

**West Virginia State University
Research and Development Corporation
Board of Directors Meeting
May 29, 2018, at 10:00 AM**

Present: Ms. Edwina Barnett, Dr. R. Charles Byers, Ms. Victoria Daniel, Dr. Micheal Fultz, Ms. Brunetta Gamble-Dillard, Dr. Katherine Harper, Dr. Anthony L. Jenkins, Dr. Orlando F. McMeans, Ms. Gail Pitchford, Ms. Patricia Schumann, Dr. Ami Smith, Dr. Deneia Thomas, Dr. Jose Ulises Toledo

Absent: Dr. Kumara Jayasuriya, Mr. Melvin Jones, and Dr. Yvette Underdue Murph

Dr. McMeans thanked the members for participating and agreeing to serve on the Board. He asked all members present to introduce themselves and provide their WVSU titles/roles.

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 10:04 AM.

Roll Call (Dr. Orlando F. McMeans)

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

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 Ms. Schumann seconded it. The motion carried.

Approval of Minutes for November 28, 2017 (Dr. Orlando F. McMeans)

Dr. McMeans called for a motion to approve the November 28, 2017 meeting minutes as presented.

Dr. Fultz made a point of correction/clarification in the minutes under the Facilities Report relating to Intellectual Property (IP) Council.

The minutes currently read, "The Intellectual Property (IP) Council met for the first time. The University received its first disclosures in September 2017. One invention by Mrs. Hannah Payne is Wild Type Tomatoes. This takes care of the bugs and insects. It was reported that it harms the bad bugs but does not bother the other bugs."

Dr. Fultz spoke with Dr. Barbara Liedl. The correction/clarification will be updated in the minutes as, "The Intellectual Property (IP) Council met for the first time. An IP disclosure was submitted 1/10/17 by Mrs. Hannah Payne, Dr. Micheal Fultz, and Dr. Barbara Liedl entitled, 'An improved method for the synthesis of triesterified monosaccharide, 2,3,3-tri (2-methylpopyanoate) glucose.' This new method allows for the production of compound found in wild tomato species

that exhibits insect resistance. This new method allows production of this as well as other 2,3,4 triacylhexoses on a commercial scale. Previous research has identified these compounds provide resistance to several small arthropod pests but our research has found it has no effect on the general beneficial predator, green lacewing larvae.”

Dr. Byers made the motion to approve the minutes with the accepted correction/clarification. Ms. Pitchford seconded it. The motion carried.

Executive Director’s Report (Dr. Orlando McMeans)

Dr. McMeans spoke about the historical booklet provided to members with informational documents of how the Research and Development Corporation was formed and why it exists. It was established to facilitate the process of research, extension, and other educational and program activities.

He shared that currently there are 100 staff members within the Corporation. There are 15 vacant positions. Ninety percent of the positions are grant funded and ten percent are by state match funds. The state has cut us 27% and some positions are frozen.

Dr. McMeans spoke about the cash flow and thanked the business and finance people in his administration area for their hard work. This has been the best cash flow in years. The federal government was a year and a half late in giving the funds. We are able to make sure funding reimbursements are provided in a timely manner.

The Office of Sponsored Programs went from 1 FTE to 3 FTEs. We will have a few issues and concerns regarding communication with faculty members. Ms. Dillard will meet with faculty members this week to help with facilitating information and answer questions. Despite issues, things are moving forward.

Things are challenged in Washington, DC right now. We do not have a scientist at the White House right now. This would be the person that talks to scientists. It impacts the movement of things like CBGs. The process is very slow currently. We have to stay on top of the USDA and do check ins. Ms. Dillard stated that we’ve had to contact them regarding not receiving our 2nd/3rd (1444/1445) funding and now almost 4th of our funding. It is very troubling to us. There are monthly calls.

Dr. McMeans asked members to view page 19 in the meeting booklet. He pointed out fiscal year 2014/2015, the downstream of sequestration. Then in fiscal year 2016/2017, he noted basically what we are going through right now, a slowness of giving the funding out.

There are currently 39 pending grants that have been submitted and as pending. It is over \$16 million dollars. Pages 21 – 24 were pointed out to members so they could view a snapshot of where we were in fiscal year 2017. Dr. McMeans informed the members that all colleges are participating in writing grants now. He asked the members to view pages 25 – 28 so they could see where we are currently in fiscal year 2018. We are a little over \$12 million dollars in grants

and contracts. He reinstated that there are 39 grants and contracts pending. The faculty are writing grants.

September 30 the federal fiscal year ends. The state fiscal year ends June 30. Most of the grants are on the federal side.

Title III is through the U.S. Department of Education. Title III is foundational federal grant for WVSU and is able to support facilities, experiential learning and program development. It is a five-year grant. Right now, we are in the 2017 – 2022 cycle. WVSU will write for the next cycle in 2021. The late Dr. George Cooper helped us with the wording in writing the Annual Performance Report. Drs. Ami Smith and Jose Ulises Toledo will be in charge of this report.

The funding forecast challenge is the 1 – 1 state match. Lincoln University, in Missouri, had to send money back due to not receiving their state allocated match. It nearly shut down the College of Ag. The federal government came in and took the funding away. The university had to float them money. West Virginia State University is currently at a 57% match. We are at a threshold of losing money. We have to match the federal money with non-federal money.

The Farm Bill did not pass. There is \$3 billion dollars for opioid abuse. West Virginia will receive this in the form of a block grant. SNAP-Ed is a food stamp program. There is an education piece (\$500 million dollars) that goes to the land-grant institutions. We have not had that opportunity. WVU has received this but not WVSU. It will go to all land-grant institutions.

Central State University was the last to join the 1890. They will be beneficial if the Farm Bill passes in the House Ag. Committee and not on the Senate side. There is an urgent call today that Dr. McMeans will be on because of the opposition on this bill. There is a \$250K research and extension funding letter template for Presidents to sign to be sent to Senators. Killed in the Farm Bill was the immigration part termed “Able Body” to work a number of hours. Hopefully we will get a bill out by June.

Delaware State and University of Maryland Eastern Shore double their funding, however with Central State there is no additional funding. Currently the administration is not a fan of the formula funds like the competitive funds. Dr. McMeans mentioned that Dr. Alton Johnson is a colleague. We could have informed them of our process, shared information, and procedures that Dr. Carter used. The goal is that we stay an 1890 family. We will keep the Board updated. If the Central State request goes through, we will lose \$250K. Question: What will we be cutting if that happens? Dr. McMeans stated that we will just look at where we are and what we need to cut back. There will be tough decisions, but we will be okay.

We are looking into vacant positions and looking at counties. We are prioritizing and what needs there are to be an outreach agent of the state. It is challenging. We are looking into Nicholas and Summers Counties.

Dr. Jenkins stated that we are picking up other people’s slack, namely WVU, to meet the needs of WV. The state questions why we should give WVSU the other half of the state match since we are doing so much with the funding provided. We have spread ourselves thin as it relates to

staffing and programming. We cannot keep doing this. With additional funding, we can do additional things. We can hire more staff. Something has to give. We are limited and now have to make tough decisions. We are trying to patch it and hurting ourselves. Dr. Fultz asked, “Do you think pulling out of counties will convince the state Senators to step up?” Dr. Jenkins answered, “Yes...push/pull to make progress.” Doing all that we are doing and not being fully funded. Being fully funded, we can do more. Why give money if we are already doing so much. It would be a win/win if we had all of our money. The last five years WVU pulled agents out of some counties. The WVU agents in Montgomery were pulled and it is needed there. Dr. Smith pointed out that WVU is eliminating agent positions like crazy, not filling positions as people retire, and existing agents are doing quadruple duties. WVU changed terminology of stating, “An agent in every county” to a presence in all counties.

Financial Report (Ms. Brunetta Gamble-Dillard)

Ms. Brunetta Gamble-Dillard noted the new format of the financial report. She provided a report showing a summary comparison of unrestricted and restricted funds for FY2017 and FY2018 (through 05/01/18). The chart also showed the year-to-year change (pages 13 – 18). Dr. Fultz asked how we make up deficiencies. Ms. Dillard stated we have prior year money. A question was asked about the Gift line and what it is. This is funds received and placed in Gifts until it goes where it needs to go or where it belongs.

For FY2018 (07/01/17 – 05/01/18), the total federal unrestricted revenue was \$2,468.56, total expenses were \$58,842.59, and non-mandatory transfers indirect were \$225,721.72, with a surplus of \$169,347.69 and an ending fund balance of \$1,041,330.00.

For FY2018 (07/01/17 – 05/01/18), the restricted funds, total revenue was \$12,050.6, total expenses were \$5,258,709.83, total indirect costs recovered were \$317,182.18, total transfers were \$269,604.59, and there was a deficit of \$649,846.33, with an ending fund balance of \$11,989,325.50.

Dr. McMeans stated that we’ve had a troubling year with challenges. However, we are headed in the right direction. We will be a bit ahead of the game once we receive the federal money.

Next meeting the financial report print will be larger.

The USDA Civil Rights audit will be in September. This audit will include compliance, job descriptions, equal opportunities, brochures, posting flyers in 2 languages, rosters of meetings (rural, urban, race, age, salary ranges, etc.). This will include children. They will be looking for diversity. We will be at the table with WVU, our counterpart. We work well with them and Kim Suder from HR. Bobbie Moore’s (our USDA Civil Rights’ person) nephew is an assistant football coach here at State. Findings will be discussed as well as what to fix and by when. Our last civil rights audit was in 2006.

FY2018 Audit

Ms. Dillard reported there will be an internal audit the week of June 25. This will for policies, procedures, internal control, and actual field work. The FY2018 audit will be the week of August 25.

Research Report (Dr. Ami Smith)

Research highlights were emailed to the directors for preview on May 23, 2018.

Dr. Smith stated that there is a lot of research going on. Fifteen applications were submitted for PEER Program, with at least 1 from each of the colleges. The award received could be up to \$5,000. The release time awards are October 1, 2018 to September 30, 2019.

We submitted 10 1890 Capacity Building Grants (CBGs) and one subaward.

Dr. Kathy Harper informed the group that the College of Natural Sciences and Mathematics Annual Research Symposium held on April 27, 2018, on campus, was well attended. Current, Research Rookies presented their work. AT&T showed up and sponsored the Research Rookies. A member of NASS WV Consortium attended. Dr. Harper also stated that the CNSM student government organization was established.

IRB (Dr. Micheal Fultz)

Dr. Fultz is the chair of IRB. He visited WVU last year to discuss how to improve and to meet the needs. WVU is willing to work with us. They invited someone from WVSU to serve as a community member as we learn. Ms. Pitchford stated that CAMC has an Institutional Review Board. She will be glad to put us with the right people. It is an extensive board.

Dr. Fultz passed out a document showing the IRB Committees at WVU. They are listed as the Institutional Biosafety Committee, the Institutional Review Board, and the Institutional Animal care and Use Committee. He suggested that we establish our own IRB Safety Institutional Committee. We need to create new forms (e.g. random study activities form, closure form). He spoke about a nice software system. WVU has 300 disclosures a month and so far, we have had 11 since February.

Dr. Jenkins thanked Dr. Fultz for his hard work. Dr. Jenkins stated that based on what is being discussed that we are not compliant and that we are not as spot on as we thought. If we are exposed then we are in jeopardy. We have the right people here and are having the right conversations. This is important and critical to the life of a research university. We have to get this right. We need to create a model to work smart, not hard.

Dr. McMeans and Dr. Fultz will reconnect to have further discussions about IRB. We may look into partnerships with WVU and Marshall. Dr. Jenkins looks forward to hearing proposals and recommendations as to how to proceed and the process.

Dr. McMeans thanked Dr. Fultz for providing a description about the software system. A budget will need to be developed. Dr. McMeans will make it work with Dr. Jenkins.

2019 Association of Research Directors (ARD) Symposium (Dr. Orlando McMeans)

Dr. McMeans informed the directors about the 19th ARD Research Symposium that will be held in Jacksonville, FL, from March 30 – April 3, 2019. He is the Symposium Co-Chair along with Dr. Dyremple Marsh from Delaware State University. This event houses approximately 1000 attendees. We are currently discussing transportation for WVSU participants as well as the role and purpose of our attendees (e.g. administrators, staff, faculty, and students). There are several informational sessions for presidents, administrators, faculty, and students. All students will be expected to present their research either orally or by poster. Dr. Smith reminded the members that at the 18th ARD Research Symposium, Ms. Edwina Barnett won a 1st place award for her poster presentation.

Dr. McMeans further pointed out that Jacksonville was severely impacted by Hurricane Erma. The symposium hotel, Hyatt Regency Jacksonville, is currently renovating their first floor to major damage.

Public Service Report (Dr. Ami Smith)

Public Service highlights were emailed to the directors for preview on May 23, 2018.

Upcoming Summer camps are: Think Like an Environmental Scientist!, Junior Master Gardener Camp, ROCKET GIRLS!!!, and West Virginia Wild and Wonderful Camp.

Dr. Fultz asked about recruitment from the camps. Dr. Smith stated that she will share camp dates and information with admissions.

She also pointed out that we do not have HSTA or STI this year. Dr. Ann Chester helped with a grant to be a lead HSTA site. WVU is already a lead site. We want to be a site independent of WVU.

Dr. Fultz spoke about the Upward Bound Program and stated that he heard that there was an impression that WVU was a “party” school and there was no interest in coming to WVSU. Mr. Jack Bailey and Mr. Matt Browning from WVSU Communications are doing focus group with students, faculty, and alumni. Dr. Fultz suggested to do focus groups with the summer camp kids. Dr. McMeans thanked Dr. Fultz for his input and information.

Extension

Dr. Smith informed the directors about the New River Gorge partnership with Nicholas, Raleigh, Fayette, and Summers Counties. She stated that two of our extension agents left. The mayors in Montgomery and Smithers are working on community and economic development. There is one large committee for tourism. Help is needed with the initiative.

We are developing a position that is needed regarding the opioid academic. We have had meetings with Dr. Gupta. This position would support people with addiction and aid them to get back in the workforce.

The university scouting program has been moved under the WVSU Extension Service area. The HSTA Program has been moved under CASTEM.

CASTEM

LSAMP opportunities for students continue for research and STEM modules. LSAMP student Ky'Achia Atkins will participate in the 2018 France/USA Workshop in Toulouse, France, in June. Ms. Edwina Barnett for go to Costa Rica for a research opportunity.

Facilities Report (Dr. Jose Ulises Toledo)

The 1890 Facilities Program and NSF EPSCoR highlights were emailed to the directors for preview on May 23, 2018.

A new Plan of Work was submitted early April. It is for brick and mortar facilities and equipment. The award is \$826 million dollars annually for 5 years.

Dr. Toledo stated that the members will see new construction of the research stations and new greenhouses. He reiterated that two buildings may be kept. The School for the Deaf and Blind, which is a beautiful building, and the small airport control tower that was used by the Tuskegee Airmen. Both need to be assessed. And a building for storage. This is a major need as our extension areas is spending a lot of money on storage.

Funding for program for 2018 – 2022. Renovating the F. Ray Power Building: first floor completion.

We will bring the Tech Park people back to campus and save money because we are leasing their offices and labs. Dr. Toledo listed some of the spaces in the renovated building: demonstration kitchen, multipurpose room, conference room, and an auditorium.

Dr. Toledo extended an invitation for the board members to tour the building.

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 2018.

Adjournment

Dr. McMeans called for a motion to adjourn. Mr. Jones made the motion, and it was seconded by Dr. Toledo. The motion carried. The meeting adjourned at 11:22 AM.

Respectfully submitted,

Patricia Schumann

Patricia Schumann