

**West Liberty University  
Board of Governors**

---

**Minutes**

**October 14, 2009**

Attendance:

Beverly Burke, Richard Carter, Shane Stack, James Stultz, Ann Thomas, Michael Turrentine

Unable to Attend:

Brian Joseph, Paul Limbert, Robert Steptoe, Michael Stolarczyk

Administration/Faculty/Staff:

Bill Baronak, Keely Camden, Robin Capehart, John Davis, Mary Ann Edwards, John Gompers, Jeff Knierim, Robert Kreisberg, John McCullough, Tom Michaud, Brian Warmuth, Loren Wenzel, Jack Wright

**1. Call to Order:**

Vice Chair Stultz called the meeting to order at 3:10 p.m.

**2. Swearing in New Board Members:**

Mr. Stultz welcomed everyone to the meeting. Mr. Stultz stated that this conference room at one time was the living room area of the nurse's residence when they had a diploma school of nursing. That program was phased out when OVMC became affiliated with West Liberty University and the scholarships were transferred to programs in place for nursing students at WLU. There are numerous connections between OVMC and WLU, to name a few, Sara Smith, Interim Nursing Program Director, who had been Director of Nursing at OVMC and Betty Jo Sproull who had been the Administrator at Peterson Hospital.

We are also in the process of proceeding to plan for the Physician Assistant Program at WLU. This type of education experience needs to be in a hospital setting.

This evening is Ann Thomas' first appearance with the Board. Ann is familiar with OVMC, being a graduate of the School of Nursing at what was OVGH at the time. Mr. Stultz also welcomed Robert Steptoe, who was joining the meeting by telephone. Mr. Steptoe will be sworn in at the December meeting. We currently still have two open positions. Mr. Stultz proceeded to swear in Mrs. Thomas.

Mrs. Thomas stated that although she did attend West Liberty University, she is not one of our graduates. The B.S. programs were just gearing up at that time and things have changed since then. She stated she is excited we are going to have the Physician Assistant Program, which wasn't available some years ago. There was also no nursing program at that time and it's good to see these medical areas available in this community.

**3. Chairperson Comments:**

Mr. Stultz turned the floor over to President Capehart, who stated that Dr. McCullough will introduce the academic team. Dr. McCullough thanked the academic team for coming to the OVMC. There are three new members, the first being Dr. Tom Michaud, Dean of the School of Professional Studies. His key area of responsibility is adult education and continuing education at The Highlands Center. This area is already off and running with many good things planned. Dr. Michaud comes to us from Wheeling Jesuit University.

Dr. Loren Wenzel is the Dean of the College of Business. Dr. Wenzel was with Marshall University for a number of years in the Accounting program. We are happy to have Dr. Wenzel with us and he is planning news initiatives in the College of Business.

Dr. Keely Camden is the Dean of the College of Education. Dr. Camden is providing quality leadership with our first graduate program, a Masters in Education. Dr. Camden comes to us from Bethany College.

Dr. Robert Kreisberg, our senior Dean of the College of Sciences has overseen a great amount of growth in the health sciences areas. Robert has been directly involved in the Physician Assistant Program, among others on

the table right now. Robert has had a quality leadership role in the development of the PA Program and has been the Dean of the Colleges of Sciences for four years.

Mr. Bill Baronak is the Interim Dean of the College of Liberal Arts, the largest academic unit at West Liberty University. This area holds the largest component of general studies along with professional programs. Bill is in his second year of leadership and doing an outstanding job. We are happy to have all five of the deans with us. They are a good strong team solidly committed to continued improvement of academics and quality development. The Board should be proud to have these five individuals at WLU.

Mr. Stultz thanked the President for the introductions and welcomed everyone to the meeting. New Board member lists with contact information were distributed; please be sure you get a copy of this list.

#### **4. Approval of Minutes\*:**

Vice Chair Stultz asked for a motion to approve the minutes of the full Board of August 19, 2009.

**A motion to approve the minutes of the full Board of August 19, 2009 was then made by Richard Carter and seconded by Mike Turrentine; motion passed unanimously.**

#### **5. Approval of Reports\*:**

Mr. Stultz stated that he hoped everyone had an opportunity to review the Enrollment Services, Student Affairs, Provost, and Office of Development reports contained in the October 14, 2009 Board of Governors information. He then asked for a motion to approve the reports, to be followed-up by any comments.

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

Beverly Burke stated that when the Board had moved to a consent agenda, there had been a stipulation that gave members the opportunity to ask questions of those writing these reports. It is her understanding that these people will no longer be attending the meetings, which eliminates the Board's ability to ask questions. President Capehart stated that the reports are now going through his office and that he could answer any questions. Ms. Burke noted with regard to the Development Office report; there is a development officer in the Athletic Department but there is no information from this area in the report. President Capehart stated that this person has been in the Athletic Department for two years, and is actually the Assistant Athletic Director for Fundraising. Ms. Burke was wondering where we are with regard to the football stadium. President Capehart stated that we are currently putting a plan together.

Mr. Stultz, in clarifying the issue, stated with regard to the issue of someone not attending the meeting, since the reports go through the president's office, when the minutes are distributed and there are questions, how can we clarify or get an answer to that question. President Capehart stated that he goes over all of the reports with each person submitting a report. Contact with the Board of Governors is through the president's office. The BOG can contact the person on campus through him and the president contacts the BOG through the Board chair. There has been some talk about consolidating these reports into one report. These reports are gone over with the entire president's council because it is important for them to have an idea of what's going on with other departments.

Mr. Turrentine stated that with no disrespect intended, the people he is talking about, such as Scott Cook, Ron Witt, etc., we would like to talk with them to get the depth we might require for the questions we might have. A personal preference as the faculty representative is to see president's council attend the board meetings. Mr. Stultz stated that the whole president's council attending may not be necessary, but those who have reports need to have the opportunity to answer questions. President Capehart suggest that if you receive your BOG information in advance and have a question that could be answered before the meeting, contact the person giving the report or contact the president's office. If you feel the question needs to be brought before the Board this can be done. To have those 14 people attending the meetings when most times there is not a lot of depth or questions just don't make sense.

Mr. Turrentine stated that this may not seem to be too big an issue, but one of the most important functions as his duty as faculty Board representative is for due diligence of these types of reports. He can't speak for everyone but since the Board meets six times a year, it doesn't seem too much to ask that these people attend the meetings. This also gives new members an opportunity to learn who these people are, their responsibilities, and what's happening on campus.

Mr. Stultz asked if there were any more comments. He stated that since this suggestion has been made by Board members and Mr. Joseph is not here, the subject should be discussed, get a sense of what members want, along with the Chair's view, and render some kind of feedback at the next meeting and see whether we accommodate this suggestion. Chair Joseph will be made aware.

Mr. Turrentine had a question on a report dealing with the August meeting and the president's report, based on last year's budget on enrollment of 2.5 or 3.0%. Jack Wright stated that it came out to 2.4%, from 2,181 to 2,217, giving us a +52, it ended up at +104. We were 5.3% over last year on headcount. Jack is not in the position to comment, but headcount doesn't always include the financial end of things. Mr. Turrentine stated that this is what he was just discussing. If Scott Cook had attended the meeting he could comment on this area. President Capehart stated that he has the figures when he gives his presentation later in the meeting. He will be giving figures on full-time students, the two figures that we use, and headcount, which includes dual credit at Wheeling Park and other factors. Headcount is what we report to the HEPC. For financial purposes the important number is the full-time students. Ms. Burke asked if metro students are counted as out-of-state students; they are not, even though they are out-of-state. She didn't realize it was creating a whole other category of students.

Mr. Stultz stated that we have a motion and it has been seconded, with a suggestion to provide additional coverage at future meetings from person rendering reports. The issue will be discussed with the Board chair and president as we go forth. The motion passed unanimously.

**6. University Policy No. 245 – Institutional Salary Policy Full-Time Faculty - 30-Day Comment\*:**

Policy No. 245 – Institutional Salary Policy Full-Time Faculty for a 30-day comment period is brought by Dr. McCullough for review and discussion. Dr. McCullough thanked Mr. Stultz and directed the Board to the second page of the policy under Annual Salary Increment and Meritorious Performance, Step 3. The only element that changed is the percentage determination on longevity. The 52% salary allocation of funds for faculty is based on merit, 24% for longevity, and 24% across the board. These percentages are based on a directive from the HEPC, the basis of which is in State Code indicating that we are not to be giving across the board salary increases. The Faculty Salary Policy Review Committee, chaired by Jack Wright, met with Faculty Senate, Chairs, Deans Council, and Brian Warmuth. The recommendation was made that of those two amounts, the 24% across the board be eliminated and merged with the 24% longevity to produce an allocation based on 52% merit and 48% longevity.

Mr. Stultz read the proposed resolution and asked for a motion to approve the policy for 30-day comment.

**A motion to approve the dissemination of the draft revised policy “Institutional Salary Policy Full-Time Faculty” to constituent groups for review and comment for 30 days was then made by Shane Stack and seconded by Mike Turrentine; motion passed unanimously.**

**7. University Policy No. 210 – Teaching Loads – 30-Day Comment\*:**

Dr. McCullough stated that Policy No. 210 – Teaching Loads is brought before the Board for dissemination for 30-day comment. The prior policy stated that 12 to 15 hours was considered a normal teaching load at WLSC. With the move to University status, the initiative came from Faculty Senate that now that we are a University, with changes in duties and responsibilities for faculty such as components in addition to teaching, research, etc., the recommendation came forward that 12 hours be the normal teaching load. 13 hours would be considered the maximum per semester and 26 hours per academic calendar. This is not what was recommended by Faculty Senate, but we will receive their comments for review, give those to the Deans and Chairs, and offer faculty some flexibility in scheduling. In speaking with Robert Kreisberg, as a Dean who has to deal with more issue than any other unit because of the labs unique to the sciences, he believes this is a step in the appropriate direction. We will address concerns of Faculty Senate, which are legitimate concerns, and what we will do as a University. In the future we will be revisiting this as we move to more graduate education and graduate loads. Dr. Camden is dealing with these scheduling issues right now with the graduate Education Program.

Mr. Stultz read the proposed resolution and asked for a motion to approve the policy for 30-day comment.

**A motion to approve the dissemination of the draft revised policy “Teaching Loads” to constituent groups for review and comment for 30 days was then made by Richard Carter and seconded by Beverly Burke; motion passed unanimously.**

Mrs. Burke asked Dr. McCullough with regard to the first paragraph, it states that 13 hours is the maximum credit hours, but in the second paragraph it states that beyond 15 hours will be compensated for overtime. Dr.

McCullough stated that 15 hours is correct. It is currently 15 hours for courses taught on campus and we wanted to keep it the same. The thinking is, if at all possible, to give flexibility. If Professor Turrentine needs to teach 15 hours the first semester, his second semester load could be adjusted to nine hours, which has been done before, coming out to 24 hours. If not, for that academic year the overload would kick in at 26 credit hours; today that's 30 hours, which has been reduced. Mrs. Burke stated that we pay overloads per semester. Dr. McCullough stated we do right now for greater than 15 hours. Under the proposal if you teach 15 hours the first semester and 15 hours the second, which is an overload, you would receive a four credit hour overload. Dr. McCullough asked if this was clear. Mrs. Burke stated that what was said is clear, but when she does contracts for faculty this fall teaching 16 hours, they receive a one hour overload. Dr. McCullough stated that the Chair of Faculty Senate has this on the agenda for their meeting next week. We predict they will want 12 hours and 24 hours. Mr. Stultz stated that the 30-day comment period will allow for this type of feedback and asked if there were any other questions.

#### **8. Community Engagement\*:**

President Capehart stated that he had sent out a memo to provide written notice of what we proposed here this evening. At the risk of repeating what is in the memo, the primary objective over the last couple years has been to reunite West Liberty University with the community, both in terms of being a resource to the community and building the reputation of the school to enhance its appearance in the community. When we had discussed the need for a community engagement officer, at the time we were going through a reorganization of the Development Office, which originally had seven people and now only has three. We found that there was a lot of community engagement activity put on by the Development Office, much of which didn't necessarily lead to fundraising, this office's primary responsibility. We found over time a lot of basic community engagement began to drift toward Jeff Knierim, our Chief Development Officer. Jeff has been on the school board and civic organizations and has great contacts in those areas. The fundraising started drifting to Jason Koegler and Ron Witt. The Carnegie Foundation actually recognizes universities and colleges based upon whether they are actively engaged in the community, something every State institution should aspire to and support by command of the State of West Virginia. Moving toward that type of designation is important and this would create an Office of Community Engagement. Our Policy No. 4 requires that the board of Governors approve this position. Mr. Knierim would continue to report to the President, with Jason Koegler becoming the Executive Director of Development. We are now at a point where, as many of you may know, we hired an administrative manager who started a few weeks ago. This position is part of the separation between the Foundation and Development Office.

President Capehart also addressed the part of the resolution addressing the University's Strategic Plan. In updating the WLU Strategic Plan the last time we were concerned with making sure that our plan aligned with the hopes and aspirations and strategic plan of the HEPC. It is important to note that by adding this Community Engagement component to our Strategic Plan and by designating a leader for this initiative, we may be able to obtain Carnegie designation as being civically engaged, which puts us in a better position to obtain Carnegie grants.

**A motion was then made to amend the University's Strategic Plan to include a section on Community Engagement and establishing a non-classified position entitled Vice President of Community Engagement by Shane Stack and seconded by Ann Thomas; motion passed unanimously.**

Mrs. Burke asked for clarification on the Carnegie Foundation. The Carnegie Foundation looks at the type of institution; research, teaching, etc. They couple this with categories such as bachelors programs and masters program. They recognize institutions with community engagement and elevates their prestige and recognizes them for their part in the community.

Mr. Turrentine asked what we are looking at as a community; the Wheeling area? President Capehart hopes and our aspirations are to move beyond a regional institution, becoming more of a presence in the region and throughout the State. President Capehart recently spoke at a business summit where WVU and Marshall were the only other colleges at the event. This was because of relations we have with organizations; not just organizations that have tentacles into business, but also with nonprofits. This helps enhance our presence and allows us to take advantage of those relationships. We want to be more than just a four-county institution. With declining enrollment in these four counties, and what a great job our enrollment people do, we need to increase our presence beyond this immediate area.

#### **9. Approval of Non-Classified Positions\*:**

Dr. McCullough stated the two positions for approval are for the Physician Assistant Program. We were hopeful to get the approval for one position before the fact, but it is after the fact. David Blowers has been hired as the Clinical Coordinator. The gentleman joining us in January, Allan Bedashi has been hired as the Program

Director. Both of these positions are non-classified critical. Those titles are fairly standard titles, although we don't have any clinics to develop right now. These are key leadership positions in the Physician Assistant Program.

Mr. Stultz asked for a motion dealing with the proposed resolution for the two non-classified critical positions.

**A motion was then made 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” by Mike Turrentine and seconded by Beverly Burke; motion passed unanimously with no further discussion.**

President Capehart stated that Robert Kreisberg and John McCullough need to take a great deal of credit, along with Jack Wright, in the establishment of this program. This isn't something you just throw together. They have done a great job of spearheading what will be an absolute signature program for the College of Science. Robert is already starting to get transfers for this program. Dr. McCullough stated that Robert has been the hands-on person and directed every move. He has been the feet on the ground and hands-on in the entire process. Mr. Stultz stated that the Board appreciates their hard work and knows a lot of work has been expended. Robert has been to OVMC on numerous occasions touring the building and talking with those of us in health care administration. There is a lot of excitement in the community about this program. Health care jobs are in the forefront of good opportunities. The community will be well served by this program. Thank you all for a job well done.

**10. Revision of Compact Goals\*:**

Dr. McCullough stating that in submitting our 2008-09 update to the Compact with the HEPC, we are given a one-time opportunity to change our goals as submitted. Those new goals must be approved by our Board of Governors. Not many goals were altered. The revisions dealt with enrollment because this year, right now, we have surpassed the goals for 2013. This is to be an action taken by the Board since the directive is that the goals are to be approved by the BOG. The goals are not specifically identified in the resolution. Mr. Stultz asked for a motion to approve revisions made to the Institutional Master Plan.

**A motion was then made 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 Report Elements: HEPC Master Plan 2008-2013 by Mike Turrentine and seconded by Shane Stack; motion passed unanimously.**

**11. University Policy No. 117 – Classified Staff Salary Administration\*:**

Mr. Stultz noted that the Board has a resolution before them and asked that a motion be made before we enter discussion with Brian Warmuth to cover any questions.

**A motion was then made that the West Liberty University Board of Governors approves the revised Classified Staff Salary Administration University Policy No. 117 by Beverly Burke and seconded by Mike Turrentine; motion passed unanimously.**

Mr. Warmuth stated that there were comments received on the policy and those comments, from Margaret Buttrick, Human Resources Administration for the HEPC, were incorporated into the revised policy. Beverly Burke asked what corrections or changes were made to the policy. Mr. Warmuth stated there were changes in some sections, others had none. All of the changes were noted on the web site. Mr. Warmuth will drop off a summary of these changes at the office. Mr. Stultz asked if there were any other questions or comments.

**12. Board Policy No. 3 – Program Review\*:**

Dr. McCullough stated that the changes to the policy were perfunctory and procedural to align with changes the HEPC has made. Comments received from the HEPC have been incorporated and John Davis did a fine job of editing the provided comments. No substantive changes were made to what the Board saw before on the 30-day comment period. All changes align with HEPC revisions.

**A motion was then made that the West Liberty University Board of Governors approves the revised Program Review University Policy No. 3 by Mike Turrentine and seconded by Ann Thomas; motion passed unanimously.**

**13. President's Report:**

President Capehart asked that if there are any questions during his presentation to please feel free to stop him and not wait until the end. Some of the information is contained in the Board packets. President Capehart proceeded with his presentation as outlined.

Ann Thomas asked for clarification on the metro fee and the counties included.

With regard to Scott Cook's appointment as Dean of Students, Mike Turrentine stated that there is no one more capable than Scott. He also asked where the Registrar's position stands and Scott's work with this area. President Capehart stated that Scott will also remain as Director of Enrollment Services, Registrar and Director of Financial Aid. Dr. McCullough stated that what most institutions have today and that WLU does not have is a retention specialist. Retention is so critical and we are in the approval process to hire a retention specialist to focus on this area. We do have to watch and be careful, and Scott will tell us, not to put too much of a load on one individual. Scott will be provided with competent assistance appropriate for what needs to be done. Scott is a leader and has great leadership potential. What has been seen with Scott is a great exhibition of managing and being a manager. Scott really brings a lot to the table as a leader and leaders make their subordinates leaders by allowing them to do their job. Scott has great vision and the ability to delegate, step back, apply the rod and provide leadership.

Mr. Stultz moved toward adjournment and asked if there were any other questions. Mrs. Burke stated that people are voicing concerns about the meetings being moved off campus and to the 3:00 p.m. time slot. Although the meetings are open to the public, this change eliminates the possibility of any staff members being able to attend the meeting. To leave work a staff member would need to use vacation time to attend. President Capehart stated that the meeting was originally scheduled at Chair Joseph's convenience at Touchstone. It turned out that Mr. Joseph would be unable to attend the meeting so the meeting was moved to OVMC since Mr. Stultz is Vice Chair. President Capehart will mention this to Mr. Joseph. Mrs. Burke stated that our Board members should come to campus for meetings not only to see the campus but to participate in other events. Mr. Stultz stated that this was also discussed in the Finance Committee meeting. It was thought that it was in everyone's best interest to meet in the afternoon and this will be taken under advisement to reconsider.

Mr. Stultz stated he appreciates the hard work illustrated by the deans, staff, senior staff, and the president. We have this opportunity to gather together to see the excellent work you bring to the table and your dedication. The ultimate end product is to produce students with an education second to none. This is done very well and it is a credit to this community. Mr. Stultz thanked everyone for their hard work.

Mr. Stultz also informed new board members Ann Thomas and Bob Steptoe that there is now a requirement for new members to take training to keep current in understanding how boards operate. If anyone missed out on the earlier opportunity for training there is an opportunity coming up in a one-day session in Morgantown at the Erickson WVU Alumni Center. Mary Ann can fill you in on the details. This is a requirement in legislation for the upgrading of your own education as far as being involved in this type of a leadership position. Mr. Stultz thanked everyone for coming to OVMC; it was nice to have everyone here.

Mr. Stultz asked for a motion to move to Executive Session, allowing for John McCullough and John Davis to remain.

**Pursuant to WV Code § 6-9A-4, a motion was made to retire to executive session by Richard Carter and seconded by Ann Thomas; motion passed unanimously.**

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

**14. Adjournment:**

The meeting adjourned at 5:25 p.m.

James Stultz \_\_\_\_\_  
Vice Chair

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