

**WEST LIBERTY UNIVERSITY  
BOARD OF GOVERNORS**

**October 14, 2009  
3:00 p.m.  
OVMC – Nurses Residence Living Room  
Wheeling, WV**

**AGENDA**

1. Call to Order ..... Mr. Joseph
2. Swearing in New Board Members..... Mr. Joseph
3. Chairperson Comments..... Mr. Joseph
4. Approval of Minutes\*  
Full Board 08/19/09 .....5 Min..... Mr. Joseph
5. Approval of Reports\* .....10 Min..... Mr. Joseph
6. University Policy No. 245 - Institutional Salary Policy .....10 Min..... Dr. McCullough  
Full-Time Faculty\*  
30-Day Comment Period
7. University Policy No. 210 – Teaching Loads\* .....10 Min..... Dr. McCullough  
30-Day Comment Period
8. Community Engagement\*.....15 Min..... Mr. Capehart
9. Approval of Non-Classified Positions\* .....10 Min..... Dr. McCullough
10. Revision of Compact Goals\* .....10 Min..... Dr. McCullough
11. University Policy No. 117 - Classified Staff Salary Administration\*..10 Min..... Mr. Warmuth  
Review of Comments Received
12. Board Policy No. 3 - Program Review\* .....10 Min..... Dr. McCullough  
Review of Comments Received
13. President's Report .....15 Min..... Mr. Capehart
14. Adjournment

\*Action Items

**West Liberty University  
Board of Governors**

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**Minutes  
August 19, 2009**

Attendance:

Beverly Burke, Richard Carter, Lynne Exley, Brian Joseph, Roseanna Keller, Paul Limbert, Shane Stack, James Stultz, Michael Turrentine

Unable to Attend:

Michael Stolarczyk

Administration/Faculty/Staff:

Robin Capehart, Scott Cook, John Davis, Mary Ann Edwards, John Gompers, Donna Lukich, John McCullough, Brian Warmuth, Jack Wright

**1. Call to Order:**

Chair Joseph called the meeting to order at 5:05 p.m.

**2. Chairperson Comments:**

Chair Joseph informed the Board that John Larch has stepped down from the Board of Governors.

**3. Approval of Minutes\*:**

Chair Joseph asked for a motion to approve the minutes of the full Board of June 10, 2009.

**A motion to approve the minutes of the full Board of June 10, 2009 was then made by Jim Stultz and seconded by Lynne Exley; motion passed unanimously.**

Chair Joseph asked for a motion to approve the Executive Committee minutes of August 5, 2009.

**A motion to approve the minutes of the Executive Committee of August 5, 2009 was then made by Lynne Exley and seconded by Richard Carter; motion passed unanimously.**

**4. Approval of Reports\*:**

Chair Joseph asked for a motion to approve the reports. Lynne Exley stated that she had questions regarding some of the reports but doesn't see the people she wanted to ask in attendance; J.D. Carpenter for example. She wanted to ask him if she could help in any way and was impressed with his report, especially to ask about his experience with Donna Shalala. She stated a lot of exceptional things are going on at the University and his report was interesting reading.

Mike Turrentine stated that it was extremely helpful for both him and Beverly Burke when the president was providing written information to the Board for his report. When he and Beverly do their reports to their constituent groups it's easier to provide correct and accurate information from his report. President Capehart apologized for not providing this information in writing at recent meetings and will go back to including a written report in the Board packet. He will also be updating his blog site.

**A motion to approve the reports submitted by Enrollment Services, Provost, Division of Student Affairs, and Office of Development, was then made by Mike Turrentine and seconded by Roseanna Keller; motion passed unanimously.**

**5. Expulsion Notification Resolution\*:**

Mr. Davis stated that the Expulsion Notification Resolution is an item for final action at this Board meeting not for dissemination for 30-day comment; the item was mislabeled on the Agenda. The next two items of business on the Agenda are for 30-day comment. Jim Stultz stated that maybe this is the way it has to be, but it seemed strange to him that if the State mandates everybody should have this notification process in place, why we have to spend the time and effort of going through this process and not just do what the State says.

President Capehart stated that, over the years, institutions were managed by Charleston and later by individual advisory boards and now by governing boards. He said that, with this control swinging back and forth so much over the years, many policies and procedures have been generated by cutting and pasting Charleston's rules and regulations. The president indicated that Mr. Davis had consulted with HEPC general counsel Bruce Walker and was advised that HEPC envisioned all along that the governing boards would demonstrate initiative by developing and implementing their own policy language. Mr. Capehart noted that, of course, policies are drafted by members of President's Council.

Shane Stack asked if this resolution is out for 30-day comment. Mr. Davis reiterated that the item was mislabeled on the Agenda and is not a policy, just a directive that the Registrar's Office cannot implement until the Board says so. Mr. Davis explained that HEPC has had its own policy that required the sister institutions to notify other sister institutions when they expelled a student. HEPC now has decided to delegate this authority to each governing board. Mr. Davis added that, in his view, it is unimaginable that any college or university would decide that they didn't want to provide such notice to institutions that might consider accepting a student who'd been expelled. There are obvious liability consequences involved. For example, if West Liberty University had a student who sexually assaulted a woman, and the judicial board expelled the student, but the registrar didn't note the expulsion in the student's official record, the University easily could be sued if that student went to another institution and raped a woman. Not only could that woman (the second victim) sue WLU, but the second institution could sue WLU. A first-year law student could win such a case. This resolution needs the Board's vote. It is not a policy; it is a directive to the Registrar's Office to keep doing what they have been doing. Mr. Davis asked Scott Cook to comment regarding the Registrar's current practices in this regard.

Mr. Cook stated that he has had some discussions this summer with HEPC concerning documentation and notification of a student's expulsion. He said that, as Mr. Davis had stated, the notification obligation is no longer an HEPC matter as it has been delegated to the various governing boards and their respective institutions, i.e. notification when an expelled student seeks to transfer and requests a transcript. Mr. Cook said that we, WLU, certainly would want to know if a transfer applicant had been expelled elsewhere. He added that other institutions' registrars use forms that clearly state whether or not a prospective transfer student is eligible for re-admission to the original institution. If a student is expelled from West Liberty University, we do notify inquiring institutions that the individual is not eligible to return to WLU. In such cases, the other institution can inquire about the details of the expulsion by contacting the Office of Student Affairs.

Beverly Burke asked if this was just for students in the State of West Virginia. If a student would apply out-of-state are we not required to put the expulsion on the transcript? Mr. Cook stated that we are only required to notify sister institutions. Ms. Exley asked if we would still be liable if we did not put the expulsion notification on for an out-of-state institution. Mr. Cook stated that most institutions have a clearance form that they require the schools to fill out. We have a transfer clearance form which we require all transfer students to have completed. Ms. Keller asked if, on this form, they are asking us about a student's previous attendance, and through this form we would be notifying them why a student left and whether they are eligible to return. Mr. Cook said, "yes." If the form comes back that a student is not eligible to return to their previous institution it is forwarded to Dr. Carpenter to review the reason.

Mr. Davis stated that a student from a local private institution recently wanted to transfer to West Liberty. In the course of business, the transfer clearance form was sent to that institution to ascertain whether the individual was eligible to return to that institution. The answer was, "no." Mr. Davis explained that Mr. Cook looked into the situation and learned that the student had several problems with drugs at the former institution. WLU did not accept the student for transfer. Mr. Davis commented that it is not in the University's best interests to have such students here.

Mike Turrentine stated that he had previously served on the judicial board and thought that there was something in place back then, more of an informal request from an institution, but did we still have something in place? Dr. McCullough stated that Policy Bulletin #57 was what we had previously followed. In order to continue these notifications we were informed that the Board would have to approve this action. Tonight's action would be in lieu of Policy Bulletin #57.

Jim Stultz asked, in reference to a student being expelled from other institutions and not being able to be admitted, "Is this forever?" Shane Stack also asked for this clarification. Mr. Davis stated that,

about a year ago, the University tightened its admission requirements to bar students who'd been expelled for non-academic reasons. With the president's consent, Mr. Davis revised procedural language relating to the disciplinary process to accomplish this. He added that this step was taken to bar drug felons, sex offenders, etc. who'd been expelled from other institutions – public or private - or from WLU. Mr. Cook explained that a student who has been expelled or suspended for academic reasons, can raise his/her GPA and be admitted or readmitted to West Liberty.

Mr. Stultz stated that this seemed overly harsh to him. There are physicians of prominence, nurses, and other professionals who have lost their license and denied private practice because of drug-related issues. There is a remedial process through rehab with the possibility of reinstatement to be allowed to practice in these areas again; people can change. If a 17-year-old screws up, at 32 they may have learned from that experience and become a better person. Mr. Cook stated that we are being asked to notify the institutions of the expulsion; what action the other institution takes is up to them. Mr. Davis added that the University doesn't keep expelled students (those expelled for non-academic reasons) from finishing their education; we just preclude them from finishing it here since it's not in the best interests of our law-abiding students to have certain kinds of individuals on campus. Mr. Stultz said that he can appreciate and support this action but has reservations about an expelled student not being eligible for admission or readmission.

Mr. Turrentine stated that, from his experience serving on the judicial board, he can reassure the Board of Governors that expulsion is not a sanction handed down lightly. The judicial board expels students only in extreme cases.

**A motion to approve the West Liberty University Board of Governors requiring the Registrar to notify West Virginia public institutions of higher education when the University expels a student was then made by Paul Limbert and seconded by Roseanna Keller; motion passed unanimously. Such notification shall be in writing and attached to the student's official transcript.**

**6. Classified Staff Salary Administration Resolution – 30-Day Comment\*:**

Mr. Warmuth stated that this discussion is similar to the discussion that has already occurred regarding policies. The Classified Staff Salary Scale at West Liberty University has been fully funded since July 1, 2008. We have been following the same rules and regulations to administer the scale, but we have never had a written policy. Margaret Buttrick, Human Resources Administrator with the HEPC, said we should have a policy. West Virginia State code also states that this is a policy West Liberty should have and that we should outline and adopt a policy to give us guidance on how we administer the salary policy.

Mrs. Burke asked if any part of this policy is coming out of the three-year personnel study that was done involving the classified staff personnel. This study was, for the most part, completed in December 2009. This was a very involved study for three years, but the legislature decided to table the entire study during the legislative session following its completion. Mr. Warmuth stated that this policy is in no way connected with the Personnel Study. Mrs. Burke also asked if the legislature comes back and passes something from the Personnel Study, can it be reviewed with our policy and revised. Classified Staff Council will want to review this policy, but we have also been waiting for something to happen on the Personnel Study. Mr. Warmuth stated that this policy contains nothing that we haven't already been doing for years; we're simply putting something down on paper now that the scale is fully funded. Some difference in what we do now and what we have been doing before would be for those classified employees beyond step 15. This policy would allow movement for those employees.

**A motion that the West Liberty University Board of Governors approves the dissemination of the new Classified Staff Salary Administration policy to constituent groups for review and comment was then made by Mike Turrentine and seconded by Paul Limbert; motion passed unanimously.**

**7. Board of Governors Policy No. 3 – Program Review – 30-Day Comment\*:**

Dr. Lukich stated that we have had Policy No. 3 – Program Review, since West Liberty adopted a series of HEPC policies a few years back. The policy is brought before the Board to edit this policy to incorporate changes made in Series 10 from the HEPC. The changes are not dramatic but will bring West Liberty in line with the HEPC guidelines. This is very much a policy that directs the writing of the program review which is done annually with the Board. Lynne Exley and Jim Stultz have

participated in the annual review. Allowing this policy to be disseminated for 30-day review will help us to continue the schedule for program reviews as directed by the Commission.

Mrs. Keller asked with regard to Section 3.5 – Program review process must be accomplished within the limits of available staff and resources; can you ask for an extension, depending on the circumstances? Dr. Lukich stated that this section of the policy means that we should not try to make a case for hiring additional individuals at the institution because we say we need more help to get this job done. That was Mrs. Keller's understanding, too.

**A motion that the West Liberty University Board of Governors approves the dissemination of the draft revised policy "Program Review" to constituent groups for review and comment for 30 days was then made by Roseanna Keller and seconded by Lynne Exley; motion passed unanimously.**

#### **8. President's Report:**

President Capehart stated that members may have heard some of this information previously, but asked that Jack Wright first give an overview of West Liberty's finances, which have been very positive over the course of the year.

Mr. Wright stated that he received an unaudited fourth quarter statement dated June 30, 2009 which was reviewed today at the Finance Committee meeting. All of the positive items on the statement have improved from last year and cash is up \$150,000 with total assets up \$1.4 million. Brian Trischler, the outside auditor with Costanzo & Associates, attended the Finance Committee and stated that this statement is almost a mirror image of last year, which was a good year. Mr. Wright stated he would be glad to answer any questions, but generally speaking all of the indicators are positive. There was not much change this year and we have a good base to work from going into the year 2010. Mr. Wright added that the Board did approve a budget that went down state and was approved by the HEPC. This was a break-even budget for 2010; unfortunately, after the budget had been approved by everybody the State changed some of their methods of calculating other employee benefits and added \$480,000 in unfunded benefits. The increase in students should cover this \$500,000 but we won't know until October 1<sup>st</sup> when Scott Cook has filed his final report of what we actually call students.

The HEPC has approved the science building and we are deciding when we are going to get started. No money has been released at this time so what we spend is our money and we will spend prudently.

We understand the Physicians Assistant Program is coming on board; this is not an expensive program and we have planned for and built the program into the budget. The Highlands Center was also built into the budget. Currently there is some revenue coming in from the Highlands, but based on last years Warwood enrollment, the first year is to some degree going to be financially strained.

Getting out of the Warwood Center by September 1st hasn't been as easy as we expected. The HEPC is moving quickly on the sale of the building, but the money does not go to the University. The money will go back to Charleston and we will petition for the return of the money. The HEPC has informed us that if a special session is called by the legislature this should be approved in that session. The total amount would be \$154,000 after taxes and all other fees that would come back to West Liberty.

Mr. Wright stated that other than these items everything is running pretty much as we planned. We have had a big boost in enrollment. In-state enrollment is up tremendously, we're holding our own in the metro areas, and down in out-of-state enrollment. Like any other company, if sales are up substantially it's going to make a big difference in your plus position.

President Capehart stated that last year we saw a significant increase in money for scholarships; we undertook campus paving projects, increased faculty and staff development, student life funding, and salary increases. We had a loss of \$200,000 in interest with the market fall, but even with all of the increases, we still ended up with cash being about \$200,000 over at the end of the year. If you look at this holistically, investments were made in a number of these areas and our figures show we're making investments and getting a good return in terms of enrollment. We hired two new regional representatives in the area of Enrollment Services to go out and live and recruit students in two different parts of the State.

The ribbon cutting ceremony for The Highlands Center will be held Thursday, August 27, 2009 at 1:30 p.m. Governor Manchin will be on hand to say a few words and do the honor of cutting the ribbon. President Capehart invited everyone to attend the ceremony.

Mr. Wright continued with a discussion regarding the SMART-Center by the Board of Governors Executive Committee. He presented a series of figures to the Committee which shows that West Liberty could estimate a \$120,000 to \$130,000 loss at the SMART-Center. Richard Carter indicated that local schools are not taking advantage of this program as they had done in the past. For a variety of reasons, the SMART-Center will close as of August 31, 2009. The Handle on Science, which benefits local schools and WLU in terms of training for instructors, will continue to be funded. The SMART-Center lost about \$775,000 and we cannot perpetuate that program. This was a difficult decision but we saw the evidence that we had to redirect these funds. Educating our students is the first priority. The Handle on Science continues to benefit our students. Mr. Wright asked if there were any questions regarding the SMART-Center.

Chair Joseph asked if the SMART-Center was moving elsewhere and what would be done with the equipment. Mr. Wright stated that we have the right to auction off the equipment, although the equipment would not make for a good auction. He also stated that we could give the equipment to another state agency or send it down to the surplus center. We have been working with RESA 6 and George Krelis and also with the Ohio County school system and Dianna Vargo. Both have said the equipment they already have in place is better than what we have at the Warwood Center. Our next step is to start with Wetzel County and others to see if they could use this equipment. The conclusion may be that we will have to rent the building for another month from the new owner and go through a State auction, which requires us to advertise, sealed bids, etc. and it could end up that the people that currently run the SMART-Center could bid a dollar and end up with all of the equipment. Roseanna Keller stated that Bayer had donated lab equipment to Wetzel County a few years back and they took it and were grateful to get it. We should try Wetzel County and Tyler County to follow. If any area could send trucks to pick up the equipment we would load it for them. Running the ads for an auction would cost more than what we would actually get out of the auction. We can legally give the equipment to any State school board.

Mr. Wright also stated that he and others really made an effort to work with the SMART-Center to make it profitable. It was suggested it be moved to the Consol property but the people who run the Center flatly rejected this suggestion. Oglebay Institute and the Schrader Center, since there is a science center partnership there, were contacted and they were not interested.

President Capehart moved on with an update on the new Science Center. When the HEPC last year issued their strategic plan there was a heavy element on Science and Math. This is something that has obviously been a strength at West Liberty with the Nursing, Dental Hygiene, and upcoming PA Program; we aligned ourselves with what the HEPC wanted us to do. We were a little surprised when the HEPC came back and issued their list of projects to be funded. With our commitment to expand in the master's area, Nursing, Physicians Assistant, and Anesthesiology, those are the types of health care sciences that the State and HEPC want to see expanded. The award came in at \$15 million, although we wanted \$16 million. There is also a rehab list for existing facilities and WLU was the only University on each list. Through the bonding process we should receive approximately \$11.25 million and the Development Office will work toward generating enough to finish the building. Equipping the building will be at a significantly higher cost; from \$15 to \$20 million.

Mr. Turrentine asked what the time period we envision or when the project would start. President Capehart stated that in the next 12 to 18 months, with the bonds selling in the spring, we could be in a position to talk with architects and started by 2012. We should be able to get started on core samples and the location of the building before the bonds are sold. Mr. Turrentine asked if the Physicians Assistant Program will be able to begin before the new Science Center is complete. President Capehart stated that the program is not dependent on the new building, but does make the program more attractive. We received word today that we had an individual accept as director of the Physicians Assistant Program. This person has started two different programs. We needed to make sure we have someone who can get a masters program moving that is accredited. It appears we are headed in the right direction with a second individual who will work with the director to get the program up and running. Accreditation is scheduled for June 2010.

Ms. Exley noted with the new building and our gorgeous campus that she would like an assurance that nothing will be built in the common area between Main Hall and College Hall. The way the campus is set up we receive an astonishing amount of comments on the attractiveness of this area. President Capehart assured that the new building will not be constructed in the quadrangle.

Mr. Wright gave an update on discussions with Federal Marshalls regarding the Roadworthy property. West Liberty was contacted to see if we had an interest in taking over the property, running it, absorb the expenses and keep the revenue until the court case is over. Having spoken with Vic Greco, who designed the main building and log cabins, Vic estimates the total cost of what went into the entire place to be \$3 million. Taxes on the property are \$14,000 and insurance at \$6,000. We offered to take it for a management fee, do security and maintenance checks, and employ anyone doing this work, keep records and logs, all subject to Board of Governor approval. Mr. Wright spoke at length on the risk, disassembling the buildings, gas rights, etc. All-in-all it is a nice piece of property with 38 acres. We would need to put together a plan, what the Board would even want to consider paying for the property, and put in a bid when the time comes. It is estimated that this case may go on anywhere from four months to two years. Nobody is tending to the property at this point. Ms. Keller stated that Bayer owned a 14 acre retreat at one time. It was sold to a private individual. She asked if it would be worth while to enter into an agreement with the fee applied toward the purchase. Mr. Wright stated that at this time it is not high on WLU's priority list.

President Capehart announced that the official ribbon cutting ceremony for The Highlands Center will be on August 27<sup>th</sup> with the Governor in attendance. Also, this Friday at 4:00 p.m. we are trying to bring back or create traditions as a University. We will have a matriculation ceremony and somewhat of a welcome for our incoming freshmen class. This idea came out of J. D. Carpenter's office last year, but we waited until becoming a University to start this tradition. This is a good opportunity for us to basically impress upon the freshmen that they are a part of something, not just going to class. The incoming freshmen will sign a book and the entire ceremony should run about 45 minutes. This will also be an investiture ceremony for new faculty members.

President Capehart stated that the \$500 bonus for State employees that has been in the paper went down in flames. It is his understanding that the Governor plans to work out problems with the House and bring it up again in special session next month.

Mr. Cook gave an update on enrollment figures. Currently we are 4.7% ahead at this same time last year. We have stayed 4% to 6% ahead of numbers this time last year all summer. These numbers exceed what we projected for the budget, which is based on 2,243 students. The freshmen class, which we normally lose some students during the first three to four weeks, is at 607 students. This is the largest freshmen class since 1977. This is also the fourth straight year with an increase in in-state students, but we are down in out-of-state students, which we attribute to the economy. There is a process in place of tracking students who do not reenroll, and the common reason we are hearing is finances. A second group of graduate students were enrolled five days ago which should top us out at 2,600 students this fall. President Capehart stated that Scott's offices deserve a great deal of credit in these times, with the drop in high school students the student pool is going down and our numbers are going up due to much of what his office has done.

President Capehart stated that fundraising is up 10% in a year when the market and economic problems facing most Americans in this area was going down. 50% of non-profits in this country saw the same or less money coming in during the course of the year.

The President stated that the softball field is underway and should be about finished. The dugouts were recently completed and it's shaping up to be a very nice facility. The softball team and coach are very happy and they won't be playing in the cemetery anymore.

Ms. Exley added that if you haven't planned to yet, talk with Mary Ann about attending the Board of Governors Summit to be held this weekend. The summit is Friday and Saturday and hosted by Chancellor Noland. It's a wonderful and informative experience; the summit is short but offers good information.

Mr. Turrentine asked if there is any indication of any capital improvement projects, what we're looking at, and what we are putting our finances toward. Mr. Wright stated that the parking lot behind Hughes Hall will be paved, the roof on Blatnik Hall will be repaired, a sprinkler system update in College Hall, a generator for Blatnik Hall, and additional lighting on campus. There will also be concrete work with

repairs to existing concrete areas and refurbishing faculty houses as people move out. We have been investing \$2,500 each in these houses and have three houses yet to be refurbished.

Mr. Wright stated that Beta Hall is complete and open this year. With the numbers we're looking at and students wanting single rooms we are going to need to start taking a serious look at campus housing.

**9. Adjournment:**

The meeting adjourned at 6:25 p.m.

Brian Joseph \_\_\_\_\_  
Chair

Richard Carter \_\_\_\_\_  
Secretary

**West Liberty State College  
Board of Governors**

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**Executive Summary  
August 19, 2009**

Attendance:

Beverly Burke, Richard Carter, Lynne Exley, Brian Joseph, Roseanna Keller, Paul Limbert, Shane Stack, James Stultz, Michael Turrentine

Unable to Attend:

Michael Stolarczyk

Administration/Faculty/Staff:

Robin Capehart, Scott Cook, John Davis, Mary Ann Edwards, John Gompers, Donna Lukich, John McCullough, Brian Warmuth, Jack Wright

**1. Call to Order:**

Chair Joseph called the meeting to order at 5:05 p.m.

**2. Chairperson Comments:**

Chair Joseph informed the Board that John Larch has stepped down from the Board of Governors.

**3. Approval of Minutes\*:**

Chair Joseph asked for a motion to approve the minutes of the full Board of June 10, 2009.

**J. Stultz, L. Exley, PASSED**, that the listed minutes be approved by the Board of Governors as presented in full text on the BOG web site and in the WLU Elbin Library.

Chair Joseph asked for a motion to approve the Executive Committee minutes of August 5, 2009.

**L. Exley, R. Carter, PASSED**, that the listed minutes be approved by the Board of Governors as presented in full text on the BOG web site and in the WLU Elbin Library.

**4. Approval of Reports\*:**

**M. Turrentine, R. Keller, PASSED**, that the reports be approved as presented in full text on the BOG web site and in the WLU Elbin Library.

**5. Expulsion Notification Resolution\*:**

**P. Limbert, R. Keller, PASSED**, that the Expulsion Notification Resolution be approved as presented in full text on the BOG web site and in the WLU Elbin Library.

**6. Classified Staff Salary Administration Resolution – 30-Day Comment\*:**

**M. Turrentine, P. Limbert, PASSED**, that the Classified Staff Salary Administration Resolution be approved for 30-day comment as presented in full text on the BOG web site and in the WLU Elbin Library.

**7. Board of Governors Policy No. 3 – Program Review – 30-Day Comment\*:**

**R. Keller, L. Exley, PASSED**, that Policy No. 3 – Program Review, be approved for 30-day comment as presented in full text on the BOG web site and in the WLU Elbin Library.

**8. President's Report:**

President Capehart gave an update on campus activities, along with updates from Jack Wright as presented in full text on the BOG web site and in the WLU Elbin Library.

**9. Adjournment:**

The meeting adjourned at 6:25 p.m.

Brian Joseph \_\_\_\_\_  
Chair

Richard Carter \_\_\_\_\_  
Secretary

## ENROLLMENT SERVICES BOG REPORT

October 14, 2009

- 1) The fall 2009 enrollment headcount is 2641. This is a 5.3% increase over last year and is the largest enrollment since 2001. It is also the fourth straight year of an enrollment increase.
- 2) The fall 2009 freshman class is comprised of 578 students. This equals the largest freshman class since 1977.
- 3) We have added an early entrance course at Brooke HS. We currently offer early entrance West Liberty courses at Bishop Donahue HS, John Marshall HS, Magnolia HS and Wheeling Park HS for high school students.
- 4) We have 141 potential graduates (including summer graduates) for the December 2009 Commencement Ceremony. The December Commencement Ceremony will take place on Saturday, December 12, at 11:00 a.m. in the ASRC.

**Division of Student Affairs**  
**Report to the West Liberty University Board of Governors**  
**September 28, 2009**  
**J.D. Carpenter, Ed.D.**

- West Liberty, sponsored by the Higher Education Policy Commission and in conjunction with Marshall and Fairmont State, has been implementing MapWorks. As an update, the program successfully launched mid-September and, at the moment, the response rate for the first year cohort is approaching 90%. At this point, in addition to providing valuable feedback to students about their performance and college transition, it also provides faculty and staff with information that will allow them to better serve their students. One unforeseen benefit to the program is the aggregate data we have been able to collect on the entire cohort and how that might be able to guide us in our planning. The program has an incredibly powerful data analysis tool that we are only beginning to delve into, so watch for more of that to come.
  
- West Liberty's Critical Incident Response team has been working diligently on an institution-wide response and education program for the H1N1 virus and we feel that we are ready to respond as appropriate. As I am writing this (September 28<sup>th</sup>), we still do not have a confirmed case on campus. I attended the state-wide meeting for colleges and universities on H1N1 in Charleston on September 25<sup>th</sup>. We will plan to write for some grant funding that they plan to make available for awareness, education, and prevention activities.
  
- The population in the residence halls has settled a bit, finally, and we are showing a current population of 1226. That's a 2.5% increase over fall 2008. Overall, since 2005, our on-campus population has grown over 27% and is the largest on-campus population of any of the regional universities.
  
- We have completed a series of data uploads to WorkForce West Virginia which will allow us to track statistical data on recent graduates, including fields of employment, locations, and average annual salaries. We have struggled in the past with trying to get this data on our own through our alumni, so this partnership is exciting. WorkForce has chosen West Liberty and Marshall University to pilot this program.

Provost Report for BOG  
10/14/09

- The College's second response was sent to NASM (Music) regarding our timeline for upgrading facilities in addition to curricular matters. We anticipate a decision after their November Board of Review meeting.
- Highlands Center is fully operational. Faculty received instruction on the use of the technology provided in all the nine classrooms open for use. Schedules are being prepared now for spring and summer courses to be held there. The vast majority of summer classes will be held at the Highlands Center with the courses requiring laboratory facilities being excluded.
- The WLU Compact has been submitted to HEPC with some adjustments in our goals for the next four years.
- The Bachelor of Music Degree Program was approved at the Curriculum Committee meeting in September. It will be considered by Faculty Senate in October and brought to the Board in December for your review and consideration.
- Three new program initiatives are in development as follows:
  - The Intent to Plan document for an accelerated Adult Degree Completion Program, Bachelor in Organizational Leadership and Administration, was recently submitted to HEPC for approval.
  - The Intent to Plan document for a Digital Media Design Bachelor's Degree Program is being finalized and will be sent to HEPC in the next few weeks.
  - The new program proposal for the Bachelor in Social Work Degree is in the process of being submitted to HEPC.

OFFICE OF DEVELOPMENT REPORT  
10/14/09

**Total Gifts Received:**

As of August 31, 2009 the West Liberty University Foundation has received \$162,890 in contributions since July 1, 2009. This compares to \$121,285 for the same period last year. The total received to date represents 302 gifts compared to 246 gifts for the same period last year.

**2008 – 2009 Distributions from the Foundation:**

The Foundation distributed \$1,489,703 for scholarships, athletic programs, academic programs, capital improvements and other University programs. Since 1996, the Foundation has distributed over \$13 million toward institutional priorities.

**Department News:**

The annual Campaign for Excellence kicked off on September 14, 2009. Shane Stack, Director of the Phonathon, interviewed a large pool of candidates and has hired 25 student callers. The students, known as “Route 88’ers”, will be seeking support from alumni and friends of West Liberty to reach this year’s goal of \$75,000. After a week of training and only two nights of calling, the “Route 88’ers” have gathered pledges totaling \$6,639.06.

Submitted by:

Jeff Knierim

West Liberty University Board of Governors  
October 14, 2009

**POLICY NO. 245 – INSTITUTIONAL SALARY POLICY FULL-TIME FACULTY  
REVISION RESOLUTION  
WEST LIBERTY UNIVERSITY**

**Action Item**

The Board of Governors is asked to authorize a 30-day period during which campus constituencies (faculty, staff, and students) may review and comment on the draft of a revised policy titled “Institutional Salary Policy Full-time Faculty.” Following a directive from the WV Higher Education Policy Commission, the administration was directed to eliminate across-the-board as one category for faculty salary increases.

**Proposed Resolution: Resolved, that the West Liberty University Board of Governors approves the dissemination of the draft revised policy “Institutional Salary Policy Full-time Faculty” to constituent groups for review and comment for 30 days.**

WEST LIBERTY UNIVERSITY

POLICY

Policy Number: 245	Date of Issue: 09/15/97
Policy Title: Institutional Salary Policy Full-time Faculty	Revised: 09/01/06
Approval Date:	President's Signature

INTRODUCTION:

In accordance with Section 18B-8-3a, (Institutional salary policies; distribution of faculty salary increases; distribution of non-classified administrative salary increases) of the Code of the State of West Virginia, West Liberty University establishes the following salary policy to govern the establishment and distribution of annual/merit salary increases granted to full-time faculty of the University.

This Full-Time Faculty Salary Policy has been written to comply with Section 18B-1-1c (Strategically focusing resources to maximize opportunity; institutional plans; resource allocation exceptions) of the Code of the State of West Virginia.

In compliance with established policy of the West Virginia Higher Education Policy Commission, West Liberty University accepts the official, published data of the Southern Regional Education Board (SREB) in order to determine peer institution average full-time faculty salary data. These data are provided by the West Virginia Higher Education Policy Commission Office.

West Virginia Senate Bill 547 (March 1995) mandated that the West Virginia State University System average faculty salaries must be equivalent to 95% of the SREB peer institution faculty salary average by AY 2000-01. This West Liberty University full-time faculty salary policy met this legislative mandate to establish a parity relationship between its full-time faculty salaries and those, on average, of the SREB. Senate Bill 547 also required a merit component and a level of "salary equity" in this adjustment of the salaries of West Virginia higher education faculty. West Liberty University met these legislative mandates with this full-time faculty salary policy.

I. FULL-TIME FACULTY SALARY EQUITY

WLU Full-Time Faculty Salary Equity is hereby defined as external and internal equity. External equity is attained by meeting the legislatively mandated level of 95% of the SREB institutional average for AY 2000-01. Internal equity is attained by assuring gender, disability, or minority standing equity by rank and discipline.

Attainment of Internal Faculty Salary Equity is charged to a committee consisting of the Provost, the Chief Financial Officer (chair) and the Human Resources Administrator. This committee is charged to review WLU faculty salaries to assure gender, disability, and minority equity. The committee will recommend remedy for any inequitable situation it identifies, and the President of the University shall be presented with the committee's recommendation. The final decision shall be that of the President.

A Faculty Salary Policy Review Committee will be appointed annually by the President of the University. Four (4) full-time faculty members will be appointed to this committee. These faculty shall be the Chair of the Faculty Senate, the Faculty-elected representative to the Board of Governors, the chair of the Faculty Senate Finance Committee and one (1) at-large faculty member elected by the Faculty Senate. The Faculty Senate will, insofar as is possible, represent the academic colleges by these appointments. Two additional committee members include a representative of Chairs Council and a representative of Deans Council. Ex-officio members of this committee shall be the Chief Financial Officer, the Human Resources Administrator, the Provost, and the Director of IR&A. The Chief Financial Officer shall serve as the committee chair. This committee will review the overall pay plan annually in the spring semester.

## II. ANNUAL SALARY INCREMENT and MERITORIOUS PERFORMANCE

STEP I: The total amount of funds available for faculty pay raises will be determined upon receipt of the University's budget allocation from the state.

STEP II: Top priority will be given to allocating funds for salary increases as necessary to achieve any subsequent legislative salary mandate.

STEP III: Once the amount of money available for faculty salary increases is determined, 52% of that amount will be designated for MERIT. Full-time faculty will each receive the amount of Merit earned as determined by their department chair and college dean, per their established evaluation criteria. Each full-time faculty member, who was employed in the preceding academic year and reappointed for the next academic year, will be eligible to receive their designated level of merit pay from the available funds, with the exception that faculty on sabbatical leaves or leaves of absences will not be eligible for merit pay in the subsequent year. The amount of MERIT PAY will be established by tiers of merit.

STEP IV: From the money available for faculty salary increases, 48% will be designated for LONGEVITY increases.

Three tiers of LONGEVITY increases are available. Faculty with 16 years or more of service will receive the highest amount of increase for this category. Faculty with 4 to 15 years of service will receive the second highest amount of increase for this category, and faculty with 1 to 3 years of service will receive the smallest amount of increase for this category. Years of service for each faculty member will consist of years of FULL-TIME PROFESSIONAL EXPERIENCE at ALL regionally accredited institutions of higher education. Each full-time faculty member, who was employed in the preceding academic year and reappointed for the next academic year, will be eligible to receive a LONGEVITY increase.

STEP V: Each faculty member will retain salary increases derived from Steps III & IV with the net value of each step annualized to the base salary.

STEP VI: This pay plan will be reviewed annually in the spring semester and will be modified pending sufficient magnitude to warrant a revision.

## III. SALARY CAP

The maximum base salary increase in any given academic year is set at 10%, with the exception permitted only as granted by the President of the University in the following section. Promotion increments shall not be subject to this cap.

## IV. SPECIAL CIRCUMSTANCE SALARY

West Liberty University recognizes that a faculty salary plan must admit the flexibility to accommodate special circumstances unforeseen or unanswered by a specified salary plan. Faculty salary special circumstance may include, but is not limited to, situations such as federal or state legal mandate(s), professional differential(s), grant funding, special assignment, or teaching overload. Any special circumstance which results in a faculty member receiving remuneration above or beyond that determined by this general salary plan will be recognized by a specific, written agreement to be approved by the President of the University and the faculty member who will be paid in accordance with that agreement.

West Liberty University Board of Governors  
October 14, 2009

**POLICY NO. 210 – TEACHING LOADS  
WEST LIBERTY UNIVERSITY**

**Action Item**

The Board of Governors is asked to authorize a 30-day period during which campus constituencies (faculty, staff, and students) may review and comment on the draft of a revised policy titled “Teaching Loads.” Normal teaching load credit hours have been revised to align more closely with a recommendation from Faculty Senate regarding University teaching loads.

**Proposed Resolution: Resolved, that the West Liberty University Board of Governors approves the dissemination of the draft revised policy “Teaching Loads” to constituent groups for review and comment for 30 days.**

# WEST LIBERTY STATE UNIVERSITY

## POLICY

Policy Number: 210	Effective Date: 06/23/86
Policy Title: Teaching Loads	Revised: 05/01/06
Approval Date: 21 June 1986	President's Signature:

The University is committed to the goal of a normal teaching load of 12 credit hours per semester for full-time teaching personnel, but because of uneven enrollments in the various colleges/ departments and the need to maintain flexibility in teaching assignments, considers 13 credit hours as a maximum per semester and 26 credit hours as a maximum per academic year.

When full-time faculty are assigned teaching responsibilities beyond 15 credit hours per semester or 26 credit hours per year, they will be compensated according to the PAY SCHEDULE FOR OVERLOAD TEACHING (see summer school pay schedule). An assigned teaching load in excess of 15 credit hours per semester or 26 credit hours per year must be approved no later than at the time of registration by the Department Chairperson and the College Dean. Faculty who elect non-assigned teaching responsibilities to serve students by teaching in excess of 15 credit hours per semester or 26 credit hours per year will not be compensated for overload teaching as a result of such a voluntary choice.

## DISTINCTION AND DISTINCTIVENESS

### PART IV: COMMUNITY ENGAGEMENT PLAN

The Carnegie Foundation defines Community Engagement as “the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.”

West Liberty University recognizes that in order to become “a great university,” it must be “an engaged university.” In fact, our vision for West Liberty University as set forth in our Strategic Statement recognizes two characteristics that pertain to its role as “engaged university.”

*Great universities are active members and contributors to the community through social, civic and economic engagement activities that will include productive partnerships with K-12 schools, businesses, and nonprofit organizations, and*

*Great universities build strong and enduring relationships with Alumni, benefactors and the community, in general.*

As a public institution of higher learning in West Virginia, we are, perhaps, even more sensitive and responsive to the need to reaffirm our commitment to service and further strengthen the bonds between our University and the community. Moreover, we recognize the mutual value that can be achieved between the community at-large and the faculty, students, staff and administrators that comprise our campus community.

Consequently, *Distinction and Distinctiveness: A Strategic Plan for West Liberty University* includes this specific plan to create, build and sustain strong and enduring relationships with our State and our community as well as those individuals such as alumni and benefactors who maintain a special relationship with the University.

Our *Community Engagement Plan* sets forth a series of goals, strategies and projects that are organized, as follows:

- Goals – broadly defined measures of achievement from which can be determined the extent of our ability to meet or exceed our responsibilities in each planning area.
- Strategies – the method or means employed to achieve a specific goal.
- Projects – Each academic year, the responsible parties will provide a Plan of Action for budget and planning purposes that sets forth the projects to be implemented or continued from a prior period that will further the execution of each strategy. The Appendix shall set forth detailed information regarding each project including a project description, metrics and benchmarks.

## COMMUNITY ENGAGEMENT PLAN OUTLINE

### **6.1 Goal: Good citizens.**

- 6.1.1. Strategy: Serve as a resource for our community and our State.
- 6.1.2. Strategy: Serve as active members in community organizations.

### **6.2 Goal: Strong relationships with external organizations**

- 6.2.1. Strategy: Build partnerships with K-12 schools
- 6.2.2. Strategy: Build partnerships with community organizations.
- 6.2.3. Strategy: Build partnerships with statewide organizations.
- 6.2.4. Strategy: Build partnerships with local governments and local government agencies

### **6.3 Goal: Strong alumni base.**

- 6.3.1. Strategy: Establish local alumni chapters to create a connection among alumni and with the campus.
- 6.3.2. Strategy: Establish and maintain rich and meaningful traditions.

## MEMORANDUM

TO: BOARD OF GOVERNOR  
WEST LIBERTY UNIVERSITY

FROM: ROBIN CAPEHART

RE: OFFICE OF COMMUNITY ENGAGEMENT

DATE: OCTOBER 7, 2009

Over the past two years, our strategy for growing West Liberty University has included building strong and effective partnerships with business, nonprofit organizations, schools and other college and universities. We believe that we have made great strides in creating such relationships.

Since 2007, it has been the primary responsibility of the Development Office for building these relationships. However, maintaining this additional responsibility has often resulted in productive cooperative efforts to lag behind or often dissipate. Moreover, we have discovered that adding civic engagement activities to the current responsibilities of the members of the Development Office have in many cases dampened our fundraising efforts.

Therefore, my office is proposing a restructuring of these two activities, i.e. civic engagement and fundraising. Under this proposal, Jeff Knierim would assume the position of Vice President of Community Engagement whose primary duties will be to foster and maintain relationships with the community in such a manner that West Liberty University may serve as a resource to the people of the this area and our State. Based upon our conversations, I would add that Jeff is very excited about the possibility of assuming a position that would focus upon civic engagement having noted his experience and his strength in building such relationships.

In addition, we would propose that Jason Koegler assume the position of Executive Director of the Office of Development. Over the last two years, Jason has played a major role in advancing our fundraising efforts. Likewise, Jason is very enthusiastic about focusing on fundraising and would bring an impressive managerial acumen to the office.

In 2007, the Carnegie Foundation recognized the growing responsibility of colleges and universities to become engaged in civic activities by developing an elective classification. It is our desire to seek such classification. This would require an individual dedicated to a campus-wide effort.

We do not anticipate any additional cost or personnel as a result of this restructuring. In fact, The Development Office will still maintain three less positions than it had in 2007. In short, the restructuring would result in focusing the current responsibilities of the Office of Development into two separate positions.

We are confident that these restructuring efforts will affirm the identity and culture of West Liberty University as an institution committed to the constructive integration of its campus into our community, our region and our State.

Board of Governors Policy No. 4 requires Board approval for certain changes in the organizational structure of the college. These changes include: "Creating any new administrative

division or unit headed by an individual who reports directly to the President." In this regard, we would request the Board of Governors approve the following actions:

1. Amend the University's Strategic Plan to include a section on Community Engagement; and
2. Establish a nonclassified position of Vice President of Community Engagement.

West Liberty University Board of Governors  
October 14, 2009

## **APPROVAL OF NON-CLASSIFIED CRITICAL POSITIONS**

### **Action Item**

The creation of two non-classified critical employee positions is necessary to service needs in the College of Sciences that will be titled as "Program Director, Physician Assistant Program" and "Clinical Coordinator, Physician Assistant Program."

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve the creation of non-classified critical positions titled "*Program Director, Physician Assistant Program*" and "*Clinical Coordinator, Physician Assistant Program.*"**

West Liberty University Board of Governors  
October 14, 2009

## **INSTITUTIONAL MASTER PLAN**

### **Action Item**

Based on the guidelines set forth by the West Virginia Higher Education Policy Commission (HEPC), the Board is asked to approve the revisions made to the West Liberty University goals in the 2008-09 Update to the Compact Reporting Elements: HEPC Master Plan 2008-2013.

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the revisions made to the West Liberty University goals in the 2008-09 Update to the Compact Reporting Elements: HEPC Master Plan 2008-2013.**

West Liberty University Board of Governors  
October 14, 2009

**CLASSIFIED STAFF SALARY ADMINISTRATION RESOLUTION  
WEST LIBERTY UNIVERSITY**

**Action Item**

During the August 19, 2009 meeting, the Board of Governors approved the dissemination of the proposed West Liberty University Policy #117, "*Classified Staff Salary Administration*" for a 30 day comment period. The comments received have been reviewed and incorporated into the Policy. The Board of Governors is asked to approve Board policy entitled "*Classified Staff Salary Administration*". Promulgation of this document is required by HEPC and is authorized under WV State Code §18B-9-5 entitled "*Classified Employee Salary*" and §18B-9-4(b) entitled "*Establishment of personnel classification system: assignment to classification and to salary schedule*".

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the revised Classified Staff Salary Administration University policy #117.**

## WEST LIBERTY UNIVERSITY

### POLICY 117: CLASSIFIED STAFF SALARY ADMINISTRATION

#### STATEMENT:

The University recognizes that a uniform and consistent method of salary administration for classified staff contributes greatly to an equitable workplace and employee satisfaction. It is therefore the institution's practice and policy to administer all salary actions for classified staff in a non-discriminatory and legal fashion in full compliance with all applicable state and federal rules, regulations, and statutes.

#### PROVISIONS:

##### GENERAL PROVISIONS and AUTHORITY

This policy is administered under the guidance and interpretation of WV Procedural Rule, Title 133, Higher Education Policy Commission Series 8, WV Code § 18B-1-6, §18B-1-8, §18B-9-4, and the Classification System. All newly hired employees are paid in "arrears," which is to say, for any given pay date the individual is receiving pay for the two-week period immediately preceding (i.e. prior to) the current pay period ending date. All individuals are paid by direct deposit of their paycheck and receive a Notice of Deposit in lieu of an actual paycheck. The employee may choose to enroll in the voluntary state-sponsored Electronic Notice of Deposit System or "ENODS" to eliminate the paper Notice of Deposit and thusly, access their payroll information electronically.

##### CLASSIFICATION SYSTEM

The Classification System in use by the State system of higher education mandates that all full-time, part-time, and temporary classified staff positions be identified with a job title and pay grade. Items common to all classified staff positions under the Classification System include:

**Job Title:** The label that uniquely identifies and generally describes a job. The same descriptive job title shall be given to a group of jobs, regardless of institutional location, which are substantially the same in duties and responsibilities and which require substantially the same knowledge, skills, and abilities performed under similar working conditions.

**Pay Grade:** A range of compensation values for a job defined by a series of step values. Positions which occupy the same job title shall be assigned to the same pay grade. Job titles having similar factor levels shall be classified within the same pay grade. The pay grade is further defined in salary schedules published from time to time by the Higher Education Policy Commission as approved by the WV Legislature. In general pay grade steps correspond with an individual employee's credited and completed years of service and range from step "0" through step "15."

**FTE:** Full time equivalency is the percentage of time for which a position is established, with a full-time position working 1950 hours per year being equal to 1.00 FTE. All other work schedules /FTE are derivatives of the preceding values.

**PIQ or Position Information Questionnaire:** This document describes the set of typical duties and responsibilities of a position including such items as essential and non-essential functions at

a particular institution. It is the source document which is used to establish a job title and pay grade under the Classification System utilizing a point-factor methodology. A PIQ may describe a position with a single incumbent or may apply to a position with a number of employees at the institution each doing substantially similar work under the same job title and pay grade.

#### FULL-FUNDING

Effective July 1, 2008, the University achieved full-funding of the 2001 Classified Staff Salary Schedule. It is the University's intention to maintain all staff at full-funding consistent with the 2001 Schedule and any and all subsequent salary schedules as may be distributed by the state. In consideration of fiscal responsibility and budget, and in the event that any subsequent salary schedule approved by the Legislature and adopted by the Board cannot immediately be fully funded by the University, full-funding of the salary schedule may be implemented over a period of time as determined by the Board of Governors in consultation with the University's President and CFO.

Full-funding exists when all classified staff employees are at 100 percent of their appropriate salary step within their respective position's pay grade. Such determinations are to be made in consideration of each employees qualifying years of prior eligible service within the State of West Virginia.

#### ENTRY RATES

At full-funding, an individual with no prior eligible service will be employed at step "0" of the position's respective pay grade. Subsequently, such employees advance to the next pay grade step by completing at least 9 months' service in any fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). Individuals with prior eligible state service are hired at 100 percent of the respective step level which corresponds to the year of eligible service. Verification of prior eligible service must be obtained prior to placement at a starting step higher than step "0." In cases where verification has not been obtained, the individual will be employed at step "0" and, only after verification, will the pay step be adjusted to reflect prior eligible service. In cases where full funding does not exist, the University shall employ all individuals at step "0" and adjustments for prior service, where applicable, shall occur at the next scheduled general salary increase or adjustment, irrespective of the individual employee having completed 9 months of service since their (re)hire.

#### PROMOTIONS and DEMOTIONS

A "promotion" is movement from a position requiring a certain level of skill, effort, and authority to a vacant or newly created position assigned to a different job title and higher pay grade requiring a greater degree of skill, effort, and authority. Under full-funding, individuals are moved to 100 percent of the appropriate step of the new pay grade in consideration of the individual's credited years of service. Where full funding does not exist, individual employees are moved an amount equal to 5 percent per pay grade or the minimum of the new pay grade, whichever is higher.

A "demotion" is movement from a position requiring a certain level of skill, effort, and responsibility to a vacant or newly created position assigned to a different job title and lower pay grade requiring a significantly lesser degree of skill, effort and responsibility. A demotion may be voluntary or involuntary

#### UPGRADES and DOWNGRADES

An "upgrade" is an advancement of the employee's current position to a higher pay grade as a result of a significant change in the position's existing duties and responsibilities. When a position is upgraded, the employee does not move to a different position in a higher pay grade. Rather, it is the employee's position that is moved to a higher pay grade because of a significant increase in the position's existing responsibilities as determined by job evaluation. Consistent with full-funding, the employee will move to their appropriate step placement in the new pay grade effective with the date of the upgrade. In cases where the University may not be in full-funding, the employee's base salary will be increased by five (5) percent per pay grade movement (This does not include the employees then current pay grade).

A “downgrade” is a reassignment of the employee's current position to a job title assigned to a lower pay grade as a result of a significant reduction in the existing position's duties and responsibilities. When a position is downgraded, the employee does not move to a different position in a lower pay grade. Rather, it is the employee's position that is moved to a lower pay grade because of a significant decrease in the position's existing responsibilities as determined by job evaluation. Consistent with full-funding, the employee will move to their appropriate step placement in the new pay grade effective with the date of the downgrade. In cases where the University may not be in full-funding, the employee’s base salary will be lowered by five (5) percent per pay grade movement (This does not include the employees then current pay grade).

## SALARY ADJUSTMENTS IN GENERAL

In WV Code Section 18B-9, to be eligible for a general “annual salary increase or adjustment”, typically called the “annual adjustment,” an individual must have completed at least 9 full months of service in the preceding fiscal year. In cases where the annual adjustment does not fall on an effective date of July 1<sup>st</sup>, the individual must have completed 9 full months of service by the date immediately preceding the effective date of the adjustment. For eligible individuals at a step level contained within the Salary Scale within their position’s respective pay grade, the annual salary adjustment would advance the individual to the next step within grade. The maximum step within grade being step 15 under the current salary schedule.

A “base salary adjustment” is the amount that a base salary increases within the pay grade to reward performance, to rectify inequities, or to accommodate competitive market conditions. It is not considered the same as an “annual salary increase or adjustment (annual adjustment).” Base salary adjustments are not typically made on any regular basis and may be made by system or Salary Schedule changes.

As long as the University remains fully-funded, it may grant general salary increases or adjustments to those employees who have reached the maximum of their respective pay grade, i.e. step “15.” Under conditions where full-funding *does not exist*, no employee may receive a general salary adjustment or increase which would place them above 100 percent of step “15” (or the highest step of any subsequently adopted salary schedule, as appropriate). Where full-funding *does not exist* any employee whose base salary is already above the maximum step for their pay grade, shall receive no further increase in salary, though no salary reduction shall otherwise occur.

## PAY CALCULATIONS

Employees may not be paid for services not rendered. Base salary is calculated on a thirty-seven and one-half (37- 1/2) hour work week. The workweek consists of 168 hours in the form of seven (7) consecutive twenty-four (24) hour periods. The work week begins at 12:01 a.m on any given Sunday and ends at 12 midnight the following Saturday.

Overtime pay for nonexempt employees is calculated at the rate of one and one-half (1 1/2) times the regular hourly rate, which is the total base salary plus any incremental pay divided by 1,950 hours. Overtime does not commence until forty (40) hours actually have been worked within one (1) work week. Regular hourly pay, also known as "straight time," is paid for work time between thirty-seven and one-half (37 1/2) hours and forty (40) hours in a work week.

Only actual hours worked are included in calculating overtime. Pay which is received for holidays, annual leave, sick leave, or work release time is not counted as working hours for purposes of the overtime calculation.

Annual leave, sick leave, and longevity do not accumulate in any part of a month for which an employee is off the payroll on a leave without pay or during a terminal leave period. A terminal leave period is that time between the employee's last day of work and his/her last day on the payroll.

## INTERIM RESPONSIBILITIES

A significant change in duties and responsibilities of an employee on a temporary basis may justify an interim promotion or upgrade for salary purposes. Such a temporary reassignment shall be for no less than four (4) consecutive weeks and no more than twelve (12) consecutive months and shall only occur when the responsibilities being undertaken by the employee are those of another position that is vacant because of the incumbent's illness or resignation or because of temporary sufficient change in the duties and responsibilities of a filled position. The affected employee shall have his/her base salary adjusted upwards consistent with a promotion or upgrade for the duration of the interim period. At the end of the interim period or assignment, the affected employee shall have his/her salary reduced to its original level (but, including any salary increase which the employee would have received in his/her regular position had the interim assignment not occurred).

## TRANSFERS

A "transfer" is movement from one position or job title to another position or job title requiring the same degree of skill, effort, and authority. Both positions are in the same pay grade. No pay adjustments are made as a result of a transfer. Transfers may be voluntary or involuntary, though transfers should be made in consideration of the best results for all parties. Transfers are not to be made due to work performance-related matters.

## EXCLUSIONS and LIMITATIONS

Student employment, Casual employment, faculty employment (including adjunct), and Non-Classified Staff employment types are specifically excluded from coverage under this policy.

## RESERVATIONS

The University reserves the right to interpret applicable policies, rules, and regulations to resolve any salary dispute that may arise with the intent of reaching an equitable and non-discriminatory resolution, as long as such resolution does not conflict with said policies, rules, and/or regulations. Adjustment and resolution of salary issues is considered by the administration to be, in all cases an individual situation and each is considered based on the unique factors associated with it.

Approved by the West Liberty University Board of Governors:

West Liberty University Board of Governors  
October 14, 2009

**POLICY 3 – PROGRAM REVIEW  
WEST LIBERTY UNIVERSITY**

**Action Item**

During the August 19, 2009 meeting, the Board of Governors approved the dissemination of the proposed draft of a revised Policy No. 3 titled “Program Review” for a 30-day comment period. The comments received have been reviewed and incorporated into the policy. The Board of Governors is asked to approve revised Board policy entitled “*Program Review.*”

**Proposed Resolution: Resolved, that the West Liberty University Board of Governors approves the revised Program Review University Policy No. 3.**

# WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

## POLICY 3: PROGRAM REVIEW

### Section 1: General.

1.1 Scope - This rule establishes the Board's policy on review of academic programs.

1.2 Authority - West Virginia Code §18B-1-6, 18B-1B-4 and 18B-2A-4

### Section 2: Basis of Program Review Process.

2.1 West Virginia Code §18B-2A-4 requires that the Board of Governors "review, at least every five years, all academic programs offered" at West Liberty University. The purpose of this document is to delineate the framework and steps in the program review process for the University.

2.2 The program review process will be consistent with the appropriate policy or policies of the Higher Education Policy Commission (hereinafter, "Commission").

2.3 For the purpose of this document, a "program" is defined as a curriculum or course of study in a discipline specialty that leads to a certificate or degree. Each major within a program (but not each track or optional subfield) is considered a separate program.

### Section 3: Assumptions Used in Developing the Review Process.

3.1 Program review is most effective when it is conducted on a regular cycle, and when some indicators are examined on an annual basis.

3.2 Program review is a collaborative process which includes both campus personnel and the Board of Governors.

3.3 A rational and comprehensive program review process requires differentiation among levels of degrees. The process, criteria, and standards for associate degree programs will differ significantly from those applied to baccalaureate programs.

3.4 The review process should be independent of any accreditation procedure, but may build upon accreditation self-studies and evaluations when they are illuminating.

3.5 The program review process must be accomplished within the limits of available staff and resources.

3.6 A continuous auditing process allowing for early identification of programs that need particular scrutiny is required to permit changes to be anticipated, appropriate intervention to take place, and corrective action to be accomplished within normal institutional and governing board planning efforts.

3.7 A readily accessible computerized database should be available to support the program review process.

### Section 4: Evaluative Components

4.1. In order to address the elements of viability, adequacy and necessity, the University will develop a reporting format that includes the following core components: mission, faculty, curriculum, resources, student learning outcomes, other learning and service activities, viability, and program improvement. At the discretion of the University, additional components may be added.

4.2. Reporting formats developed by the University will be submitted to the Commission for review.

### Section 5: Program Review Procedures and Levels of Review.

5.1. The program review process will provide for a review and evaluation of all programs leading to a certificate or degree at West Liberty University. The procedural elements used by the University shall be submitted to the Commission for review and shall include, at the minimum, the following components:

5.1.1. Delineation of the roles of faculty, administrators, and the governing board;

5.1.2. A process for external review that includes at least one reviewer as an outside evaluator for each program reviewed; and

5.1.3. A five-year schedule

5.2. The University shall submit the results of the program review actions in a common format designed to provide the Commission with essential information. The format elements are:

5.2.1. Name and degree level of program;

5.2.2. Synopses of significant findings, including findings of external reviewer(s);

5.2.3. Plans for program improvement, including timelines;

5.2.4. Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished;

5.2.5. Five-year trend data on graduates and majors enrolled;

5.2.6. Summary of assessment model and how results are used for program improvement;

5.2.7. Data on student placement, e.g. number of students employed in positions related to the field of study or pursuing advanced degrees; and

5.2.8. Final recommendations approved by the governing board. For programs with specialized accreditation, the University shall provide a copy of the letter continuing the conferral of accreditation. Accredited programs that meet productivity guidelines will not be subject to further review by the Commission.

5.3. The process will consist of three levels of activity: an annual audit, program review by the Board of Governors (in accordance with a five-year cycle), and special program reviews. The purposes, process, criteria, and possible outcomes of each of these review levels are presented in the following sections and subsections.

5.3.1. Annual Audit - The purpose of the annual audit will be to analyze the data collected on all programs in the system by using the computerized data base and, as needed, additional reports. Programs will be reviewed in terms of productivity in credit hours, course enrollments, numbers of majors, numbers of degrees awarded, cost and related information. The results of the annual audit will provide a continuous monitoring mechanism and will serve to alert both the University and the Board that specific programs may require further review.

5.3.2. Program Review by the Board of Governors - The purpose of the Board's review, conducted on a regular five-year cycle, will be to conduct an in-depth evaluation of the viability, adequacy, and necessity for each academic program, consistent with the mission of West Liberty University. This review process will build on the data of the annual audits and will include additional information about each program. Comprehensive self-studies conducted in compliance with accreditation or other campus processes and completed within the previous sixty months may be used to provide the baseline data for the review, with any necessary updating of factual information or interim reports to the accrediting body.

The criteria, standards, and indicators of viability, adequacy, and necessity will vary among fields and among levels of degree programs. The same criteria and standards do not apply to associate degree programs, baccalaureate degree programs, and graduate programs. The Board of Governors will constitute a Program Review Committee (hereinafter, "Committee") to review appropriate programs during a given year. The program review process is to be carried out objectively using external consultants.

Programs that are accredited by specialized accrediting or approving agencies (for disciplines for which such agencies exist) recognized by the federal government and/or the Council for Higher Education Accreditation shall be considered to have met the minimum requirements of the review process with respect to adequacy. Programs so accredited or approved shall submit: the comprehensive institutional self-study conducted in compliance with the accreditation or approval process, a copy of the letter containing the conferral of accreditation or approval and a documented statement from the chief academic officer regarding program consistency with mission, viability, and necessity. Preparation of the self-study will involve a collaborative process which includes faculty, students, and administrators.

5.3.3. Campus personnel and external consultants will be involved in establishing the criteria, standards, and process of evaluation and in interpreting the information resulting from the review. To ensure that each program is reviewed at least once every five years, consistent with statutory requirements, the Board of Governors will identify approximately twenty percent of all programs for review each year. For each program identified for review, a self-study statement addressing the following items will be developed:

5.3.3.1 Viability - Viability is tested by an analysis of unit cost factors, sustaining a critical mass, and relative productivity. Based upon past trends in enrollment, patterns of graduates, and the best predictive data available, the program shall assess its past ability and future prospects to attract students and sustain a viable, cost-effective program.

5.3.3.2 Adequacy - The quality of the program shall be assessed. A valuable (but not the sole) criterion for determining the program's adequacy is accreditation by a specialized accrediting or approving agency recognized by the federal government and/or the Council for Higher Education Accreditation. The program shall evaluate the preparation and performance of faculty and students and the adequacy of facilities. The curriculum should be offered in a sequence and frequency that will allow timely progress toward graduation. An objective analysis of the program's curricular strengths and quality should be presented, and plans to correct deficiencies should be described. When describing a program's adequacy, the measures used to assess student performance and program quality shall be indicated. The self-study is expected to indicate the ways in which the effectiveness of the program is evaluated and how the results are used to plan for improvements of the program and effect curricular change. The self-study shall include information on studies of graduates and their employers to determine placement patterns and effectiveness of the educational experience.

5.3.3.3 Necessity - The dimensions of necessity include whether the program is necessary for the University's service region and whether the program is needed by society (as indicated by current employment opportunities, evidence of future need, rate of placement of the program's graduates). Whether the needs of West Virginia justify the duplication of programs in several geographic service regions also shall be addressed.

5.3.3.4 Consistency With Mission - The program shall be a component of, and appropriately contribute to, the fulfillment of the West Liberty University mission and the mission of West Virginia public higher education. The review should indicate the centrality of the program to the institution, explain how the program complements other programs offered, and state how the program draws upon or supports other programs. Both intrainstitutional and interinstitutional aspects of the program should be addressed. The effects (positive or negative) that discontinuance of the program might have upon the University's ability to accomplish its mission should be stated.

5.3.4. Focused Program Review - Either the Higher Education Policy Commission or the Board of Governors may request at any time that focused program reviews be conducted for a given purpose, such as, reviewing all programs within a discipline or concentrating on specific program review components (e.g. assessment). Formal strategies for conducting such reviews will be developed consistent with the purpose of the review.

## Section 6. Possible Outcomes.

6.1. Institutional Recommendation - The Board's five-year cycle of program review will result in a recommendation by the Committee for action relative to each program under review. The University is obligated to recommend continuation or discontinuance for each program reviewed. If recommending continuation, the Committee should state what it intends:

6.1.1. Continuation of the program at the current level of activity, with or without specific action;

6.1.2. Continuation of the program at a reduced level of activity (e.g., reducing the range of optional tracks) or other corrective action;

6.1.3. Identification of the program for further development;

6.1.4. Development of a cooperative program with another institution or sharing of courses, facilities, faculty, and the like; or

6.2. If the University recommends discontinuance of the program, then the provisions of the Higher Education Policy Commission's policy on approval and discontinuance of academic programs will apply.

6.3. For each program, the Committee will provide a brief rationale for the observations, evaluation, and recommendation. These should include concerns and achievements of the program. The Committee also will make all supporting documentation available to the Board of Governors and to the Higher Education Policy Commission upon request.

6.4. Committee Recommendation - The appropriate Program Review Committee will develop a recommendation for action and present it to the Board of Governors for action and referral to the Higher Education Policy Commission.

6.4.1. The Committee may make recommendations that go beyond those above. The Committee may request additional information and may recommend continuance on a provisional basis and request progress reports.

6.5. Appeals Committee and the Appeals Process - Any disagreement between a final recommendation of the Program Review Committee and the recommendation of the academic unit may be appealed to a Program Review Appeals Committee.

6.6. The Board of Governors will report, by May 31, to the Chancellor the results of the program reviews conducted each academic year.

## Section 7. Productivity Review

7.1. University academic programs must meet at least one of the indicators prescribed by the Higher Education Policy Commission in Title 133, Procedural Rule, Series 10, Section 7 when the Commission conducts its biennial review of programs that have been in operation for at least five years. Said indicators appear in Section 7.4 below.

7.2. Based on Commission recommendation, the Board of Governors shall assign probationary status to programs (other than those exempted by the Commission) that fail to meet both productivity standards. Probationary status shall last for four years during which period the University will be expected to increase program enrollment and degrees awarded. The University will have 60 days from the date of Commission action on initial probationary status to provide the Commission with a plan for meeting degree program productivity standards with the four-year probationary period. At the end of the four-year period, the Board of Governors shall act to terminate or not terminate programs based on the recommendation from the Commission relating to programs' productivity performance.

7.3. The Board of Governors may petition for a program to be exempt from further review by submitting documentation that addresses the reasons for the request including how the program is critical to the mission of the University.

7.4. Annual productivity standards for degrees awarded and enrollments in majors are provided below, Institutional attainment for degree awards and enrollment in majors will be based on the average of degree awards or major enrollments for the five most recent years.

7.4.1.	Degree Level	Degree Awards	Major Enrollment
	Baccalaureate	5	12.5
	Masters/1 <sup>st</sup> Professional	3	6
	Doctoral	2	4.5

**PRESIDENT'S REPORT  
TO THE  
BOARD OF GOVERNORS**

**Wednesday, October 14, 2009**

**OFFICE OF THE PRESIDENT**

- In August, President and Mrs. Capehart attended the West Virginia Business Summit in White Sulphur Springs, West Virginia where the President was a guest speaker. The event was sponsored by the West Virginia Chamber of Commerce.
- In September, President and Mrs. Capehart hosted the international students at the pre-game brunch at Colonial Heights.
- Governor Joe Manchin attended the dedication of the Highlands Center in August.

**ADMINISTRATIVE**

- Strategic Plan
  - Last January, the Higher Education Policy Commission approved our Strategic Plan. Under our new Plan, the planning process will traditionally take place in May and June. However, the employment of three new deans and a new process has created a learning curve. Since September, we have been working on the new process and expect to have identified all of our projects for the current year by October 14, 2009.
- Office of Community Engagement
  - We are seeking approval from the Board of Governors for the creation of the Office of Community Engagement and the position of Vice President of Community Engagement. Upon approval, Jeff Knierim would assume the position of Vice President for Community Engagement. Mr. Knierim's former position of Chief Development Officer would be transformed into the position of Executive Director of the Development Office. Jason Koegler would assume that position. There would be no additional hires in the Development Office at this time. The number of employees in this office would be reduced to three which is still three positions below its staffing in 2007.
- Office of Development
  - We are working on a possible Capital Campaign that will focus on two areas: (1) new and renovated facilities and (2) endowments for the Colleges, academic leadership positions and faculty.
- Grants Coordinator
  - By contract, Jim Shaffer continues to assist us in identifying and securing grant opportunities. Through his efforts, we have been designated to receive a \$750,000 grant for the installation of new windows in Main Hall.
- Review of Consultant's Contract
  - We are currently reviewing the current contracts we have for consultants and distinguishing consultant's work from fee for services. We anticipate providing a report by the end of the year.

- College of Science Building
  - The Business Office is working on an architect's rendering of the proposed College of Science.
  - We anticipate the Governor's approval of Economic Development Bonds for the College of Science Building by January 2010.
  
- Out-of-State Tuition
  - During the current year, the University had a significant increase in the number of Metro students and a significant decrease in the number of out-of-state students. Speculation for the shift includes economic reasons and a shift in the counties formerly designated as out-of-state and now designated as Metro counties. Scott Cook and Jack Wright are conducting a review of the financial consequences of the shift. The results of the review would assist us in evaluating our ability to increase scholarship opportunities.

## **ACADEMIC**

- Physician's Assistant Graduate Program
  - The University has contracted with Dr. Alan Bedashi to begin the development of the Physician's Assistant Graduate Program. Effective January 15, 2010, Dr. Bedashi will begin to serve as the Director of the Physician's Assistant Program.
  - We have received word that Alderson-Broaddus College has lost accreditation for its PA program.