

**WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS**

**June 18, 2008
5:00 p.m.
R. Emmett Boyle Conference Center
WLSC**

AGENDA

1. Call to OrderMs. Exley
2. Approval of Minutes*
 Full Board 04/30/08.....5 Min.....Ms. Exley
 Executive Committee 04/23/08, 06/06/08
3. Approval of Reports*5 Min.....Ms. Exley
4. Approval of President's Salary Increase*5 Min.....Ms. Exley
5. Election of Officers*5 Min.....Ms. Exley
6. Tentative Schedule of Meetings July 2008—June 2009*5 Min.....Ms. Exley
7. Personnel Issues*10 Min..... Dr. McCullough
8. Approval of Organization Chart – Effective July 1, 2008.....5 Min..... Mr. Capehart
9. President's Report15 Min..... Mr. Capehart
10. Adjournment

*Action Items

**West Liberty State College
Board of Governors**

**Executive Summary
April 30, 2008**

Attendance:

Beverly Burke, Jim Compston, Lynne Exley, Brian Joseph, Roseanna Keller, John Larch, John Moore, Mike Stolarczyk, Mike Turrentine

Unable to Attend:

Larry Miller, Bernie Twigg

Administration/Faculty/Staff:

Robin Capehart, J. D. Carpenter, Jim Clark, Scott Cook, John Davis, Mary Ann Edwards, John Gompers, Pat Henry, Donna Lukich, John McCullough, Tammi Secrist, Shane Stack, Jim Watson, Ron Witt

1. **CALL TO ORDER:**

Chair Exley called the meeting to order at 5:00 p.m.

2. **APPROVAL OF MINUTES*:**

Full Board
03/21/08

Executive Committee
01/30/08

B. Joseph, J. Larch, PASSED, that the listed minutes be approved by the Board of Governors as amended and as presented in full text on the BOG web site and in the WLSC Elbin Library.

3. **APPROVAL OF CONSENT AGENDA*:**

R. Keller, M. Stolarczyk, PASSED, that the consent agenda and its contents be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

4. **CHAIRMAN'S REMARKS:**

Chair Exley noted that with the consent agenda approved, the President's Council is not required to stay for the remainder of the meeting but they are more than welcome to do so.

5. **PRESIDENT'S REPORT:**

President Capehart gave an update on various campus events and activities as presented in full text on the BOG web site and in the WLSC Elbin Library.

6. **EXECUTIVE SESSION – LEGAL MATTER*:**

Pursuant to WV Code § 6-9A-4, a motion was made by Brian Joseph and seconded by John Larch to retire to executive session. John Gompers and John McCullough were invited to join the session.

Following discussion in executive session, a motion was made to rise from executive session.

7. **ADJOURNMENT:**

The meeting adjourned at 6:14 p.m.

Lynne Exley _____
Chair

Secretary

**West Liberty State College
Board of Governors**

**Minutes
April 30, 2008**

Attendance:

Beverly Burke, Jim Compston, Lynne Exley, Brian Joseph, Roseanna Keller, John Larch, John Moore, Mike Stolarczyk, Mike Turrentine

Unable to Attend:

Larry Miller, Bernie Twigg

Administration/Faculty/Staff:

Robin Capehart, J. D. Carpenter, Jim Clark, Scott Cook, John Davis, Mary Ann Edwards, John Gompers, Pat Henry, Donna Lukich, John McCullough, Tammi Secrist, Shane Stack, Jim Watson, Ron Witt

1. **Call to Order:**

Chair Exley called the meeting to order at 5:00 p.m. Chair Exley welcomed John Gompers, general legal counsel to the Board of Governors, thanked Sodexo for the picnic style dinner, and thanked Mary Ann for her help in setting up the meeting.

A few weeks ago a reception was held to commemorate ten years of the relationship with The Washington Center and West Liberty State College. Beverly Burke is the Center liaison for WLSC and does an outstanding job. Joe Johnston of The Washington Center was also in attendance. Chair Exley congratulated Bev on her work with the Center. Dr. McCullough added that this is a great success story for the campus and wonderful for the students involved, all because of the efforts of Bev Burke. This program would not be possible if not for Bev, and it is a showcase program.

Chair Exley noted that spring commencement will be held May 10 and urged all Board members to attend if possible. It is beneficial, not only for the students but for the entire community, if they are in attendance on that morning. Members are welcome to stay for the reception and Scott cook will provide good parking. We would love for all members to be in attendance but know that people are busy with other commitments.

As we near the end of the fiscal year, Chair Exley stated that another goal would be for the Board to have 100% participation in contributing to the WLSC Foundation. To date, we have four members contributing. Please consider your responsibility as a Board member not only to attend meetings and functions, but also to support the College financially. Please think about contributing. Chair Exley thanked those who do contribute and stated that it does not make a difference what amount you decide to contribute, but would like to have 100% participation.

2. **Approval of Minutes*:**

Full Board
03/21/08

Executive Committee
01/30/08

A motion to approve the minutes of the full Board of March 21, 2008, and the minutes of the Executive Committee of January 30, 2008 was made by Brian Joseph seconded by John Larch; motion passed unanimously.

3. **Approval of Consent Agenda*:**

Chair Exley stated that everyone should have received a very concise group of reports via email. As you can see there has been a flurry of activity on campus. Reports were received from Scott Cook, Pat Henry, Donna Lukich, J. D. Carpenter, Jeff Knierim, and Jim Watson. One report from Mr. Cook is actually an action item. This item deals with Senate Bill 564. If you would like further explanation we will move Mr. Cook into the regular agenda. If the Board is okay with the report as it is explained, we will add it to the consent agenda and be done with this item. If there is any item on any report that you would like further described, it will be moved into the regular agenda and dealt with in another

way. Chair Exley asked if anyone would like to have anything moved into the regular agenda. With nothing requested to be moved Chair Exley asked for a motion to approve the consent agenda.

A motion to approve the consent agenda of the West Liberty State College Board of Governors was then made by Roseanna Keller and seconded by Mike Stolarczyk; motion passed unanimously.

4. **Chairman's Remarks:**

Chair Exley noted that with the consent agenda approved, the President's Council is not required to stay for the remainder of the meeting but they are more than welcome to do so.

5. **President's Report:**

Congressman Alan Mollohan will serve as commencement speaker on Saturday, May 10. There will be a reception at the president's home at 1:30 p.m.; all members of the Board of Governors and their spouses or guests are invited to attend.

President Capehart stated that Governor Manchin will be on campus tomorrow. President Capehart had a conversation with the Governor in Charleston about teaching a class. He will be teaching Dr. Erik Roots State and Local Government from 12:00 to 12:50 p.m., followed by a reception for anybody who would like to stop by.

Some of the items President Capehart is looking into is a review of current policies. In looking through some of WLSC's policies some of the wording and references are outdated. The Governance Committee will be asked to look at this project.

Many of you may have seen the articles in the paper for retirees of West Liberty getting together at Generations. Jason Koepler has approached this group to get them involved in a beautification project on campus, possibly the entrance to the College and in front of Colonial Heights. We need to create connections with groups like this who have an interest, passion, and love for the College.

A group will be going to Florida May 16-18 for the Sarasota, Florida Alumni Chapter meeting. Jim Watson, Jeff Knierim, Ron Witt, Chuck Jeswilkowski, and President Capehart will be attending the meeting. This group is very supportive of the College, especially financially. This is an annual event.

Later in the month will be a press conference regarding the floor plan for The Highlands Center. Jeff Knierim and Larry Williams have been conducting surveys of employers and employees at The Highlands to gauge academic interest. The response has been very positive, and a number of employees are interested. Employers are very excited because of the ability to attract people through the Center.

The Master Plan Task Force, within the next two weeks, will present their recommendations regarding proposed improvements to the College's physical presence. This information will be utilized to develop the statutory facilities master plan required to be offered for acceptance by the WV Higher Education Policy Commission. This information is to be updated every six years. We are behind schedule and need to get this reformed.

The process for the masters program continues to move on and is under consideration by the HLC. We expect a determination mid to late summer so we are ready to move forward and offer our first graduate program. Timing is important since the HEPC meets the first of August, and we would like to be in position to make application at that time. However, this will all depend upon the action taken by the HLC and the timing of that action.

Applications are up 9% for the fall semester. Historically this is a pretty reliable predictor for the fall. Current student registration has also outpaced last year's numbers.

The search for the Dean of Liberal Arts has been narrowed down to four candidates. The first interview is complete with another one tomorrow and two next week. A decision will be made later in the month.

In the fall semester we hope to offer a limited ROTC program. The military is putting up a lot of money to increase their numbers with the strain of deployment on their numbers. Dr. McCullough met with the local area representative to discuss entering into a working relationship. Depending on

the size of the program, an on-campus professor will be provided. We are in the preliminary phase, and the local representative, who was very receptive to WLSC, wants to enter into a relationship. The ROTC provides many scholarship opportunities, and the students are contracted to make a four-year commitment to the military. Mike Stolarczyk asked what we can anticipate in the way of scholarships, to which Dr. McCullough replied that they always have scholarship money available, but students do have to contract with the Army. The number of scholarships is virtually limitless. For WLSC to have the ROTC presence with a professor, the program needs 25-30 students, which may take some time. Getting information out regarding the ROTC opportunities can take place now. Students would need to travel to Robert Morris University for the ROTC classes until the program is large enough to sustain an on-campus professor. Brian Joseph asked, with the Army National Guard at the Ohio County Airport, is there a way to leverage the two together? We would need to look into this possibility.

Student life is working on two sorority houses to open in the fall. West Liberty's willingness to establish these houses has sparked new interest in Greek life. We are fortunate to have these nationals and their rules, which means no liquor allowed and limits the presence of the opposite sex. These are rules WLSC already has in place, but we do not have to be the ones to impose them on the houses. This is also a nice first step as part of the review by the Master Plan Task Force. J. D. Carpenter stated that based on campus interest, his area has been working with a sorority to reestablish their presence in the fall, and the Chi Omegas had set forth some parameters that they wanted this chapter to meet by the end of the spring semester. We are right on track with where they need to be. These discussions have been a long time coming.

A pep rally was held a couple weeks ago. The rally was very successful, and the student turnout far exceeded expectations. Jim Watson hosted the event here in the ASRC on the arena floor. A car was given away, not a new car, but the young lady who won nearly passed out. She lives in a rural area of Washington County and had been saving for a car to travel back and forth to school and was looking for a four wheel drive. We have a video of her calling her father saying she had won. As Dr. McCullough said, it was an "Oprah story." This was a great event, and we hope to make this an annual event.

At the previous Board of Governors meeting we asked for the authority to borrow an additional \$400,000 to complete the football field turf project. After talking with the benefactor and seeing how complicated it is to do this, the benefactor decided to give us the entire \$900,000 as a gift. Chair Exley stated that we need to do a thank you letter from the Board and the President's Council as well, thanking him for his generosity. Jim Watson stated that he is planning a field dedication at the opening game on August 30. Gary West will be in town at that time so we can recognize him.

A ceremony was held last week for the unveiling of the sculpture on the steps of the Elbin Library for Gary and Flip West. Gary was able to attend and really enjoyed the event.

Mike Stolarczyk asked about naming rights for the facility at The Highlands. President Capehart stated that Chick O'Data, the consultant working with Development, and Jeff Knierim are working to come up with a list of naming opportunities, since the existing list is outdated.

Mike Turrentine stated that bids are currently being looked at for the campus cleaning contract by Pat Henry and John Davis, and would like an update on the status of this project. John Davis stated that throughout the month of April we received and solicited from more than 20 individuals on campus, information concerning the current cleaning vendor and the four bids we received on a cleaning contract we put out for bid in February. The deadline for the bid was Friday, April 25. Mr. Davis met with President Capehart this morning and discussed the next steps. Pat Henry, Ed Stewart, and Davis will each review the bids, which they have all looked at already, and review the input. The three will write recommendations and give these to the president the Monday after graduation, May 12. The RFP indicated to vendors that the award would be made in May. Mr. Turrentine thanked Mr. Davis for the update.

President Capehart stated that last year we had a situation here on campus where we found students staying on campus, athletes and others, with no place to eat since the Marketplace is closed in June and July and it gets expensive to eat in the Student Union. These students were living on bologna sandwiches, and it was not a good situation. Through the kindness of Herb Minch and the house used by the softball team, we will offer a summer house project. Jason Koegler has been soliciting organizations to come in and serve a meal a day from 5:00 to 7:00 p.m. There will also be

sandwiches, apples, muffins, etc. to take with them for the next day. Many of these students work on campus. Sodexo has agreed to provide meals one day a week. Debra Dague is contacting area church groups, and a calendar will be kept of who is in charge of each day. These meals will be available to any student, and for that matter any faculty member, who wants to come. The set up is similar to what we do for Speakeasy each week. J. D. Carpenter stated that at last count the number was approximately 30 students who will be participating. We will also have 12 research students on campus this summer who will likely take part. He also stated that there are some student situations that are just not good, and this will give them a chance to socialize and get a bite to eat. John Davis added that with respect to the food service, there is traditionally a blank spot between commencement and the third week of June. With the Marketplace closed and no groups on campus, this program will cover this blank spot and operate as the summer goes along. Dr. McCullough stated that this set up does not violate any rules, guidelines, protocol, or undue assistance to anyone. This is generosity on the part of friends of the college and not special treatment for any individual student or group of students. It is open to any student on campus and they are more than welcome to participate.

Chair Exley received an e-mail from Mike Turrentine and thought it worthy of bringing to the Board's attention. With the concern with WVU's academic integrity, Chair Exley asked Dr. McCullough to say a few words on how this type of situation cannot happen here at West Liberty. No matter what college you serve, this should be a concern of any board. Dr. McCullough stated that he has known Jerry Lang a long time, and worked with him on state-wide committees. Jerry Lang has been an excellent Provost, but, something went awry. The principals involved in a situation such as this at WLSC primarily are going to be the Provost, Donna Lukich, Executive Director of Enrollment Services, Scott Cook, Dr. McCullough, Dean Betsy Robinson, and Chair Mike Turrentine. It's a simple statement to make that we are all human beings, but as such I think it is that sense of integrity, an ethical barometer, and certainly a yard stick that all of us try to do the right, proper, and appropriate thing on this campus. That's why it would not happen at WLSC. Beyond the procedures and protocols already in place, as Scott Cook could read with his eyes closed, if those things weren't in place it could happen. But apparently unlike WVU, we do have those procedures are in place. No one in this room thinks for one second that anybody 50% short of completing a degree is going to be awarded a degree with a retro fit; it wouldn't matter who is involved, whose child. Scott knows better than anyone else there are some rare exceptions where a student may be one hour short of the 128 hour program, but in all instances Scott could tell you the number of people who sign off to approve validating a one hour waiver and that process is in place. WVU is a fine institution with many good people, but these procedures are in place at WLSC and we have confidence in them. To the best of our knowledge this has never happened and would never happen here at WLSC. What was so interesting as you read through how things can be tilted, was the point that WVU couldn't substantiate and couldn't, in effect, deny. It is not their role to substantiate every allegation made by a student; the college is not an advocate for the student in such situations. It is up to the student to prove or substantiate verbal statements and accusations, not the college.

Donna Lukich added that each and everyone around this table knows what it takes to earn a college degree at each level. We all believe people need to go through that process as part of a right of passage and to fulfill completely their obligations. We would never be tempted or coerced into providing a credential that was not earned and she supports what Dr. McCullough stated previously.

John Moore stated that he could not see how it could happen, especially if you have ever gone through the process of applying for credit for life experience. If you have ever gone through this process you know it's not just one paragraph. It is a detailed undertaking, read and approved by faculty members and administrators before they sign off on it. As a former student and counselor here, nobody would give away these credits at WLSC. Corollary to that, faculty are always willing to help students with their efforts to meet their requirements.

Scott Cook stated that students can be quite assertive about a degree they have received. It is not out of the ordinary to have a degree earned verified every several months, which we can give out under the privacy act. Recently there was a situation with a former student claiming to have graduated in 1974. Their name did not appear in the commencement program, and our records indicated they had attended only three semesters. Former Registrar Nelson Cain came up to campus one weekend to go through files since it was during his tenure, and two current staff members in the Registrar's office searched files for two days. At this point we told the student to provide us with documentation of their attendance. They did not, and their response is that WLSC lost their records, which we did not. There are too many mechanisms in place to not have record of their graduating.

Mike Turrentine asked with regard to the review of policies mentioned by President Capehart earlier; should the Governance Committee develop some type of an ethics statement that reflects the Board's position, and carry this position throughout the College. Chair Exley stated this would be something to develop this summer. President Capehart will look at this issue.

John Gompers asked to comment on the issue at WVU. This is an incredible lesson for administrators in colleges throughout the country. There is no doubt those two individuals were top individuals, along with top contributors, the governor was possibly a presence, or a presence coming from somewhere who wanted this done or thought this person should get this degree. These are "at will" employees caught in this situation at the mercy of possibly these people. For them to do what they did, you can see that they would have paid a price either way they went. They took the worst route, and you can see the damage because of what they did rather than taking the high road. You can see the pressure those individuals were under, which I wouldn't wish on anybody. It should be interesting to see how this plays out. This is a great lesson for top administrators and the pressure to move someone's career up.

Chair Exley stated she appreciates everyone's comments on this subject. It was appropriate for Mike to bring to the Board's attention and the need for reassurance and a good discussion to know all is in place at WLSC. It is a shame and never should have happened.

Mike Turrentine added that he did an internet search on the Association of Governing Boards. He will do some research on them and report back to the group. President Capehart stated he is very familiar with this group and had suggested to Lynne to bring someone in from that group for a retreat to talk about the Board's duties and responsibilities. They have people that will do this. Chair Exley asked if all of the Board members receive newsletters from the Association of Governing Boards, which they do not. She did feel that they should all receive this newsletter.

6. **Executive Session – Legal Matter:**

Pursuant to WV Code § 6-9A-4, a motion was made by Brian Joseph and seconded by John Larch to retire to executive session. John Gompers and John McCullough were invited to join the session.

Following discussion in executive session, a motion was made to rise from executive session.

7. **Adjournment:**

The meeting adjourned at 6:14 p.m.

Lynne Exley _____
Chair

Secretary

**West Liberty State College
Board of Governors**

**Executive Committee
Minutes
April 23, 2008**

Executive Committee Members: Lynne Exley, John Moore, John Gompers

WLSC Administrators: Robin Capehart, John McCullough

1. Chair Exley called the meeting to order at 8:00 a.m.
2. Consent Agenda – Chair Exley stated that the consent agenda will still allow for discussion and dialogue among BOG members in addressing important College issues and that it will still provide for specific questions to be asked of President’s Council members at all BOG meetings.
3. Commencement and Contributions – Chair Exley will strongly encourage full BOG representation at the upcoming spring commencement, and she will further encourage full BOG participation in terms of contributions to the WLSC Foundation. Such actions help to build credibility for the BOG regarding their broad level of support for the College and our students.
4. Financial Report – The cash/budget report for April 21, 2008 was distributed along with the FY '08 third quarter financial statements.
5. President’s Report – President Capehart provided an update/announcement on various on-campus activities including a planned reception for commencement speaker Congressman Mollohan, the WVIAC Golf championships by our men’s and women’s golf teams, a new model for scholarships utilizing some operational dollars, an upcoming economic analysis of marginal cost per student, the spring open house, and the “I Chose West Liberty” student pep rally.
6. Meeting adjourned at 9:10 a.m.

Lynne Exley _____
Chair

Secretary

**West Liberty State College
Board of Governors**

**Executive Committee
Minutes
June 6, 2008**

Executive Committee Members: Lynne Exley, John Moore, Bernie Twigg
WLSC Administrators: Robin Capehart, John McCullough

1. Chair Exley called the meeting to order at 8:00 a.m.
2. Change in Status of Positions - John McCullough stated that two classified positions would be recommended for change to non-classified positions at the next BOG meeting and that it is standard practice to seek approval from the Executive Committee prior to placing such items on the formal agenda. The classified position of Project Coordinator, currently held by Paula Tomasik, will be recommended for change to the non-classified position of Coordinator of Institutional Research & Assessment, and the classified position of Producer/Director, currently held by Theresa Gretchen, will be recommended for change to the non-classified position of Director of Media Production. Both of these positions will have significantly expanded duties/responsibilities. Brian Warmuth, Human Resources Director, has determined that as July 1, 2008 the College's percentage of benefits-eligible employees who are non-classified will be less than 17%. Public higher education institutions are not to exceed a non-classified percentage of 20%. The Executive Committee unanimously approved the recommended changes.
3. Meeting adjourned at 8:10 a.m.

Lynne Exley _____
Chair

Secretary

Office of the Provost Report

6/18/08

1. An update on Accreditations:
 - a. The **Higher Learning Commission (HLC) granted the College a full 10 year reaccreditation** with a progress report due in January 2009 regarding assessment in selected academic areas. A consultant is coming in August to assist us in these areas.
 - b. A request for institutional change (to allow WL to grant graduate degrees) was submitted to the HLC in mid-May. We anticipate a decision early in September following their August meeting. Once approved, we will be eligible to grant graduate degrees and begin our first master of arts in education degree program.
 - c. The College has received the visitor's report of the NASM site visit for the Music Program held in April 2008. We are reviewing it for accuracy and will return comments in the next few weeks. A final decision is not anticipated until after their organization's November meeting.
2. Faculty positions:
 - a. Fourteen faculty positions have been filled for fall 2008:

i.	Dr. Corey Reigel	History	
ii.	Dr. Darrin Cox	History	
iii.	Dr. Kenneth Cushman	Biology	
iv.	Zachary Loughman	Biology	Enrolled in Doctoral study
v.	Dr. Steven Criniti	English	
vi.	Scott Hanna	English Education	Enrolled in Doctoral study
vii.	Dr. Joseph Santmyer	Mathematics	
viii.	Christopher Barrick	Music	Anticipates Doctorate by 8/08
ix.	Dr. Leigh Carr	Exercise Physiology	
x.	Dr. Lance Tarr	Exercise Physiology	
xi.	Anette Godown	Gen Business	MBA
xii.	Gibbs Davidson	Health Education	MS
xiii.	Tammi Beagle	Journalism	Enrolled in Doctoral study
xiv.	Ann Gaudino	Education	Anticipates Doctorate in 12/08
 - b. Five faculty positions remain open for fall 2008. Interviews are in process.
 - i. Biology
 - ii. Developmental psychology
 - iii. Business – 2 - 1 - Financial Systems 1 - Accounting
 - iv. Nursing
3. Bill Baronak has been appointed Interim Dean, School of Liberal Arts. He has been at WL for seven years and anticipates completion of the doctoral degree in May 2009. Plans are to re-advertise for this position in the spring.
4. President Capehart requested an evaluation of each of the academic schools. School of Business Administration held their review in May, the week of final exams. It was conducted by Dr. Andy Sikula of Marshall University, and his report is anticipated shortly.
5. HEPC is directing each campus to conduct a College-wide assessment of all major components, referred to as the COMPACT. This summer we are establishing goals, benchmarks, and strategies for achievement of the goals identified. This narrative portion of the COMPACT is due in Charleston in September and the quantitative information is due in November.

Enrollment Report – BOG Meeting, June 18, 2008

Based on our June Admissions Application Report, we have received 170 more applications for the fall semester than we did in 2007. We also have 85 more accepted new students for the fall 2008 than we did at the same point in time for fall 2007.

As of Friday, June 6, we have 1820 students pre-registered for the fall 2008 semester. This is an increase of 119 students (1701 in 2007).

We will be offering a substantially increased scholarship program for the class of 2009. West Liberty will be offering a PROMISE Plus Scholarship for entering freshmen who also receive the WV PROMISE Scholarship. We will also be rolling out a University Scholarship for transfer students. In addition, we will be guaranteeing four year scholarships to high school students having at least a 3.5 grade point average and at least a 22 ACT Score. Currently, students must have at least a 3.75 grade point average. These scholarship initiatives should positively enhance enrollment in subsequent years.

Submitted by Scott Cook, Executive Director of Enrollment Services
6/9/08

Office of Development Report

- Total gift income has reached \$712,544 for the period ending May 31. Excluding estate gifts and a one time major gift, this compares to \$780,808 for the same period last year.

- The Office of Development is currently in the process of obtaining bids from two vendors that offer software systems that will automate the telefundraising component (phonathon) of our annual giving campaign. These systems will enable our student callers to be more efficient and effective resulting in increased giving during our fall and spring phonathons.

- The allocation process is currently underway. Each year, WLSC alumni and friends donate hundreds of thousands of dollars as unrestricted gifts. Since 1995, the West Liberty State College Foundation has allocated more than \$1.6 million in funds to the College from contributions that are not designated by donors for a specific purpose. Last year, \$160,000 was allocated to projects which included academic technology, program enhancements, matching funds for external grants, marketing/recruiting initiatives and other college priorities. This year, the Foundation received 22 proposals totaling \$489,684 from full-time faculty members, director-level employees and deans. All proposals have been presented to the President's Council which will provide a priority ranking of all proposals. The proposals and recommended ranking will be forwarded to the Foundation Allocation Committee, which reviews the requests and makes recommendations to the Foundation board. The Foundation's board of directors will make its decision about these grants at their July 25th meeting.

Division of Student Affairs

June 2008 Report to the Board of Governors
J.D. Carpenter, Ed.D., Vice President for Student Affairs

- Housing numbers continue to show an impressive increase. As of June 1, there were 1140 students registered for housing. That is a 12.5% increase over June 1, 2007, which was also a 13% increase over 2006. Overall, housing reservations are up 30% since June 1, 2005.
- Progress is being made on the Army ROTC initiative. Program representatives will be attending summer orientation sessions to explain the benefits and enrollment to the students. Initially, the students will take the class at Franciscan University; however, there is a good chance that, once we enroll 8-10 students, we can see that program move to this campus.
- We are spending the summer transitioning to a new “emergency text notification” system. The new vendor is RAVE Wireless, Inc. It was felt this move was necessary because of instability with the current provider. You can see more about this (and even sign up if you like) at <https://www.getrave.com/login/westliberty>.
- The first in the series of summer orientation programs begins Thursday, June 19th. These are the new overnight programs and there are two sessions in June, two in July, and one in August. These are also overnight programs where students and their parents have the option of an overnight campus stay and activities. Over 100 students are registered for one of these and another is closing in on that number. They are separated by school.
- Listen to the bells! Phase I of the clock project is complete and Phase II has been ordered. That project should be completed by mid-July.
- We are hard at work writing for the TRIO Grant for this fall. Some of the data needed includes things that we have not traditionally tracked, which makes the data-gathering a bit cumbersome; however, we feel certain that we will put forth a strong application.
- The “Case for Campus Life” – a needs assessment for student life at West Liberty based on conversations with President Capehart and the Campus Life Committee of the Board of Governors – has been completed and a draft sent to the President for review. All of the concerns addressed by the Campus Life Committee were addressed in that plan and there will certainly be additional information forthcoming as the Strategic Focusing Initiative gets underway.

PRESIDENT'S SALARY INCREASE

Action Item

In order to receive approval for an increase for an institution's president, the West Virginia Higher Education Policy Commission must receive a letter signed by the Chair of the Board of Governors indicating current salary, proposed salary, amount of percentage or across the board increase, and the date of BOG approval.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approve the attached letter outlining the president's salary information for fiscal year 2008-09.



WEST LIBERTY STATE COLLEGE

WEST LIBERTY, WEST VIRGINIA 26074

BOARD OF GOVERNORS
Lynne Exley, Chair

June 18, 2008

Dr. Brian Noland, Chancellor
WV Higher Education Policy Commission
1018 Kanawha Blvd. East, Suite 700
Charleston, WV 25301

Dear Chancellor Noland:

Please be advised that the West Liberty State College Board of Governors have approved a 3% increase in President Capehart's current salary of \$148,000. The proposed salary for fiscal year 2008-09 would be \$152,440.

This increase is in conjunction with the 3% increase provided to all full-time faculty, classified, and non-classified staff. These increases are to take effect July 1, 2008 and were approved as part of the budget process at the March 21, 2008 Board meeting.

Sincerely,

Lynne Exley
Chairperson
WLSC Board of Governors

LE/mae

c: Margaret V. Buttrick

MEETING SCHEDULE, JULY 2000 THROUGH JUNE 2009

ACTION ITEM

The Board of Governors is asked to review the proposed dates on the attached schedule for any major conflicts in order to establish firm meeting dates for the year beginning July 1, 2008. Additional meeting dates have been built into this calendar to allow for the discussion of any unforeseen issues that may require the Board's attention during the year. One or two meetings may be cancelled in advance of the scheduled date if there is no urgent business to transact. A quorum of seven voting members is required to be present for the Board to officially take action on any item.

***Proposed Resolution:* Resolved, That the West Liberty State College Board of Governors adopts the attached meeting schedule for July 2008 through June 2009.**

West Liberty State College Board of Governors

Schedule of Meetings July 2008—June 2009

Wednesday, August 27, 2008	5:00 p.m.
Start-up meeting for new school year	
Wednesday, October 22, 2008.....	5:00 p.m.
Discuss/review fall initiatives, enrollment, academics, etc.	
Wednesday, December 10, 2008.....	5:00 p.m.
Need to approve audit	
Wednesday, February 11, 2009.....	5:00 p.m.
Prepare for legislative year and FY '10 budget	
Wednesday, April 29, 2009... ..	5:00 p.m.
Budget approval for FY '10	
Wednesday, June 10, 2009... ..	5:00 p.m.
End of year, officer's elections, schedule, etc.	

Unless otherwise specified, all meetings will be held in the R. Emmett Boyle Conference Center. We may schedule additional meetings to allow for discussion of unforeseen issues.

APPROVAL OF NON-CLASSIFIED POSITIONS

Action Item

The creation of non-classified employee positions is necessary to service needs in Institutional Research and Assessment and the Media Arts Center that will be titled as “Coordinator of Institutional Research and Assessment” and “Director of Media Production.”

Proposed Resolution: *Resolved, that the West Liberty State College Board of Governors approve the creation of a non-classified position titled “Coordinator of Institutional Research and Assessment” and another titled “Director of Media Production.”*



West Liberty State College Administrative Organization--Operational/Functional

Beverly Burke
Lynne Exley, Chair

Brian Joseph
Roseanna Keller

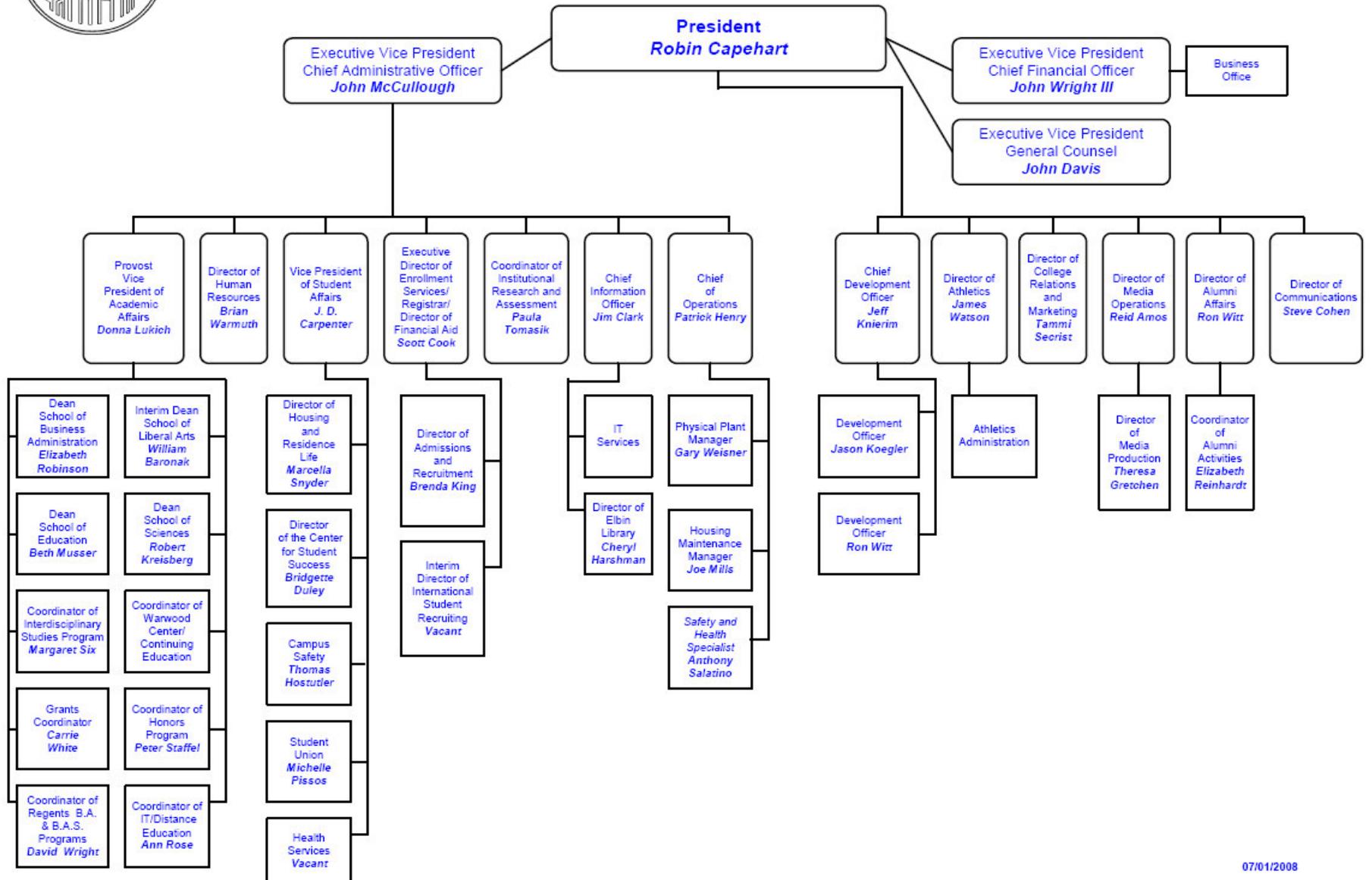
Board of Governors

John Larch
Larry Miller

John Moore
Shane Stack

Michael Stolarczyk
Michael Turrentine

Bernie Twigg
Vacant



REPORT TO THE BOARD OF GOVERNORS
Robin C. Capehart, President

June 13, 2008

ADMINISTRATION

- In April, we announced our Strategic Focusing Initiative that would begin with stakeholder meetings in the Spring and Summer 2008 and proceed toward the creation of a Strategic Focusing Document in May 2009. In this regard, a retreat for the President's Council is planned for Tuesday, June 17, 2008 at Wilson Lodge, Oglebay Park, Wheeling, WV.
- In March, my office directed Dr. John McCullough to organize and chair a Master Plan Task Force consisting of representatives of various on-campus constituencies and charged the group with producing a report recommending a list of capital projects for the campus. The charge required the group to prepare their report for review and discussion by May 30, 2008. The report was received and shall serve as the basis for the production of a campus development plan for presentation to the Board of Governors and, subsequently, the Higher Education Policy Commission as provided by state law.
- Our marketing effort consisted of dispersing a considerable amount of marketing effort throughout the College due to high demand on an understaffed and under funded marketing department. Due to the elevation to university status, we concluded that we needed a paradigm shift towards greater outsourcing of our marketing activities with the current marketing staff assuming a professional executive capacity. Following a review process, we settled on two public relations firms to assist the College with their marketing efforts.
- We have made the following personnel changes:
 - John Wright, former CEO of Wheeling-Nissan Steel and CFO of Wheeling Jesuit University, has been appointed as the new Executive Vice-President and Chief Financial Officer reporting to the President. Mr. Wright will report directly to the President.
 - Patrick Henry has been reassigned to serve as Chief of Operations. His duties will include execution of the Master Plan. Mr. Henry will continue to report to Dr. McCullough.
- We received our ten year accreditation from the Higher Learning Commission of North Central Association.
- We received approval from the Higher Education Policy Commission for our proposed master's program that will allow us to apply to the Higher Learning Commission for program accreditation. We anticipate that approval in the summer of 2008 which will qualify West Liberty for application and approval of University status with anticipated application and approval expected for late July or early August. At such time, the name will be changed to West Liberty University.
- Despite vacancies in a number of positions (including a vacancy in the CDO's position for nearly six months), the Development Office anticipates generating \$1 million for the WLSC Foundation, a 30% increase over last year (exclusive of one-time major gifts). When the revenue increase is coupled with a significant decrease in expenses, the result is more funding available for the College.
- We were visited by the following dignitaries:
 - Governor Joe Manchin who taught a class; attended a reception; and appeared on our Channel 14 television program "At Issue."
 - Congressman Alan Mollohan who spoke at our Spring Commencement.

- Secretary of State Betty Ireland who taught two government classes and spoke to a women's group.
- My wife and I attended the Florida Chapter spring gathering and I provided a "State of the College" message. We met for lunch, breakfast or dinner with 12 of our larger donors.
- I gave speeches to the Moundville Rotary and the Scottish Rite assembly regarding the "I Chose West Liberty" theme.

ACADEMIC

- Established the Government Policy Research Center which has secured three projects to date including a bond analysis for the City of Moundville.
- We increased our scholarship offerings from operating funds to move toward a more competitive position.

STUDENT LIFE

- In cooperation with local churches and local charities, we established a "Summer House" where students who must remain on campus can receive a meal every day of the summer sessions.
- We conducted a Pep Rally to kick off our "I Chose West Liberty" campaign which by all accounts was very successful. The student turnout far exceeded our expectations and we would look to make it an annual event.

ATHLETIC

- Progress continues on schedule for the installation of artificial turf at the football field.