for the past two out of three years, R&D secured the full-capped amount, and he commended the faculty researchers at WVSU.

Additionally, R&D assisted Physical Facilities in securing a recycling grant. Mr. Jones said the grant enables WVSU to no longer pay a third party for removal of cardboard. Instead, Physical Facilities is able to package and sell used cardboard.

The Board of Directors discussed the need to revise the grant and contracts report in the future with regard to how the organizational units and faculty researchers are categorized.

A pre-bid meeting for F. Ray Power Building renovations was held on November 30th and was well attended by potential bidding firms. The estimated renovation cost is \$5.4 million, but additional funds will be needed to complete the project. The plan is for the second floor to be a shell while other resources are obtained. The first, third and fourth floors are being renovated. Layout of the building usage was discussed, and an expectation for a plan to be shared with the Board of Directors for the next meeting. Renovation work is to begin in February and completed within 10 months. Ms. Pitchford asked what will happen to current space. Dr. McMeans explained that we will no longer need to rent space at the Tech Park. Ms. Pitchford asked if there would be space in the F. Ray Power Building to lease to others. Dr. McMeans said individuals on the federal level may be interested in space. There was also discussion regarding collaboration with University Advancement on the naming of spaces. Mr. Ramirez-Garcia inquired about Hamblin Hall faculty space and its future. Dr. Toledo noted the priority is to move Tech Park researchers followed by faculty in Hamblin Hall. The space in Hamblin Hall will then be available as teaching space. Mr. Lucas inquired about moving sensitive equipment. Dr. Toledo

and Dr. Smith noted that R&D would work with the researchers and follow industry protocol for movement of such equipment.

Dr. McMeans reported that at the halfway point of the year R&D should be at \$13 million and said he is optimistic of reaching the \$18 million Vision 2020 goal. He commended faculty from all colleges for conducting research. Dr. Toledo said, to further encourage participation from all colleges' faculty, R&D is looking into software that would notify faculty of grant opportunities congruent with their respective expertise. Dr. McMeans noted that R&D is no longer working with a grant writing contractor, and those funds will be allocated to the Sponsored Programs Office to provide better results for R&D.

Dr. Fultz reported on another potential \$1 million grant application. If awarded, \$600,000 would support STEM-related student scholarships. The focus of such potential scholarships would be on students from counties where the coal industry has declined. The grant proposal is in the works and will be sent to the West Virginia Higher Education Policy Commission for feedback before being submitted to the National Science Foundation for consideration.

For Title III, Dr. McMeans reported that this is the last of the current five-year cycle. R&D staff is developing the next five-year cycle to obtain Title III funds. He will be working with President Jenkins and the vice presidents on the new plan. Dr. McMeans noted that the U.S. Department of Education wants to move the use of Title III funds from personnel to more infrastructure. R&D has already moved in that direction and plans to use future Title III funds on infrastructure and technology infrastructure.

Other business

No other business was brought before the Board.

Next Meeting Date

The next meeting date has not been determined at this time; however, proposed meeting dates will be communicated to the Board in spring 2017.

Adjournment

Dr. McMeans called for a motion to adjourn. Mr. Jones made the motion, and it was seconded by Ms. Gamble-Dillard. The motion carried. The meeting adjourned at 11:23 AM.

Respectfully submitted,



Kimberly Osborne